

PCOE College Council
18 October 2021, 2:30 – 4:00 PM
—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 proposing, reviewing, and supporting PCOE practices and policies, for reviewing and awarding the Perkins Travel/PD Funds, the PCOE Student Travel Funds, and the Undergraduate Research Conference representatives, and other events as designated. The council is comprised of two elected representatives from each department/school and meets monthly during the fall and spring semesters.

1. Review summary from last council, September 13, 2021

Motion to accept- Lydia, Second – Mandi, Unanimous approval

2. Updates to the Student Travel policy and application – Dustin, Kines & HSc & Barbara, HSEL

Dustin will send out track changes of updated policies from 2019-2020 academic year to council to vote electronically so that these previously discussed policies can go into effect as soon as possible. Chrissy asked that statement be added to application regarding human subjects and IRB approval. Agreed that this should also be added to faculty application.

3. Receipt of Perkins Donation – Judy

Dean reported \$35,000 of new Perkins money received for this year. Lydia reported current balance/carryover from last year is \$31,129.

4. Proposal to change Perkins Travel Fund procedure/application – Chrissy & Leah, Ed Studies

Chrissy proposed allowing 2 applications/year regardless of semester. Barbara expressed concerns over spending all the funds prematurely if this were allowed. Leah suggested potentially splitting fund allocation across semesters to prevent this problem. Dustin suggested assessing faculty travel needs to determine if this would be a problem since faculty must be presenting to get funding. Chrissy volunteered to develop assessment/survey to determine anticipated faculty travel needs and will circulate draft of survey to council prior to November meeting for feedback.

**5. Use of professional development funds – Chrissy & Leah, Ed Studies
-annual dues for professional organizations**

Leah proposed allowing use of professional development funds to pay for annual dues to professional organizations. Dean approved based on SFA university policy and will notify unit heads that faculty are permitted to do this.

6. Defining engagement, participation, and physical presence – Chrissy and Leah, Ed Studies

Chrissy asked Dean to discuss engagement in COVID era. Dean suggests council/faculty lead that conversation. Extensive conversation among council. Agreement that this is complicated topic even before COVID issues. Dean will request that unit heads work with their units to determine guidelines on reporting leave and council reps will report back by February meeting.

7. Proposal to add a COVID statement to Tenure & Promotion portfolios – Chrissy & Leah, Ed Studies

Chrissy asked where/how can faculty state hardships related to COVID in their portfolio. Suggested that previous formal communications from Provost Bullard could be included and written about in narrative. Recommended that this be better communicated to applicants and reviewers.

8. Other items

Leah asked about process on posting/sharing of meeting minutes/summaries. Official summaries not shared or posted until following subsequent meeting and council approval.

Barbara reported 1 student travel application/approval.

Todd reported that Human Science non-tenure track promotion template is available to other units

Meeting Dates, the <2nd Monday of the month, 2:30 -4:00 PM>, McKibben 281 [note: the member names are for taking notes & developing meeting summaries]:

Monday, Oct. 18 – Dustin Joubert	Monday, Feb. 14 – Mandi Moore
Monday, Nov. 8 – Lydia Richardson	Monday, Mar. 14 – Chrissy Cross
Monday, Dec. 13 – Leah Kahn	Monday, Apr. 11 – Todd Barrios
Monday, Jan. 10 – Donna Fickes	Monday, May 9 – Chrissy Cross

Subcommittee assignments

Perkins Travel subcommittee	Student Travel subcommittee
Dustin Joubert	Tori Moore
Chrissy Cross	Leah Kahn
Lydia Richardson – Chair	Barbara Qualls – Chair
Donna Fickes	Todd Barrios