

PCOE College Council

12 October 2020, 2:00 - 3:30 PM

Summary

The PCOE College Council serves advisory and leadership roles. Members of the council represent their colleagues in the academic unit, 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 reviewing and awarding the Perkins Travel Grants, the PCOE Student Travel Grants, for the Undergraduate Research Conference representatives, and for other events/duties as designated. The council is comprised of two elected representatives from each academic unit and meets monthly during the fall and spring semesters.

In attendance: Dr. Abbott, Mark Montgomery, Lydia Richardson, Barbara Qualls, Donna Fickes, Derek Cegelka, Dustin Joubert, Leah Kahn, Flora Farago

Notes completed by: Mark Montgomery

1. Review summary from last council, September 21, 2020
Donna Fickes made motion to accept as presented, seconded by Derek Cegelka
Motion carried
2. Sub-committees
 - a. Perkins Supplemental Travel Fund – Chair – Lydia Richardson
 - i. Travel guidelines have been loosened. Travel is approved at the unit and Dean's level at this time.
 - ii. Perkins' funds can be used to support virtual conferences.
 - b. Students Supplemental Travel Fund -- \$11,553.30 + any residual from AY2020 Chair – Chair to be decided by emailing Dr. Abbott after this meeting.
 - i. \$11,553.30 allocated.
 - ii. Residual funds can be added from academic year 2020 (there isn't much if any, to supplement.)
 - iii. Joubert asked if travel guidelines sent out in September were the same for student and if funding would cover virtual conferences. Dr. Abbott said yes to both.
3. Syllabus template issues — Flora
 - Faculty concerned the PCOE syllabus template does not align with D2L syllabus template. Design looks different than what Stacy sends out every semester.
 - Dr. Abbott says the design difference doesn't matter – but the standing content must be there. If the D2L template is not flexible enough to add standing content, then faculty need to know to add it. Dr. Abbott will ask Stacy.
 - Donna suggested that CTL be notified of anything that might need to be added in.
4. Program coordinator responsibilities/work allocation given reduced budget — Flora
 - Concern over continued work as coordinators with reduced pay. Faculty want to know who is responsible for the work.
 - Dr. Abbott expressed concern also. She stated that the program coordinator work is "essential work." If program coordinator and/or program faculty should look at work needed and allocate appropriately to keep the work going.
 - Program coordinators and unit heads should discuss what work needs to be completed by only one person and what could be distributed.
 - Barbara Qualls stated that Luis has distributed the work by creating program committees that are functional. However, one unintended outcome has created more work from coordinator to ensure work for the committees to stay functional.

- Barbara suggests that too much distribution of the work will cause work to fall through cracks and loss of institutional knowledge.
- Dr. Abbott stated that she has suggested to Unit Heads that engaging with faculty about what is essential work would be beneficial.
- Dr. Abbott discussed the difference between course reassignment, salary supplement, and overloads as shown on Financial document provided.
 - Course reassignment – Provost and President have asked Dean's to focus faculty on teaching and to avoid reassigned times in order to generate student credit hours by faculty hired to do so.
 - Salary supplements – only so much money. Reduction by ½ of last year's allocation. Dean allowed the Chairs to go up to near 60% but Provost office denied and kicked them back. Unit Heads then had to reconfigure amount. Dean allocated the 50% to unit heads and let the unit heads determine how to distribute to program coordinators based on program size, complications, etc.
 - Overloads – funded out of salary savings. Every bit of the money was swept out of our account in July. A few faculty have overloads based on the unavailability of credentialed adjuncts.
 - Joubert asked where the money came from if an adjunct taught the class. Dean Abbott said it used to come from the same location, but this is the first year that a budgeted line was added.
 - Qualls said that summer school treats everyone like an adjunct (concerning pay). She asked why a faculty member can't be treated the same during the year and be paid the money from adjunct pay in regular semesters. Dean Abbott says that it is because we are on contract during the year. Dean Abbott will ask Alicia to join us in the future to discuss the issue. Qualls stated that while it is a good idea, the College Council may not be the best conduit to get that information to the faculty. Qualls suggests it be done in a larger group to ensure that the right message gets to the right people.
 - Dean Abbott suggests a town hall meeting. The burden is too much for a College Council member or Unit head to get that message out.
 - Qualls suggests unit by unit so that areas that have specialized reasons to need overloads.
 - Dr. Abbott angry that Deans are not more informed on budget issues. She wants a full College Town Hall followed by unit by unit meetings for follow-up. She stated that there is too much misinformation causing mistrust.
 - Dr. Abbott will move forward in requesting Alicia Collins (Academic Affairs Analyst) to conduct a Town Hall for PCOE related to overloads, adjuncts, reassigned time.

