

COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: May 3rd, 2024

Time: 1:00PM

Location: CHEC Room 107 and via Zoom

Roll Call: Matthew Hamilton, Secretary

Representative	Campus	Division	Attending	Zoom?
Lauren Angel	Frisco	Richardson	X	
Sofya Antonova	Plano	Wang	X	X
Josh Arduengo	Plano	Streater	X	
Shannon Bates	Frisco	Richardson	X	
Lindsey Brown	McKinney	Peruski	X	
Mike Brucia (proxy – Steve Pierce)	Technical	Coffman	X	
Roberta Cravo	McKinney	Buggs	X	
Clayton Cummings	Districtwide	Adjunct Rep	X	
Chris DuBois	Plano		X	
Seema Endley	McKinney	Buggs	X	
Andy Galloway	Districtwide	Adjunct Rep	X	
Rhonda Green	McKinney	Millen	X	
Cynthia Gruver	Frisco	Powell	X	
Matt Hamilton	McKinney	Buggs	X	
Tony Howard (proxy – Mike McConachie)	Wylie		X	
Joe Jaynes (proxy – Henry Canfield)	Technical	Gainer	X	
Lynn Jones	Plano	Streater	X	
Natalie Malin	Districtwide	Adjunct Rep		
Tonya McMillon	Frisco	Powell	X	X
Serena Richards	Frisco	Richardson	X	
Linda Sears	Plano	Tinnen	X	
Jason Smoot (proxy – Julie Williams)	Plano	Wang		
Dianne Stroman	iCollin		X	X
Stephanie Tyson	Districtwide	Adjunct Rep		
Jimmy Wallace (proxy – Casey Carter)	Plano	Tinnen	X	
Stephen Whitley	Plano	Wang	X	X

Motion to approve minutes made by Linda Sears.
Seconded by Lauren Angel.
Minutes approved unanimously approved.

EXECUTIVE COMMITTEE REPORTS

Treasurer's Report – Mike Brucia

- Current Balance: \$920.23 (36.3% remaining of budget)
 - Expenses: \$636.22
- Sunshine fund - \$492.43

Vice-President's Report – Josh Arduengo

- Updates
 - No report

President's Report – Rebecca Orr

- **A Year in Review:**
 - Monthly newsletter to ensure faculty are “in the know.”
 - Policy changes for temporary grade when DOS report is filed for scholastic dishonesty.
 - Overloads procedure written and approved.
 - Faculty absence procedure written and approved.
 - Began revision of student surveys of instruction.
 - Provided faculty nominations for IRB Research Request Review committee.
 - Provided feedback to guide dual credit procedures and worked to engage faculty in teaching dual credit.
 - Provided feedback and concerns about mandatory use of Canvas gradebook.
 - Responded to Spring Break grading requirements/personal day.
 - Provided faculty feedback for Workday Student effort.
 - Provided monthly videos to help faculty effectively use Canvas gradebook.
 - Updated the FC procedures.
- **AGS**
 - Faculty Council Overloads Statement approved by administration.

- Faculty Council proposal for new Faculty Absence Procedure to be approved by administration.

○ Updates

- Dean of Students Policy on Academic Dishonesty Approved.
 - This proposal was adopted unanimously by the Faculty Council at the February 16th, 2024, meeting of Faculty Council. (See February 16th minutes for details)
- Graduation Information
 - If you are required to attend graduation, please do so.
 - Faculty are expected to be engaged and support students, and should not be occupied with any other activities.
 - If you cannot attend, please inform you AD as soon as possible.
- Workforce Townhalls
- Discussion on Executive Liaison
 - At the April 6th meeting of Faculty Council, Dr. Niel Matkin addressed the representatives of the Faculty Council.
 - Among the many topics discussed, Dr. Matkin informed the council that he would be appointing Dr. Abe Johnson as the Executive Liaison to the Faculty Council who would be available to attend meetings with an invitation from FC.
- Faculty Ranking System
 - Another topic addressed by Dr. Matkin at the April 6th meeting of the Faculty Council was the creation of a faculty ranking system.
 - This initiative stemmed partially from the Fall 2023 faculty convocation in which many faculty expressed an interest in opting out of a MYC process.
 - This is obviously a giant task, but the concern is it needs to be faculty driven.
 - Faculty Council has been given the opportunity to propose a system.
 - FC was asked to approve a Task force formation to explore the creation of this system.
 - A motion was made by Roberta Cravo to create a task force to explore a faculty ranking system.
 - The motion was seconded by Seema Endley
 - The motion was passed unanimously.

