

PCOE College Council  
12 November 2018, 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 academic unit and meets monthly during the fall and spring semesters.

**Attending:** Lauren Burrow, Mark Montgomery, Jennifer Perry (sitting in for Heather Munro), Barbara Qualls, Deborah Buswell, Flora Farago, Donna Fickes (sitting in for Gina Causin), Amanda Rudolph, Judy Abbott

1. **Employee Scholarship program:** There was a concern about faculty dependents only being able to use one parent's dependent scholarship per semester, not both parents'. This is an HR benefits issues, not a policy on the books. Council members are to return to their academic units and ask if there are broader concerns across units. Based on feedback, council members will discuss at the December meeting whether/how to move forward.
2. **Concern about Interior Design and Merchandising having their printers serviced** after student-worker "tech" line will be cut. Suggestion: faculty should contact IT to do early problem solving, to ask about turn-around time, and find out who will be the IT staff member dedicated to working on this issue.
3. **Are SOAR submissions peer-reviewed?** No, they are only reviewed by institutional colleagues and not by experts in one's field. They do not count as a "peer-reviewed" presentation for T & P.
4. **Professional Development funds:** How is allocation determined across and within units? College gets allocation annually (e.g., 90K for 2018-19). Dean determines how many full-time equivalents (FTEs) there are in academic units, and allocates funds in proportion to FTE employees/unit. Dean urges unit heads to differentiate based on needs of faculty: tenure-track vs non-tenure track etc. However, ultimately, unit heads determine how funds are allocated within units. Acceptable PD expenses (not exhaustive): professional travel, webinars, books etc. Non-acceptable: credentialing, membership in professional organization
5. **Children on campus policy:** Amanda Rudolph & Lauren Burrow met to discuss statement regarding policy on minors on campus in order to propose a resolution or white paper. Faculty senate is meeting on 11.14.18. Dr. Rudolph and Dr. Burrow will wait to see what faculty senate is doing on this front before moving forward and will have a draft for the December CC meeting. Dean would support statement from College Council representing the stance of PCOE about proposed policy.
6. **Student Travel Awards:** Projected to run out by December or January. Units should discuss other options for supporting student travel. In one unit, course fees are used to support student travel. Another option is to reduce the amount (\$500) each student can get to allow for more students to travel. Guidelines are needed for faculty to oversee/mentor students in their travel arrangements, so cost effective options, such as room sharing, can be encouraged. Perkins endowment is another option – Dr. Abbott will investigate. College Council will also make a formal request to Hospitality faculty to develop a training on travel guidelines and suggestions in Brightspace.

**Next Meeting:** Monday, Dec. 17, 2:00-3:30 PM – Lauren Burrow is minutes taker