5. PCOE Vision Statement – 2020 update recommendation — Judy
<http://coe.sfasu.edu/about-us>

Current vision:

The James I. Perkins College of Education will be the college of choice for students striving to achieve professional excellence through exemplary programs that are recognized at state, national, and international levels.

Proposed vision:

The James I. Perkins College of Education will be the college of choice for students striving to achieve professional excellence through exemplary programs.

- Leadership Council is addressing the vision but with minimal changes due to discussion of movement to 4 college structure for SFA.
- Focus the vision on being “the college of choice for students striving to achieve professional excellence through exemplary programs.” Thought of the last phrase as action steps that should be reflected in goals and mission rather than the mission.

- Montgomery suggested adding “the college of choice for students who are striving...” Dr. Abbott wanted to leave that to others and have us to take the idea back to our units and have them consider only the essence of the idea.
 - Take proposed vision back to faculty to get feedback. Will revisit this at next meeting.
6. SFA travel updates – Donna
Requires academic unit head & dean approval
<http://www.sfasu.edu/controller/travel/docs/covid-19-travel-protocols.pdf>
- Is the University looking to loosen travel in the Spring and into next Summer? Courses that include travel take time to set-up. Donna wants to know if they can move forward with those or put it on the back burner.
 - Dr. Abbott does not know and cannot predict, but suggest that there may be a pause for this year. Things might change as face-to-face commencement is scheduled. Suggests that faculty might not plan for this year and focus on that for the next year.
 - Flora asked when guidelines from Provost concerning travel in the future will be available to faculty. Dean Abbott stated to make requests to Unit Head, who can ask Dean and then up to Provost.
7. E-portfolio & FAR processes – Donna
Digital Measures/LiveText
- Farago says concern ePortfolio and FAR requirements are different, with some redundancy which creates issues for faculty having to document in different ways. Dr. Abbott says that units struggling with this should contact Dr. Hendricks.
 - Kahn reminded and Abbott re-stated, PCOE is moving to Digital Measures for tenure and promotion processes. Should begin using next Fall. LiveText will no longer be used after that.
 - Moving to Digital Measures may alleviate the issues currently, but faculty should be keeping lists of concerns and send to Stacy Hendricks for consideration as they move into Digital Measures.
 - Donna Fickes asked if LiveText would no longer be used for students. Dr. Abbott said that the institution would like us to, but we will not be able to make that move unless we have other ways to capture assessment data from our programs.
8. Essential duties for faculty – Donna
<http://coe.sfasu.edu/documents/FacultyEngagementExpectations.pdf>
- Answered earlier in conversation about Coordinator Duties (see notes for #4 above)
9. Other items
- Fickes asked for guidance for faculty if a student states they have been sick with COVID – can they come to face-to-face. Abbott stated that if a student shows up and is systematic, they cannot come back. If student refuses to leave, call UPD.
 - Fickes states faculty hasn't been given a lot of guidance, nor have the students, about when they can return.
 - Reporting as a faculty/staff member is difficult if reporting someone else. Abbott says to send email to Jeremy Higgins and let them know what needs to be changed.

Meeting Adjourned: 3:40pm

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, Oct. 12 – Mark Montgomery Monday, Nov. 9 – Dustin Joubert Monday, Dec. 14 – Leah Kahn Monday, Jan. 11 – Derek Cegelka	Monday, Feb. 8 – Donna Fickes Monday, Mar. 1 – Barbara Qualls Monday, Apr. 12 – Flora Farago Monday, May 10 – Donna Fickes
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Subcommittee assignments

Perkins Travel subcommittee	Student Travel subcommittee
Dustin Joubert	Derek Cegelka
Mark Montgomery	Leah Kahn
*Lydia Richardson, Chair	*Barbara Qualls, Chair
Donna Fickes	Flora Farago