

PCOE College Council
16 October 2017, 2:00 - 3:30 PM
—Summary—

Present: Dean Judy Abbott, Heather Munro, Claudia Whitley, Chay Runnels, George Willey,
Gina Causin, Deborah Buswell, Lauren Burrow, Derek Cegelka, Suzanne Maniss

Absent: Mary Catherine Breen

1. Review of summary from the last meeting - Meeting minutes from September 11, 2017 were submitted for approval. The minutes were approved with no corrections and will be distributed via email and posted on the website. Moved to approve – Claudia Whitley, Second – Suzanne Maniss – no discussion. Accepted unanimously.

2. Discussion of Policy and Guidelines for Performance Evaluation of Faculty – PCOE

Change to schedule move from school year to calendar year (FAR for 2017-18) September 1, 2016 to December 31, 2017, Due Tuesday January 16, 2018. Next year and there after, FAR will go January 1, 2018 – December 31, 2018 and will be due the Tuesday after MLK Day. This is reported within Digital Measures. Reminders will be sent 3 times prior to submission date and after if faculty member has not submitted FAR. Once submitted, reports will be sent directly to the chair. Any changes need to be made within Digital Measures and not to external (printed-final report) documents. Changes (edits) can be made by unit heads for previous submissions.

Under “Review Categories” – leadership council sees the overall rating categories for post-tenure review differently than the college council. Adding an “exception” clause for those who may not be meeting satisfactory across all three categories. Heather Munro and Suzanne Maniss will work on this to be reviewed at the November meeting.

3. Discussion of Performance Evaluation of Faculty – University
4. Discussion of “Leave reporting” – there are extreme examples of abuses of the system. However, faculty who are doing their work, service, available to students, and report hours as needed are meeting the guidelines. Leave reports are required for scheduled events such as academic, recruiting, commencements, and scheduled meetings.
5. Discussion of “travel authorization” – TAs must be approved 3 weeks prior to travel.
6. Discussion of “Outside Employment/Dual Employment” – need Regents approval – Dual Employment includes instruction at another State institution. Outside Employment includes only private institutions of higher education or non-Texas public institutions of higher education.
7. Teaching Excellence – consider three criteria for the recipients for the Teaching Excellence Award:
 1. Be in a full-time teaching position
 2. Be in a permanent faculty line
 3. Have completed at least 3 years of experience at SFASUMoved – Gina Causin
Second - Suzanne Maniss
Accepted unanimously

8. Perkins Professional Development Travel Grants – update to committee by George Wiley
9. Student Travel Grants – provided a summary of FY17 to committee by Deborah Buswell
 - a. Requested input from committee for requesting further information from applications.
 - b. Provide 48 hours to resubmit missing information.
10. Other items – policies to be returned from the Provost and then back to the departments.
11. Enrollments – projecting caps across the college, to decrease caps needs to be for appropriate practice. Faculty need to have a voice in providing rationale for the caps.
12. Table Discussion of overload for faculty members – Over \$400,000 in overload and adjunct pay.

Meeting adjourned 3:51pm

Summary of meeting submitting by Deborah Buswell