FACULTY COUNCIL ELECTIONS

- Elections for representatives to open seats of the Faculty Council concluded on April 23rd, 2024.
- The newly elected Full-Time Faculty Representatives for 2024-2026 are as follows:

Name	Campus	Division
Josh Arduengo	Plano	Streater
Barbara Stern	Plano	Streater
Jenny Warren	Plano	Tinnen
Diana Gingo	Frisco	Richardson
Bill Ardis	Frisco	Powell
Fredie Williams	Frisco	Powell
Monica Nicholson	Technical	Peruski
Rhonda Green	McKinney	Millen
Karen Peterson	McKinney	Millen
Misti Clark	Frisco	Coffman
Ron Schaffner	Technical	Coffman
Mohammad Tahiro	Wylie	Babcock
Krystal Humphreys	Wylie	Babcock
Brett Adams	Celina	Carter/Evans

- The newly elected Adjunct Faculty Council Representatives for 2024-2026 are as follows:

Name	Campus
Lindsey Harris	Plano
Katherine McKee	McKinney
Alyna Nathoo	Frisco
Samantha Kyser	At-large (Academic)
Kristi Stevens	At-large (Workforce)
Suzan Cameron	At-large (Workforce)

- Distribution Lists
 - Rebecca will send distribution lists provided by Abe Johnson and the divisions to faculty council reps so they can develop a method of engaging their constituents.

- It will be left up to the individual representatives on how to divide duties to ensure that they properly engage with their constituents.
- Election of Secretary and Treasurer for 2024-2025
 - Mike Brucia was nominated to the post of Treasurer by Matt Hamilton; seconded by Lynn Jones.
 - Mike Brucia was elected Treasurer for the 2024-2025 academic year.
 - Casey Carter nominated Matt Hamilton for the post of Secretary; seconded by Freddie Williams.
 - Matt Hamilton was elected Secretary for the 2024-2025 academic year.

○ **Task Force Updates**

- Student Surveys – Amina El-Ashmawy & Mary Weis
 - The task force met on Tuesday, May 2nd, 2024, to finalize the six criteria (prompts) that will move forward for consideration on the student evaluation.
 - The revised student evaluation survey will be structured as follows:
 - Introduction to the student
 - Six criteria followed by a ranked score and an open response dialog box to obtain more details.
 - A final dialog box asking for additional comments.
 - Next steps
 - The task force needs to run the six criteria items by IRO for feedback, which is expected by May 10th, 2024.
 - Once that feedback is received from IRO, the task force will tweak the survey accordingly.
 - The task force will need to discuss with IRO details of how the revised survey pilot will be implemented in Fall 2024.
 - The task force will send a finalized survey to be piloted in fall 2024 to faculty and administrators.

- Based on the Fall 2024 pilot results, a second round of piloting in Spring 2025 will commence.
 - Full implementation of Revised Student Survey of Instruction in Fall 2025.
- The next meeting of the task force will be September 2nd, 2024.
- DOS Task Force – John Hoenig & Will Brannon
 - No report
- Gradebook Task Force – Robert Brown & Marlo Ballard
 - No report
- Dual Credit Task Force – Matt Hamilton
 - No report

STANDING COMMITTEE REPORTS

- **Academic Freedom** – Ryan Farrar & Diana Gingo
 - No report
- **Adjunct Faculty** – Stephanie Tyson & Tammy Cain
 - No report
- **Common Good** – Vijaya Velamakanni and Seema Endley
 - No Report
- **Policy Committee** – Joan Hunsaker
 - No report
- **Teaching and Learning** – Serena Richards & Kevin Suber

- No report
- **Procedures and Nominations** – Rhonda Green & Rebecca Burton
 - FC Elections Update
 - Attendance Requirements
 - The question of in-person or via Zoom satisfying the attendance requirement of the procedure manual.
 - The committee recommends the following proposal (in italics) for adoption by the faculty Council:
 - *“In person attendance is strongly encouraged for Faculty Council Representatives; however, Zoom may be used when necessary to facilitate attendance. Faculty Council Officers will be required to attend meetings in-person unless extenuating circumstances prevail. Faculty (not representatives or officers) are invited to attend in-person or via Zoom.”*
 - A motion was made by Lauren Angel to approve the committee’s proposal.
 - The motion was seconded by Andy Galloway.
 - The motion was unanimously approved.
- **Technology** – Mervat Karout and Sunita Rangarajan
 - No report
- **OEP** – Jill McCord
 - International travel
 - Used to be 3-year wait, but no longer the case. You may apply every year for funding from COE; all international travel must be approved by the district president.
 - A question was raised about how to apply for the funding.
 - Dr. Abe Johnson informed the Faculty Council that he will direct the creation of a form.

- **Resource and Remuneration Committee – Casey Carter**

- **Class Caps**

- The committee recommends the following proposal (in italics) for the faculty council:
 - *Implementation of consistent district-wide standards for class caps across all campus locations within disciplines, irrespective of available seating per room.*
 - This acknowledges the diverse space requirements across disciplines while ensuring a uniform approach to class size where appropriate.
 - *Integration of classroom layout and resources into class cap considerations to prevent enrollment from exceeding available workstations.*
 - This ensures that students have adequate access to resources and facilities necessary for their studies.
 - *Prioritization of student safety in class cap considerations, including ensuring easy ingress and egress, appropriate row spacing for students of all abilities, and preventing overcrowding that could impede accessibility.*
 - *Alignment of class cap considerations with the goals outlined in House Bill 8, aiming to support student success by providing an environment conducive to achieving the specified benchmarks and completion goals.*
- A motion was made by Lynn Jones to approve the committee's proposal.
 - The motion was seconded by Linda Sears.
 - The motion was unanimously approved.

