1) Review COE Committees for 2011-2012

2) Review Committee Assignments

3) Select CC Co-chair

4) Review Alignment of COE T&P Documents with NMSU T&P Documents
   a. Criteria for evidences of effective teaching (Provost letter 8/19/11)

5) Review Merit-Based Process
   a. If anyone has any experience from other institutions with this process lets discuss it. This will be preliminary until we receive more guidance from Dean Morehead.

6) Review NCATE Process
   a. Another preliminary discussion on whether we should continue with NCATE or move away from it. If you know of other COE units that do not use NCATE how does this work and how have they fared?

7) Next meeting, Wednesday, October 5th
Present: Nancy Baptiste, Kristin Kew, Maria Mercado, Kim Oliver, Marlene Salas-Provance, Michael Waldo

Dr. Salas-Provance called the first meeting of the new college council for 2011-2013 to order.

Minutes were not available for the last meeting of CC.

Reports

Reviewed COE CC Committee membership for 2011-2013 and confirmed correct committee member assignments

Reviewed Committee Assignments of council committee chairs:

Academic Programs – Discussed role of committee in approving course changes through CAF approvals. Committee chair, Dr. Mercado, will speak with Dr. Robert Rhodes and make revisions to committee roles as needed.

Budget & Technology – Discussed making the information from budget more public and transparent.

Faculty Affairs – Discussed Dr. Oliver’s attendance at last Admin Council meeting on August 24th and question to department heads of what were expectations from a faculty member who will be promoted and tenured. These expectations were not well-articulated in that meeting. Discussed third year review for assistant professor and whether this should be optional or required. Language of P&T document indicates optional. Discussed performance evaluation issues and whether these should be reviewed departments only or also by CC. To discuss further.

Research – Discussed COE Research Center and coordination of resources, make-up of research advisory group, and function of mini-grant. Discussed how to look at review of mini-grant so have new research and fund researchers that have not received money in past. This could be done through possible mentorship.

Student Affairs – Discussed purpose of committee is to award scholarships, but not enough applications. May need to look at structure of scholarship award process and how, where, and when they are announced to get broader application pool.

College Faculty – New committee representing 17 college faculty members in COE. Discussed the possibility of awarding sabbaticals and the process. First faculty emeritus awarded to Stan Lopez, college faculty.
Old Business
None

New Business
Dr. Michael Waldo was unanimously elected as College Council Co-chair for 2011-2012.

Review of alignment of COE T&P Documents with NMSU T&P Documents was tabled for future meeting as this document was newly revised. Only new area of discussion was in evidences of teaching effectiveness. Reviewed Provost Welkin's August 19, 2011 memo of *Evaluation of teaching in digital measures*. CC felt it was clear that faculty coming up for tenure and promotion would understand this requirement.

Merit-Based Process discussed as it appears that merit-based money will be given in the future. Discussed that there is no clear description of what constitutes merit and how to award it. There will be $4,000,000 for full professors and an application will be required.

NCATE Process discussion tabled for a future meeting following NCATE visit in spring 2012.

The meeting was adjourned
AGENDA

I. Call to Order – Salas-Provance

II. Draft minutes - September 7, 2011 meeting.

III. Council Committee Chair Reports

IV. Old Business

a. For discussion and/or implementation
   i. Need each committee chair to review committee assignments with prior
      chair and current committee members and make changes/updates
   ii. Review of mini-grant process. Need a white paper on procedures for this
       and implementation outline.
   iii. Review of awards process and how to expand. Need a white paper on
        procedures for this and implementation outline.
   iv. Review of sabbaticals for college faculty. Need a white paper on
       procedures for this and implementation outline.
   v. CC chairs investigate merit-based process at peer institutions for
      discussion at Nov meeting. *(handout)*

V. New Business

1. Dr. Kim Oliver - Departmental P&T committee make-up
2. AC Meetings
   a. Revised dates for evaluation, tenure, promotion 2011-2012 *(handout)*
      i. CC date – October 25th to dean by Nov 30th
   b. Faculty Performance, Evaluation and P & T *(handout)*
   c. $5100,000 Allocation *(handout)*
      i. How should this be dispersed? Dean want CC input
         1. For salary equity/market salary
   d. GEN ED & VWW Funding Request – *(handout)*
      i. $600,000 from A&S not Provost level
      ii. Request new sections
e. Dean wants input for Merit and Equity from CC for new merit dollars of $400,000 for full professors
   i. Folio
   ii. External/Internal Review
   iii. Dept heads can apply
   iv. Criteria? 5, 10, 20 yrs
   v. Dr. Egginton overseeing process
   vi. “NMSU will be a merit driven institution”

f. New formula funding
   i. Credit hr production on course completion, even if “F”
   ii. Looking at DEGREES PRODUCED not retention rate

g. COE Homecoming event
   i. LIFE 2011 – Learning is for Everyone
   ii. Sunday, October 30th

h. CC committees
   i. Committee chairs meet with each committee once this semester
   ii. One meeting with entire CC, chairs and committee members

Next meeting Wednesday, November 2, 2011
Present: Nancy Baptiste, Kristin Kew, Maria Mercado, Kim Oliver, Marlene Salas-Provance, Michael Waldo

Dr. Salas-Provance called the meeting to order.
Minutes were approved from the September meeting.

