

PCOE College Council  
7 December 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:** Dean Abbott, Dustin Joubert, Mark Montgomery, Lydia Richardson, Donna Fickes, Derek Cegelka, Leah Kahn, Barbara Qualls, Flora Farago

**Notes Completed by:** Leah Kahn

1. Review summary from last council, November 9, 2020
  - Motion to accept Lydia, Second Mark. All in favor unanimous.
2. Sub-committees
  - a. Perkins Supplemental Travel Fund-No requests
  - b. Students Supplemental Travel Fund-No requests
3. College Council Responsibilities—Flora
  - Communication to and from CC is the responsibility of academic unit representatives.
  - A faculty member reported not getting communication from CC.
  - CC should be a standard item in faculty meetings. Not every academic unit is the same as far as when they have faculty meetings. CC members could send out the summary notes to faculty. CC members could set up a Qualtrics survey that would be set up to collect agenda items automatically.
  - Units are different in size, etc. A uniform method of communication is not desirable. Before responsibility, go to function. Should CC be a conduit for faculty complaints? Must be careful—could undermine the chair. This could happen with a Qualtrics survey.
  - Concern came from a newer unit comprised of faculty for three units that each had different processes. Perhaps there is a misunderstanding of how CC works.
  - CC should be discussing issues of the faculty at large rather than solving issues specific to an academic unit.
  - CC should be looking at things that impact the entire college.
  - Some things that matter in one academic unit may not matter in another. Recommend avoiding some kind of complicated system of communication.
  - The dean pledges to be more timely in posting agendas and summaries.
  - These meetings are considered to be open. Anyone can attend a CC meeting. Guests may not address the group or participate in any voting. Could make the zoom link more available in case people want to attend the meeting.
  - CC representatives should communicate the CC purpose and processes at the beginning of each semester and/or academic unit faculty meeting.)
  - **Revisit this in April** in anticipation of how we are thinking about how the CC will be structured in the next academic year. It is the job of CC to solicit college concerns and report back.

4. PCOE Website Updates—Flora

Responsible party

- Dr. Abbott sends information to Joe Strahl for posting on the college pages.
- Unit data is not entirely up-to-date. The dean urges each unit to review their website for accuracy. PCOE is the last college to get updated and the new site will not be live until sometime in the summer. Ensure that unit websites include the new course numbering system and that each program handbook is posted, updated annually, and archived.
- Unit heads are responsible for the accuracy of their web-pages.

5. Electronic Portfolios for P & T – Mark

Livertext phase-out & Digital Measures Phase-in

- Make sure that we have guarantees that the portfolio process will be easier moving to DM.
- Theoretically, if you keep Digital Measures faculty activity reporting current, faculty should be able to link materials to DM or scan and attach.
- Faculty who already created portfolios in LiveText and are applying for tenure the next year or two, may be able to continue with LiveText rather than transition to DM.
- People hired this year will be beginning to develop their DM portfolio.
- There was some discussion of what students will use when the LiveText contract expires. Possibly Nuventive Improve. All archived data will be downloaded to our own data warehouse.
- Can we get a commitment to phase in the use of DM portfolio for tenure? Dr. Abbott will put this item on the leadership council agenda.
- Dr. Abbott stated that she would provide some sort of feedback to the faculty before the 18<sup>th</sup> of December regarding this issue.

6. 6. OWLE recommendation related to P & T & Administrative Evaluations — Flóra

Recommendation from OWLE concerning tenure, promotion, and annual evaluation guidelines, policies, and timelines to ensure that faculty with children at home or elderly members for whom they are caring are not professionally impacted by COVID-19, especially if widespread health concerns related to COVID continue to affect us. The specific recommendation from OWLE states:

*"That deans, unit heads, and tenure and promotion committees review and/or modify their tenure and promotion and annual evaluation guidelines, policies, and timelines in light of the COVID-19 pandemic and the Guidelines for Faculty to ensure that current conditions do not negatively impact faculty."*

- Flora provided a summary of why we are discussing this concern.
- The provost has already responded to this, and I have already responded to this. I am not really sure why we would need to respond again. The provost has made it clear what leaders are supposed to do and it is in writing for faculty for fall and spring. It is not the deans or unit heads responsibility to alter the guidelines. It is the faculty's responsibility to put something together and then present it. I am supportive of this. It is the faculty that does the work. The provost has been very clear that faculty will not be penalized during COVID for P & T. People could have self-identified to request a delay. This is in personnel files and on spread sheets and was forwarded to the provost. We have had the request to telecommute forms and all the documentation forms from what people have requested. (Response from Dr. Abbott)

7. Other Items

- Are there concerns about commencement? (Dr. Abbott)

- Any fretting about reorganization? How are faculty making sense of this? Innovation team stuff from town hall meeting? Dr. Abbott reminded us that she will create a Qualtrics survey to gather faculty opinions about the transition to 8-week delivery. (Dr. Abbott)
- There was encouragement for us move to 8 weeks so we did. Now there is push back against this. I am concerned about this and do not want to get a directive-- "never mind". That would be awful. I would like a statement concerning the purpose of reorganization. Is it about efficiency or about being cutting edge? If it something other than money, then say that. If the primary purpose is to save money, then the last two options are the only ones that make sense. Why are we doing it in the first place? (Barbara)
- Very little feedback has been submitted from faculty. If we don't fill out the survey our voices won't be heard. There is some confusion about what are the primary drivers of the reorganization. (Flora)
- There needs to be a very good reason for doing this reorganization. I don't want to do again in three to five years unless there is a very good reason to do so. (Barbara)
- Dr. Abbott mentioned an email from the provost's office sent today (Dec. 7<sup>th</sup>). It includes the link to the survey about reorganization and the original email that talks about the purpose, the link to the website and members etc. Faculty have until Friday, January 15<sup>th</sup> at 5:00 PM to complete the survey.
- Reorganization website is overwhelming. Perhaps once the semester is over faculty can attend to it more. (Mark) Flora reiterated that it is a lot to take in.

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, Jan. 11 – Derrek
Monday, Feb. 8 – Donna
Monday, Mar. 1 - Barbara
Monday, Apr. 12 - Flora
Monday, May 10 - Donna

Subcommittee assignments

<b>Perkins Travel subcommittee</b>	<b>Student Travel subcommittee</b>
Dustin Joubert	Derek Cegelka
Mark Montgomery	Leah Kahn
Lydia Richardson -- Chair	Barbara Qualls - Chair
Donna Fickes	Flora Farago