

PCOE College Council  
17 December 2018, 12:00 – 1:30pm  
—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, Heather Munro, Barbara Qualls, Deborah Buswell, Jennifer Newquist (sitting in for Flora Farago), Gina Causin, Amanda Rudolph, Judy Abbott

**Absent:** Mark Montgomery, Yuleinys Castillo Silva

1. Meeting moved from typical 2:00pm meeting time to 12:00pm start time, on request of Dean Abbott.
2. Summary of 12 November 2018 meeting reviewed. Motion to approve by Amanda R. Motion Seconded by Gina C. Unanimously accepted.
3. **PCOE Designation for professor of practice:** (Gina C.) Colleague wanted Council's opinion on this title designation, as it is used at other Universities. Update: Faculty Senate have a sub-committee exploring "ladder" for Clinical Teachers, but not with label of "professor." (Dean Abbott) Clarification: this is a request for designating a "career ladder" process for non-tenure-track, permanent, full-time faculty members, but there are concerns about titles and there is a disinterest in the use of the term "assistant professor/associate professor/professor" without a terminal degree. This is not for "instructors" on the tenure-track, pursuing a terminal degree with expectation dates for completion. Titles are outlined in *Appointments Policy*. (Deborah B.) Requests submission of proposal from interested faculty member for College Council to review. Barbara Q. supports request for this proposal. Gina C. will report back in January.
4. **Designating/changing online teaching workloads:** (Gina C.) Who determines course enrollment caps? How are course enrollment caps determined across units? How is faculty workload determined based on TLCs? (Dean Abbott) It is a flexible determination based on multiple variants. Dean Abbott expects "conservation of resources" through highest number of seats and lowest number of sections, with justification for changes. (Dean Abbott) Syllabi should demonstrate the course hour credit justification for each course with 1 credit hour = 1 contact hour (50 minutes) and 2 hours of outside class work. More information to be presented in the spring.
5. **Employee scholarship program:** (Gina C.) Follow up from November meeting ---when two faculty members work at SFA and apply for ESP for one child during summer, HR would not allow them both to use; additionally, Financial Aid Office turned down their request. These faculty members are requesting College Council's assistance. (Dean A.) Currently, there is no policy but there is a practice. Faculty can propose something to bring to Faculty Senate or request Unit Head to bring to Chair's Forum. (Derek C.) How does the current practice compare to other Universities that provide full-tuition coverage for dependents of faculty and staff? (Amanda R.) Request for Derek C. to bring up request for research comparison into other Universities' dependent tuition practices/policies.
6. **Travel "training" by hospitality faculty:** (Gina C.) In response to November meeting request for "travel guidelines" be created by Hospitality faculty, Hospitality faculty recommends SFA Travel Office be charged with this task. (Deborah B.) Clarification: Donna F., sitting in for Hospitality faculty, volunteered the Hospitality faculty could create recommendations for student travel best practices to assist

professors coordinating student conference travel. Gina C. will revisit this with Hospitality faculty and report back in January.

7. **Diversity statement:** (Amanda R.) Presentation of "Proposal for Inclusion of Diversity in FAR." (Dean Abbott) We are interested in being able to highlight and report on faculty engagement with diverse populations and diversity training. Suggestions: (Gina C.) Stacy has added "diversity should be reflected in syllabus," (Jennifer N.) Attending and presenting at OMA Diversity Conference, (Dean Abbott) PCOE has goal of retention and recruitment of diverse individuals, including geography and previous Institutional experience as diversity. (Amanda R.) On-going PD is being undertaken by PCOE Diversity Committee with intention to share with PCOE. Dean A. makes motion for request of Leadership Council for our desire to expand the Goals section of the FAR for PCOE to include "Diversity section" to potentially allow faculty to record goals related to diversity. Motion passed unanimously.
8. **Children on campus policy:** (Amanda R.) Presentation of "Resolution on children in the workplace." (Dean Abbott) Recommendations of edits and revision to presented resolution: omit "all" from first sentence and revise to "most." Additional wordsmithing to be completed at a later time. (Dean Abbott) College Council should request presentation time for this resolution to respective units. (Amanda R.) Suggestion to create a Family Friendly Ad-Hoc Committee to look at initiatives involving innovative practices. (Dean Abbott) Requests digital copy of resolution to share with units with addendum for Ad-Hoc Committee interest.
9. **Travel committees update: Student Travel Awards:** (Deborah B.) Two more student travels awarded, with one waiting on approval status from ORSP. There may still be funds in January. **Perkins Travel Fund:** (Lauren B.) Current available funds \$6499.22 left from FY18. There are currently at least 4 travel requests being reviewed. Anticipate January/February exhaustion of funds.

**Minutes taken by Lauren Burrow**

**Next Meeting:** Monday, Jan. 28, 2:00-3:30 PM – Derek Cegelka is minutes taker