

PCOE College Council

11 December 2017, 2:00 - 3:30 PM

Summary

The PCOE College Council serves advisory and leadership roles. Members of the council represent their colleagues in the departments and school, bringing issues and concerns to the council and taking issues and initiatives to their colleagues for discussion and review. Members engage with the dean and the dean's leadership team by considering issues and by providing advice concerning actions. The council takes responsibility for organizing and implementing the Staff Appreciation Reception, for reviewing and awarding the Perkins Travel Grants, the PCOE Student Travel Grants, and the Undergraduate Research Conference representatives, and other events as designated. The council is comprised of two elected representatives from each department/school and meets monthly during the fall and spring semesters.

Called to order at 2 p.m.

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

1. Review of summary from the last meeting

Meeting minutes from October 16, 2017 were submitted for approval. The minutes were approved with noted correction on the tenure and promotion process approval. The minutes will be distributed via email and posted on the website.

Motion to approve – Suzanne Maniss,

Motion seconded – Gina Causin – no discussion.

Approved unanimously.

2. PCOE policies/practices

Promotion, Tenure, pre-promotion/pre-tenure forms

The revised forms that were approved at the previous meeting for all four categories were shared with the committee. The new forms will be used in 2018-19.

3. Perkins Professional Development/Travel Grant and Student Travel Grant Guidelines

Discussion of updating the student travel guidelines

George Willey reported out as a follow-up to last month's discussion about students being eligible to be awarded student travel funds to attend professional conferences where presentation opportunities are not available. He shared that the policy wording would allow students to attend under such circumstances but that the approval process forms are restrictive in granting students this opportunity. George will make suggested revisions to the approval form and send this to the committee to review prior to the January meeting.

Discussion was also given to use of Perkins Faculty Travel Funds or Student Travel Funds by faculty who are also enrolled in university programs. It was stated that faculty who are in such positions are eligible to apply for the use of student travel funds. It was also stated that such faculty are not eligible to use Perkins Travel funds and student travel funds concurrently for professional travel.

4. Other items

Discussion was given to reporting leave and situations constituting a need to report leave. Discussion was also given to situations involving the need for faculty who teach online to report leave. Dean Abbott stated that she is in discussion with the leadership council about these issues and the clearer direction will be provided in the spring of 2018.

Meeting Dates, the 2nd Monday of the month, 2:00 -3:30 AM, McKibben 281 [note: the member names are for taking notes & developing meeting summaries]

- Monday, Jan. 22, 2:00-3:30 PM — Gina Causin
- Monday, Feb. 12, 2:00-3:30 PM — Lauren Burrow
- Monday, March 19, 2:00-3:30 PM — Derek Cegelka
- Monday, April 9, 2:00-3:30 PM — Claudia Whitley
- Monday, May 7, 2:00-3:30 PM — Mary Catherine Breen

Perkins Travel subcommittee	Student Travel subcommittee
Cegelka, Derek	Buswell, Deborah
Munro, Heather	Maniss, Suzanne
Wiley, George	Vacant
Burrow, Lauren	Whitley, Claudia
Chay Runnels	Causin, Gina