

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

Attending: Jim Ewing (for Lauren Burrow), Mark Montgomery, Yuleinys Castillo Silva, Lydia Richardson sitting in for (Heather Munro), Amanda Rudolph, Barbara Qualls, Derek Cegelka, Deborah Buswell, Flora Farago, Gina Causin, Judy Abbott

1. **Review of summary from the last meeting** – Several corrections/spelling/typos were made. Barbara Qualls moved to accept with changes; Gina Causin seconded; passed unanimously.
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) – Clarification of what “excused” means. Away from campus at a conference or meeting - you do not need to make them up. On-campus meetings/office hours need to be rescheduled. Important to notify students, administrative assistants, and unit heads. Units can make it more stringent but can’t make it less stringent than the college policy.
3. **FAR template revisions** – status of revisions to create additional categories/subcategories? Discussed in past year. Dynamic template can be adjusted by college and can be requested by the college. Too late this year to change for this cycle but moving forward a committee would need to be formed to suggest changes.
4. **GA allocation within the college/across colleges** – discussion and a better understanding of allocation of GAs across college(s). Rationale of allocation is unknown for the present allocations. Examination of the allocation is ongoing by the graduate school office. Discussion of what the PCOE has allocated and where the assistantships are across the college. Dean and Unit Heads make the final determinations across the college.
5. **Perkins travel guidelines clarifications** – define “regional” meeting – not a regional meeting of a/ “State of Texas” or any “State of” professional conference. Has to be a regional conference of a National/International organization. This is to maintain the original mission of the funds, which is to enlarge the name of SFA beyond the state levels of organizations.
6. **Student worker hiring** (i.e., efficiency with timing of approvals) – this is a question for Human Resources.
7. **Bulk enrollment questions for D2L** – Academic Unit head approval to process this request.
8. **Prof dev funds disbursement timeline** – goes out to Unit Heads about three days after Provost sends to Dr. Abbott.
9. **Dual-hiring of faculty** (e.g., adjuncts teaching across multiple programs/colleges etc.); streamlining paperwork/logistical issues – Provost office keeps faculty records, Human Resources – Staff records, Dean’s Office – Adjunct records – request copies from the appropriate office.
10. Children in the Workplace – draft of Position Statement by the PCOE – Amanda, Lauren, Yuli – will work on this for the November meeting.

Next meeting Monday, Nov. 12, 2:00-3:30 PM