

PCOE College Council  
9 September 2019, 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. Welcome & Introductions
  
2. Review summary from last council, May 13, 2019
  
1. Setting the agenda for the 2018-2019 academic year
  - establishing subcommittees
  - issues from the faculty
  
3. Perkins Supplemental Travel Fund — Amanda
  
4. Policies – Derek
  - leave reporting
  - Class time schedule
  
5. Development Officer accomplishments — Gina & Flora
  
6. PCOE Faculty Services — Gina & Flora
  - PCOE practices & forms
  - Professional development
  
7. PCOE Reorganization — Judy
  - Graduate assistant allocation — Gina & Flora
  
8. 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]:

|                 |                 |
|-----------------|-----------------|
| Monday, Sept. 9 | Monday, Feb. 10 |
| Monday, Oct. 14 | Monday, Mar. 16 |
| Monday, Nov. 11 | Monday, Apr. 13 |
| Monday, Dec. 2  | Monday, May 4   |
| Monday, Jan. 13 |                 |
|                 |                 |

Draft subcommittee assignments

| <b>Perkins Travel subcommittee</b> | <b>Student Travel subcommittee</b> |
|------------------------------------|------------------------------------|
| Derek Cegelka                      | Dustin Joubert                     |
| Lauren Burrow                      | Mark Montgomery                    |
| Barbara Qualls                     | Amanda Rudolph                     |
| Lydia Richardson                   | Jillian Dawes                      |
| Flora Farago                       | Gina Causin                        |