

PCOE College Council
May 08, 2017, 2:00 – 3:30pm
Minutes – Summary

Members Present: Dean Judy Abbott, Claudia Whitley, Ken Austin, Daniel McCleary, Heather Munro, Jay Thorton, Lauren Burrow, George Willey, Deborah Buswell, Chay Runnels (by phone)

1. Welcome and Introductions

Dean Abbott welcomed council members and asked everyone to review summary. Meeting was called to order at 2:10pm, after review of April 10 minutes.

2. Review of minutes/summary

Sally Ann was added to the attendance

George made the motion to accept the minutes with corrections, seconded by Daniel

3. Subcommittee updates

Perkins Travel Fund – Jay shared that there were 2 applications submitted for May, now out of funds

Student Travel Fund --- Deborah shared there was 1 application submitted for May, awaiting committee approval

4. Staff Appreciation review

Chay shared that the event went smoothly on the Café end and appreciated the several faculty members who stayed to help clean up; Dean Abbott shared that some administrative assistants felt emphasis of the event was on housekeeping and that some housekeeping that are no longer in our college are still attending; Jay suggested having multiple recognitions throughout the year; Dean Abbott welcomed suggestions for how to streamline for next time; Chay suggested a “love your staff” month in February, George shared that April is “administrative assistant appreciation week,” Dean Abbott suggested consolidating all housekeeping from Dean’s level and units in order to focus on administrative assistants; Dean confirmed that we are adhering to the budget; Heather (09/11/17) added a recommendation from Lysa Hagan (Charter School) of having a Spanish-language translator present so that housekeeping with limited English language comprehension can enjoy the event

5. Name Enlargement update

Dean Abbott had committee review Qualtrics report (ranking top 3 potential names and suggestions that were submitted; 36 participated in survey) which showed better communication with students and faculty the nature of our programs within college; Dean Abbott clarified the percentages were of respondents, not FullTime faculty in departments; George commented that the report shows favorable response to communication; Ken

commented that a name change had favorable aesthetics; Lauren asked what next steps would be, Dean Abbott asked committee if we would want to include other units or just inform, Deborah responded we should put forth suggestions and inform rationale; Lauren clarified that PCOE Phase 2 would ask for an “endorsement of the name” w/ 2/3 response being an “overwhelming majority”

6. Issues from faculty

Questions about Tenure Policy Review --- Dean Abbott suggested units develop their own list for the Appendix on “Collegiality”

Farewell to Ken, with “thanks for service” from Dean Abbott

Jay will rotate off due to new position, with “thanks for service” from Dean Abbott

Meeting was adjourned.

Submitted by: Lauren Burrow