

**College of Education
Policy Council Meeting Minutes**

12:30-2:30 PM, Wednesday, May 13, 2015, Faculty-Staff Club, Room B

(Bold means Present; (Italicized means arranged a proxy)

2/3 of elected members required for quorum

DLE Rep. (Vacant)	Johnson Jr., Joseph (Dean's Office)
Bredvold, Marilyn (Staff Rep.)	Kraemer, Bonnie (SPED)
Butler-Byrd, Nola (CSP)	Lamb, Lisa (STE)
Duesbery, Luke (STE), Co-Chair	Lozada-Santone, Patricia (Student Rep.)
Farnan, Nancy (Dean's Office)	McClure, Mendy (Lecturer Rep.)
Frey, Nancy (EDL)	Taylor, Brent (CSP), Co-Chair*
Hokoda, Audrey (CFD)	Tucker, Mark (ARPE)
Ingraham, Colette (CSP)	IVC Rep. (Vacant)

* Brent Taylor is on sabbatical this semester.

Quorum was reached.

1.0 Approval of Agenda Kraemer/Lamb moved to approve, motion carried.

2.0 Approval of Meeting Minutes Lamb/Ingraham moved to approve for April 15, 2015 meeting minutes; motion carried.

3.0 Old Business

- **Term limits of committees**

PC decided that this issue would remain on the agenda for fall 2015. Duesbery made a motion; it was approved with one abstention.

- **Compensation of committee work**

PC decided that this issue would be removed from the agenda. Duesbery made a motion, and it was unanimously approved.

- **Chair referendum policy**

Two options were presented by Ingraham, with the first option being that there would be an annual evaluation conducted by the Dean (or designee) annually to provide the chair with feedback. The second option was to conduct this evaluation in the year prior to the end of the chair's term. The committee removed the phrase "or designee." Dean Johnson suggested that the committee strike the recommendation for it to be conducted later in the spring semester, and instead to have this occur earlier in the year. The committee also struck the phrase "so that steps may be taken to address concerns" because it suggests that problems are a given. The information gathered, and the feedback offered, go to the dean and the chair, but not others. PC adopted the first option (annual evaluation by Dean), and worked with Ingraham to revise the draft policy. Duesbery will send a revision to the committee for preparation for faculty vote in fall 2015.

Ingraham moved for II.D-3 revision to read, Lamb seconded, and motion carried. "The Dean will conduct an annual evaluation of the chair by soliciting feedback

from faculty and staff in the chair's department. The purpose of this evaluation is to provide professional development feedback to the dean and chair. The feedback will go to the Dean and chair, and will inform the Dean's consultation with the chair."

Ingraham moved for:

- II.D-3.1 revision to read, "Faculty shall have the option to indicate "Abstain."
- II-D-5.1.0 to include "Abstain" as an option.
- II-D-5.3.0 to include "Abstentions will be counted and reported to the Dean."

Lamb seconded, motion carried.

- **Draft policy of online courses (Luke, Mark, & Nancy)**

PC approved the proposed policy changed. Frey moved and Byrd seconded. Motion carried.

4.0 New Business

- **Elections of PC executive committee**

Executive committee for 2015-16 was elected. Luke Duesbery and Brent Taylor will continue as co-chairs, Colette Ingraham will replace Lisa Lamb on the executive committee (Lisa is on sabbatical next year). Nancy Frey will continue as secretary.

- **Report on CES course taught in RTP process (Nancy Farnan, reported by Luke)**

Nancy Farnan explored this with Edie Benkov, who said that it was part of the contract that CES courses cannot be considered for RTP. After discussion about the pros and cons of this policy, it was decided that Luke would continue the conversation with Nancy Farnan about ways to address this so it does not leave candidates at risk because they have less evidence to submit for RTP. For example, could a CES evaluation be included as a service item?

- **Edits to Policy File regarding all elections (Luke)**

There are several instances where the existing policy refers to ballot boxes and mailboxes. Luke will revise this to include both digital and paper forums.

5.0 Announcements from the Dean

- Dean Johnson expressed his gratitude for the committee's work this year.
- We will write brief rationales for the three proposed policy revisions for members to share with respective departments. [Ingraham: Chair evaluations; Frey: online courses; Duesbery: elections].

6.0 University Committee Reports

- *Graduate Council*
- *Senate*
- *APP*
- *Diversity*
- *University Research Council*

- *College Committee Reports*

7.0 Adjournment Meeting adjourned at 2:02 PM.

Respectfully submitted by Nancy Frey