

PCOE College Council  
15 October 2018, 2:00 - 3:30 PM  
—Agenda—

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 academic unit and meets monthly during the fall and spring semesters.

1. Review of summary from the last meeting
2. Office hour policy clarifications about excused office hours during professional meetings and about office hours during on-campus professional meetings (e.g., family forum)
3. FAR template revisions
4. GA allocation within the college/across colleges
5. Perkins travel guidelines clarifications
6. Student worker hiring (i.e., efficiency with timing of approvals)
7. Bulk enrollment questions
8. Professional Development funds disbursement timeline
9. Dual-hiring of faculty (e.g., adjuncts teaching across multiple programs/colleges etc.); streamlining paperwork/logistical issues
10. Perkins Professional Development/Travel Grants & Student Travel Grants  
-updated guidelines – Lauren Burrow
11. Other items

Meeting Dates, the <2<sup>nd</sup> Monday of the month, 2:00 -3:30 AM>, McKibben 281 [note: the member names are for taking notes & developing meeting summaries]:  
-<day>, <month date>—<name>

- Monday, Oct. 15, 2:00-3:30 PM – Deborah Buswell
- Monday, Nov. 12, 2:00-3:30 PM – Flora Farago
- Monday, Dec. 17, 2:00-3:30 PM – Lauren Burrow
- Monday, Jan. 28, 2:00-3:30 PM – Derek Cegelka
- Monday, Feb. 11, 2:00-3:30 PM – Gina Causin
- Monday, March 11, 2:00-3:30 PM – Amanda Rudolph
- Monday, April 8, 2:00-3:30 PM – Barbara Qualls
- Monday, May 13, 2:00-3:30 PM – Mark Montgomery

<b>Perkins Travel subcommittee</b>	<b>Student Travel subcommittee</b>
Derek Cegelka, co-chair	Deborah Buswell, co-chair
Lauren Burrow, co-chair	Mark Montgomery, co-chair
Barbara Qualls	Amanda Rudolph
Yuleinys Castillo Silva	Heather Munro
Flora Farago	Gina Causin