Reports
- Academic Programs – None
- Budget & Technology – None
- Faculty Affairs – None
- Research – None
- Student Affairs – None
- College Faculty – None

Old Business
- Discussed date for P&T documents. Document to Faculty Affairs committee by October 25th and from FA to Dean by November 25th.
- Council discussed the distribution process for $400,000 for full professors. It was recommended by Marlene that a thoughtful and organized process be used that can evaluate merit fairly. This discussion will most likely take place by department heads and full professors themselves.
- Discussion of the provost allocation of $100,000 to colleges and percentage to COE for salary equity. The council felt that because of the small amount ($7,000 - $9,000) to be distributed in the COE, that Dean Morehead should make the decision on who should receive the money. However, there should be a process or formula put in place that accounts for the level of inequity for the future should the amount be considerably larger.

New Business
- As the result of a personal request made from a faculty member going up for T & P, Kim Oliver will step down when that individual comes up for review. Dr. Joe Berning will serve as chair for that review. Questions were presented from the group as to whether there should be a process when there is a change in the chair of any committee, and whether this should come back to the college council for review. Marlene to have conversation with Dean regarding the setting of a process and protocol for this type of future occurrence.

The meeting was adjourned at 12:00.
AGENDA

I. Call to Order – Salas-Provance

II. Draft minutes – October 5, 2011 meeting.

III. Council Committee Chair Reports

IV. Old Business

   a. For discussion and/or implementation
      i. Need each committee chair to review committee assignments with prior
         chair and current committee members and make changes/updates.
         Update
      ii. Review of mini-grant process. Update
      iii. Review of awards process and how to expand. Update
      iv. Review of sabbaticals for college faculty. Update
      v. CC chairs investigate merit-based process at peer institutions for
         discussion at Nov meeting. Update

V. New Business

   a. Student description per dean request by November 11th
   b. Outstanding Senior selection process per dean request
   c. Dean request for meeting of Budget and Technology committee with him,
      Rhodes and Hannon for information sharing.
   d. Third year review dates NMSU/COE P&T documents
   e. Set spring 2012 meeting dates

Next meeting Wednesday, December 7, 2011
College of Education  
College Council Minutes  
November 2, 2011  
11:00 pm

Present: Nancy Baptiste, Kristin Kew, Maria Mercado, Kim Oliver, Marlene Salas-Provance, Michael Waldo

Dr. Salas-Provance called the meeting to order.  
Minutes were approved from the October meeting.

Reports  

**Academic Programs** – Committee met and reviewed task description and no changes recommended. NMSU Academic program review process is being piloted in CEP. Committee met with Dr. Schwartz and Associate Dean Rhodes to discuss the process.  

**Budget & Technology** – Committee met and revised application process for faculty proposals from I&G/Student Fee funds. All applications will now be submitted electronically. Jeni took information from committee and developed an application process through survey monkey format. Faculty have until end of November to submit proposals for funding.

**Faculty Affairs** – Committee met to talk about processes of T&P and allocation of effort. If there are changes to these processes will review in spring. Will meet to vote for current P&T for four candidates, 2 CEP; 1 SPED/CD; 1 EMD, assistant to associate. Discussed 3rd year review and whether this was required or optional. It appears that this will be required in future per provost and faculty should be encouraged to submit 3rd year review docs to Faculty Affairs Committee the first week of April per NMSU T&P Policy 5.905.5. Need to confirm this date as different for COE.  

**Research** – Committee met to review mini grant process and who should receive these grants. Committee will continue to focus on productive researchers that have proven results rather than spread grant funding broadly.

**Student Affairs** – Committee met and reviewed student applications for senior award with 3-day turn around required. Need better process to allow for more time for application review.

**College Faculty** – Committee met in October and discussed Faculty Senate sabbatical proposal. Proposal to committee on committee to decide if goes to faculty senate. Expectations of college faculty being greater than in original policy whereby expectations for promotion are becoming similar to tenure track faculty. Promotion should be based on job description. Baptiste will keep us updated on this discussion.

**Old Business**  
- Review of committee assignments completed by each committee.  
- Mini-grant process discussion to continue.  
- Continue discussion on expansion of awards process  
- Sabbatical process of college faculty discussed by Nancy.  
- Discussion on merit-based process of peer institutions. Committee members brought in information that showed wide variation. Marlene will consolidate information and present to dean for spring.

**New Business**  
- Committee members discussed student descriptions for entrance and exit levels. This conversation will continue and a summary will be submitted to Dean in December.

The meeting was adjourned at 12:00.