

PCOE College Council

January 28, 2019, 2:00-3:30

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: Heather Munro, Barbara Qualls, Deborah Buswell, Flora Farago, Gina Causin, Amanda Rudolph, Derek Cegelka, Mark Montgomery, Jennifer Perry (sitting in for Yuleinys Castillo Silva), Judy Abbott

Absent: Lauren Burrow

1. Review of Summary from the last meeting. Motion to approve minutes from December 17, 2018 was made by Gina Causin, second by Heather Munro – unanimously accepted
2. Amanda Rudolph presented the “Resolution on Children in the Workplace” – discussion and one small change. Barbara Qualls made a motion that the council support the resolution with changes, that it be presented to leadership for their review and approval, and to then establish an ad hoc committee of faculty to develop actions based on the resolution. Gina Causin second.
3. Derek Cegelka explained the Employee Scholarship Program (ESP) will be brought to the Faculty Senate for the next meeting. Currently there is no policy but there is a practice. He will report for the next meeting on the outcome from Faculty Senate.
4. Gina Causin discussed about an honors project in the works about traveling smart for students. The training program will help students when travelling off campus with the recommendation that students will take the training in the academic year 2020.
5. Dr. Abbott discussed to the council about The Higher Education Coordinating Board (THCB) glossary. The registrar's office has no critical terms list so Dr. Abbott created one as it relates to curriculum. Barbara Qualls discussed the contact hours of Maymester, Summer I and Summer II must be reflective of those terms. Dr. Abbott explained that these semesters are reflective of the 45 contact hours required. The syllabus needs to reflect these hours based on the number of credits a course is. A statement within the syllabus will demonstrate the out of class load and justify credits. A table was suggested by Dr. Abbott in order to explain the credit hours based on the semester. This would

make the guidelines more clear and show how it applies to the classes-difference between lecture, lab, practicum, etc.

6. Dr. Abbott opened discussion about the staff appreciation reception. Barbra Qualls explained that the event might not be the best route this year and asked if we could use the budget to do something else. Amanda Rudolph and Flora Farago agreed and made suggestions for other ways to recognize the staff. After a discussion, the council voted unanimously that the reception would not take place this year. Dr. Abbott recommended that you recognize your staff in some way. Talk with your colleagues and we will revisit this in the next meeting.
7. Discussion about the February meeting was brought up due to it being so close to the January meeting, Dr. Abbott proposed to cancel the meeting and the council agreed to not meet for February.

NEXT COUNCIL — Monday, March 11

Meeting adjourned 3:39PM

Minutes submitted by Derek Cegelka