

PCOE College Council
14 October 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.

Attending: Derek Cegelka, Lydia Richardson, Jillian Dawes, Barbara Qualls, Gina Causin, Leah Kahn, Mark Montgomery, Dustin Joubert, Judy Abbott; special guests: Lana Comxeau and Stacy Hendricks

Review summary from last council, Sept. 9, 2019: Members reviewed the previous summary. Gina moved that the summary be accepted, and Mark seconded. Motion passed with no discussion.

Development Officer accomplishments: Lana Comxeau provided documentation as to the various types of sources where money is solicited by the Development Office. Lana provided a brief description of how funds are solicited within each source. Lana encouraged the solicitation of monies at the college, department, and program levels. She did note that any solicitation/fundraising efforts within the PCOE must be approved by Dean Abbott before submitted to the Development Office. Lana also provided an analysis for FY19 on the private funds received. There was discussion on some of the information presented such as the number of donors for the Phi Delta Kappa Scholarship. Lana noted that she would investigate that further and provide a response. Accomplishments within individual programs were requested for use as bragging points with "Phone Jacks."

University Advancement office includes Marketing and Communications, Alumni Association, and the Development Office. Lana noted that these entities are now working together to increase funding opportunities for the university.

Dr. Abbott and Lana discussed the importance of all faculty giving each year. Lana noted that all donations made, whether they go to an individual unit or to the Dean's office, benefit the PCOE. The faculty and staff of PCOE are encouraged to use Lana as a resource for funding opportunities and to notify her of any potential donors.

Perkins Supplemental Travel Fund: Reports from the Perkins Travel subcommittee and Student travel subcommittee were made.

Perkins Travel Subcommittee: Derek noted that the subcommittee felt it was best to keep the policies for Perkins travel as is. Faculty are allowed one travel with Perkins funds per term, which allows for them to travel two out of the three terms per academic year. The subcommittee felt that there are other avenues in which a faculty may obtain funding for travel if they wish to travel multiple times in one term. Keeping the policy will ensure that the monies are spread across the academic year.

Student Travel Subcommittee: Mark reported that \$15,000 (31 students) of the \$17,000 allocated had been funded. He noted that the subcommittee questioned how to make the allocations more equitable for students wanting to travel in the fall and spring. Points of discussion included needing more stringent guidelines, the possibility of funding a project versus the "person", and possible allocation of funds based on undergraduate/graduate status. The Student Travel

Subcommittee will develop a proposal on new policies/guidelines and bring back for discussion at the November meeting (add to agenda).

PCOE Research and/or Creative Activities Award: Stacy Hendricks noted there had been discussion at Leadership to put as much of a focus on research excellence as there has been on teaching excellence. The current selection process is as follows: (a) unit heads name someone from their department whom they believe are worthy of the award, (b) Leadership Council reviews the nominees and selects one name to be submitted for university level review. A committee was developed to construct specific criteria and selection procedures for the Research and/or Creative Activities Award. Dr. Hendricks noted that the committee took SFASU's criteria to create the proposed criteria and selection procedures, which were distributed to members of the Council. Dr. Hendricks noted that the committee would like to pilot these criteria and selection procedures for the upcoming year and requested approval from the Council. In addition, the committee is hoping to possibly submit multiple names for consideration at the university level. It was noted that the committee wanted this to be a competitive award within the PCOE; units should not feel compelled to submit a nominee unless they were a strong competitor. Gina requested additional time to review. Dr. Hendricks agreed to provide an electronic copy of the proposal to the Council members. Council members will discuss this proposal with colleagues within their unit and send Dr. Hendricks any commentary by October 21, 2019. If no negative comments are received, the committee will assume to go forward piloting the criteria and policies for the upcoming year.

Other items: Dr. Abbott reminded everyone of the upcoming Graduate Faculty Meeting with President Gordon on October 25, 2019. This will be a Q&A type of meeting. Mark asked whether the meeting would be recorded and Dean Abbott noted that a link will be provided following the meeting.

The meeting was adjourned at 3:27 p.m.

The next CC meeting will be on November 11, 2019 at 2:00 p.m.

Minutes submitted by Lydia Richardson

Meeting Dates, the <2nd Monday of the month, 2:00 -3:30 AM>, McKibben 281 [note: the member names are for taking notes & developing meeting summaries]:

Monday September 9 – Barbara Qualls	Monday February 10 – Dustin Joubert
Monday October 14 – Lydia Richardson	Monday March 16 – Mark Montgomery
Monday November 11 – Derek Cegelka	Monday April 13 – Amanda Rudolph
Monday December 2 – Flora Farago	Monday May 4 – Gina Causin
Monday January 13 – Leah Kahn	

Subcommittee assignments

Perkins Travel subcommittee	Student Travel subcommittee
Derek Cegelka – co-chair	Dustin Joubert
Leah Kahn	Mark Montgomery -- chair
Amanda Rudolph	Barbara Qualls
Lydia Richardson	Jillian Dawes
Flora Farago – co-chair	Gina Causin