

**PCOE College Council**  
**12 February 2018, 2:00 – 3:30pm**  
**Summary**

**Called to order at 2 p.m.**

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

**Absent:** Amanda Rudolph

**1. Review of summary from the last meeting**

Meeting minutes from January 12, 2018 were submitted for approval. The minutes were approved with noted correction to change “AM” to “PM” on page 2.

Motion to approve – Deborah Buswell

Motion seconded – Gina Causin

Approved unanimously.

**2. Perkins Professional Development/Travel Grants & Student Travel Grants**

Reminder to call travel “funds,” not “grants.”

Dean Abbott discussed changes to student travel from December drafted by George Willey; implemented by Deborah Buswell. George presented opportunity to apply for funds and created a form for students and faculty; recommended allowing students to apply even if not performing. Deborah discussed receiving 20-page applications and requested a need to streamline the application; for example, the committee doesn’t need Google maps and other unnecessary paperwork. Deborah recommended that transcripts should not be attached and just put GPA in faculty recommendation letter. On the new form, faculty needs to input students attendance where there are no opportunities to present. Deborah requested that committee pass this along to faculty for input. Dean Abbott indicated no vote necessary because George and Deborah were asked to modify the form.

Deborah will forward updated budget to Belinda, pending 2017 – 18 summary. Deborah explained that this is the earliest we have ever been out of funds for Student Travel. Chay Runnels expressed concerns about spring travel not getting enough funding if monies are exhausted in fall. Dean Abbott reminded us that we need to always spend \$14k and that \$5k can roll over. Discussion of fair allocation of funds: Suzanne Maniss suggested holding a set amount back for spring travel; George suggested splitting the money based on historic travel patterns based on semester (Dean Abbott requested that Deborah prepare that report for March meeting); Chay identified this as a “good problem to have” and suggested we ask for more support money based on this increased need for student travel related to research and creative activity presentations.

**3. Undergraduate Research Council**

Dean Abbott reminded committee that in the past College Council has reviewed and ranked for PCOE proposals, so be looking for an email with proposals and a scoring rubric to be completed by all of committee by published deadline.

**4. Staff Appreciation, April 24 & 26, 3-4pm, Culinary Café**

Chay Runnels explained the need to change the meeting times to 4-5pm to accommodate Jill Pruett's class schedule (Jill's students will be catering the events). Discussion of scheduling and invitation sorting for events: Chay recommended, based on Jill's class sizes, that Tuesday be reserved for the larger units' attendance and Thursday for the smaller units' attendance. Dean Abbott reminded committee that faculty is throwing these events, so they need to be in attendance. Dean Abbott reiterated NO gifts policy; Suzanne Maniss requested clarification as to why and Dean Abbott explained that no institutional money could be used to purchase gifts, but that certificates, thank you cards are acceptable. Suzanne volunteered to check with custodial supervisor regarding shared staffing across units and approval for leave to attend events and report back at March meeting. Dean Abbott asked committee to define "staff" for the purposes of this event and requested that the committee check in with their units to determine faculty preferences/commitments regarding dates, etc.

**5. Policy --- Performance Evaluation of Faculty Approval**

Dean Abbott reminded committee that we approved Performance Evaluation of Faculty at November 13 meeting, and updated that the policy is now with Provost. Dean Abbott updated committee about those who have undergone this evaluation.

**6. Communication, Information, & Transparency**

Dean Abbott asked for committee feedback on VP Forums: Chay Runnels noted she observed low attendance at some; George Willey and others noted possible reasons for low faculty attendance at these sessions.

Chay shared that faculty in her department appreciated the Dean's email regarding leave/travel policies, but they still have concerns. Derek Cegelka suggested Brown Bag lunch minutes could be hosted to debrief faculty about policies, etc. Derek suggested Friday be reserved for meeting days, because faculty scheduling is complicated; would that require a schedule policy change?

George requested an update to the College's name change status; Dean Abbott shared a handout from her recent presentation to the Board of Regents in which she claimed she promoted the need for a name change by presenting our units as "clusters" within a college.

**7. Other items**

None were discussed.

Meeting was adjourned.

Submitted by: Lauren Burrow