

PCOE College Council summary - March 6, 2017

All members were present.

1. Dean welcomed council members and officially called College Council to order at 2:05pm.

2. Minutes of Feb 13 were reviewed with brief discussion. Motion was made by Deborah Buswell to accept minutes, seconded by Claudia Whitley. Council unanimously accepted minutes as presented.

3. Sub-committee reports:

- Perkins fund: 5 applications received and approved since last council meeting
- Student Travel fund: 1 application submitted, approval pending.

Account balances of available funds for both accounts were unavailable at the time of the Council meeting.

4. Staff appreciation reception:

- Council agreed on tentative time from 3:30-4:30pm on April 26th for the reception at the Culinary Cafe. Council discussion emphasized need for PCOE faculty to attend the reception and recognize staff, which will include Administrative Assistants, janitorial-housekeeping staff, individuals connected to departmental grants, directors at the ECRC, and graduate and research assistants. Heather said that she will contact janitorial/housekeeping supervisor (Ron Watson) to confirm and give permission for time-off for employees to be absent from their posts to attend reception.

5. PCOE Policies:

Dean Abbott directed discussions regarding policy revisions for Merit Pay, Promotion, Tenure, and Periodic Performance Evaluation of Tenured Faculty and emphasized a need to final edits and reviews to be accepted by the Council in time for the Leadership Council meeting on March 9th.

Merit Pay: Council discussed the issue regarding notification of individual faculty member's evaluation within the academic unit. Dean Abbott recommended that each unit head will notify an individual faculty member about his/her specific merit recommendation prior to the receipt of the individual's next academic year contract. The Council approved a motion by Lauren, seconded by George, to accept the dean's recommendation.

Promotion and Tenure: Council discussed the notion that the term 'collegiality' had been recognized in the past but had not been put in writing in connection to teaching, research, and service within promotion and tenure guidelines as a requirement until now. Because it is new, the Council approves wording regarding 'collegiality' from Section 1.B of University Policy 7.4.

Council approves dean's suggestion for an appendix listing examples of 'collegiality'.

Motion to accept revisions for the Promotion and Tenure guidelines is made by Sally Ann, seconded by Chay, approved by the Council.

Periodic Performance Evaluations for Tenured Faculty and Administrative Evaluations:

Council resumes and continues discussion of February 13th about eliminating the practice of a required review of pre-tenured faculty for years 2, 4, and 5. Appropriate approximate language of “entire tenure committee or a sub-committee will review all probationary faculty materials in years 2, 4, and 5. The academic unit will determine sub-committee’s understanding, consistency, and reliability of materials submitted.” Council recommends that an appendix be added listing ‘examples of collegiality’ in the Periodic Performance Evaluation of Tenured Faculty guidelines.

Motion to accept amended changes to guidelines is made by Claudia, seconded by Daniel. Council approves appropriate changes in and additions to wording and format for policy guidelines.

Additional discussion: Pre-promotion guidelines are to be addressed at a later date with an understanding that Pre-promotion guidelines must include wording related to non-tenure track faculty. Motion to accept amended changes to guidelines is made by Heather, seconded by Claudia, and approved by the Council.

6. PCOE name change:

Discussions regarding the name change or enhancement of the PCOE name are to be discussed at the April Council meeting and focused on the departments of Human Sciences and Human Services. Name change options, ranked recommendations, and rationale for name change and proposals are to be discussed at the April Council meeting.

7. Issues from the PCOE faculty:

Clinical faculty from Human Services want to explore ranking procedures and options for clinical faculty. The dean recommends a proposal to be presented through the appropriate channels, such as the SFASU Faculty Senate and the Policy Committee concerning what is requested.

Meeting was adjourned at 3:50pm.