

PCOE College Council

10 May 2021, 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.

1. Review summary from last council, April 12, 2021
Motion to accept with one correction: Dustin Joubert
Motion seconded: Lydia Richardson

Unanimous vote to accept.

2. Possible PCOE policy/practice
 - a) smoking / vaping while in class - this is not allowed while ON campus in class, and it would not be allowed on a school campus, so the faculty would like to see us prohibit this
 - b) working / being AT jobs while in class. The faculty has had several colleagues tell them recently that they have students who are teaching or substitute teaching or who are classroom aides who are IN school, in classrooms with students, and logged into Zoom. The faculty member would like the college to adopt a policy prohibiting students from being at work while attending class.

Zoom etiquette: Faculty may include statements of expected Zoom behaviors in the syllabi without additional approval.

- c) could the university/college "furnish n95 masks for teachers coming back face to face in the classroom."

Response to N95 request: Jeremy Higgins has some available. Work with academic unit head or dean for requests. Requests fulfilled until gone.

3. Program Coordinator recognition
 - a. FY2021
 - b. FY2022

Stipends vary due to responsibilities. Identified program tasks listed on the Responsibility document are not required to be completed by the coordinator – faculty may be asked to assist in achieving required tasks.

AY2021, the majority of program coordinator time was not reassigned per Provost request (two coordinators were reassigned due to coordination of multiple programs and/or accreditation requirements).

Academic Year 2022 fund availability is unknown at this time.

Discussion about future program coordinator compensation and/or duty assignment.

In the absence of resources, the Provost has suggested assigning tasks to faculty to get the sense of additional resources. Suggested actions to seek reallocation of program coordinator funding:

- 1.) Unit-level discussion;
- 2.) Potential for AY2022 College Council to pursue a college policy;
- 3.) Members of the current College Council could submit a memorandum of request to the Provost to increase program coordinator allocations to pre-COVID amounts for FY2022 Operating Budget (must be sent to new Provost before June 1, 2021).

Option #3 will be pursued electronically. Barbara Qualls and Lydia Richardson will begin development of the memorandum. Once College Council approves the memorandum, it will be sent to unit heads to endorse.

4. Tenure & Promotion unit documents
Dr. Abbott's document distributed in April to CC members was appreciated by unit faculty. Having a written document regarding what tenure and promotion tract to follow is considered helpful.
5. Summer employment
http://coe.sfasu.edu/documents/PCOE_SummerEmployment_2015Spring.pdf

A PCOE faculty member requested information on how summer employment was determined. Concerns were expressed over visiting faculty teaching the same number of classes as full-time faculty. The concern stemmed from confusion over the designation of visiting faculty. Visiting faculty are full-time and permanent faculty for one single year. Adjunct faculty are part-time faculty, even though some adjuncts are assigned course loads that appear to be full-time. Adjuncts positions are not permanent. Permanent faculty are preferred for summer positions, but the ultimate decision for summer teaching assignments is determined at the discretion of the unit head based on a number of factors.

Reminder: concerns should always be addressed FIRST to the unit head. If the outcome is not satisfactory, documentation from the unit head should be taken to the dean, then the Provost.

6. Enrollment Caps
Question raised about who sets the enrollment caps for summer sessions. This is done by the unit head. Caps should be consistent across multiple sections. Additional sections are typically opened when a course is 90% full, though a discussion with the faculty member teaching may result in an increase over the cap.

Enrollment Management and President Gordon have encouraged keeping courses open.
7. Narrative Workshop
Flora requested information be sent to CC members
8. Sub-committees
 - a. Perkins Supplemental Travel Fund – Not reported
 - b. Students Supplemental Travel Fund – Not reported

9. CC membership
Completing term in AY2021 – Derek Cegelka; Flora Farago; Mark Montgomery

10. Other items
Formal request from the Provost to increase professional development allocations to pre-COVID amounts is in place for FY 2021-22 Operating Budget.

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]:

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| Monday, May 10 - Donna | Attending: Dr. Judy Abbott, Donna Fickes, Mark Montgomery, Lydia Richardson, Leah Kahn, Dustin Joubert, Flora Farago, Derek Cegelka, Barbara Qualls (end time 4:03 P.M.) |
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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 | Flóra Farago |