- **LGI Courses**

- The committee recommends the following proposal (in italics) for the faculty council:
 - *A proposal was made to adopt a proposal to adopt a uniform policy concerning Large Group Instruction (LGI) courses taught across the district.*
 - *The proposal suggests adopting the following enrollment-to-load scale:*

- *Enrollment begins at 35 = 1.0 load*
 - *Enrollment of 36-39 = paid per head*
 - *Enrollment of 40-49 = 1.5 load*
 - *Enrolment of 50+ = 2.0 load*
 - *This proposal seeks to enhance the effectiveness of class cap determinations at Collin College by integrating pedagogical expertise, safety considerations, and alignment with institutional goals.*
- A motion was made by Lynn Jones to approve the committee's proposal.
 - The motion was seconded by Linda Sears.
 - The motion was unanimously approved.
- **Workforce Committee** – Cope Crisson and Aparna Godbole
 - The committee surveyed workforce faculty regarding their awareness of the Faculty Council's existence, purpose, and effectiveness.
 - Based on the results of the survey, two face-to-face meetings were held, one at the Frisco campus and one at the Technical campus.
 - Approximately 60 workforce faculty, out of approximately 200, attended.
 - Dr. Rebecca Orr presented the Faculty Council mission, current/ongoing actions, and past accomplishments/actions.
 - The main topics of discussion were, faculty load, multi-year contracts (MYC) procedures and purpose, and reasons for low workforce faculty participation in Faculty Council meetings and activities.
 - Most in attendance agreed that changes to the MYC process needed to be considered.
 - Different types of contracts offered (i.e. less or no college service for some).
 - The main point of the faculty load discussion revolved around overload policies (giving fulltime faculty overloads before adjunct were assigned to classes), consistent implementation of district wide overload policies, and maximum loads allowed.

DISTRICT COMMITTEE LIAISON REPORTS

- **CoE** – Sukanya Subramanian

- **CAB** – Anna Genneken

- CAB met on February 23rd, 2024. The results of that meeting are as follows:

- New Curricular Proposals

- Medical Massage Program (Continuing Education)

- Terminate MSSG 1012 Reflexology
- Revising MSSG 2086 Internship Massage Therapy/Therapeutic Massage to remain in compliance with TDLR

- Health Professions

- Deactivate all OSAs due to low completion rate.
- Create new ICLCs for all previous OSA tracks – CNA, EKG, EMT, PCT, PHLEB – which have lower thresholds for completion in terms of credit hours.
- Revise NURA 1301, Nurse Aide for Health Care to NURA 1401, Nurse Aide for Health Care adding one credit hour to lecture and 16 contact hours (AAS Health Professions CNA and PCT Tracks, Cert Level 1 Health Professions CNA and PCT Tracks)
- Remove HPRS 2232 Health Care Communications from degree plans for AAS Health Professions CNA and PCT Tracks
- Add HPRS 1102 Wellness and Health Promotion to degree plans for AAS Health Professions CNA and PCT Tracks
- Update prerequisites for NURA 1160 Clinical – Nursing Aide and Patient Care Assistant (AAS CNA and PCT Tracks, Cert Level 1 CNA and PCT Tracks), NUPC 1160 Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide (AAS and Cert Level 1 PCT Track) and NUPC 1320 Patient Care Technician/Assistant (AAS and Cert Level 1 PCT Track)

- No Expedited Proposals

- No New Business

- **COAT** – Jenny Warren

- No report

- **SOBI Care Team** – Kim Gerber

- No report

NEW BUSINESS

- Faculty Council recognized the following faculty who will be retiring at the end of the academic year:
 - Dr. Marta Moore (ENGL) – 23 years of service
 - Dr. Michael Broyles (PHYS) – 38 years of service
 - Dr. James Makokha (ECON) – 21 years of service
 - Prof. Laura Foster (ENGL)- 31 years of service
 - Prof. David Rice (MATH) – 10 years of service
 - Prof. Larry Stern (SOCL) – 35 years of service
 - Prof. Celidah Charleson-Jennings (COMS) – 25 years of service
- Faculty Council recognized the finalist for the 2023-2024 Outstanding Professor the Year:
 - Prof. Tiffanee Arnold – Professor of Dance, Plano Campus
 - Prof. Casey Carter – Professor of Music, Plano Campus
 - Dr. Bishnu Dhakal – Professor of Chemistry, Wylie Campus
 - Dr. Patrick Larue – Professor of Political Science, Frisco Campus
 - Dr. Amanda Oswalt – Professor of English, Frisco Campus

ADJOURNMENT

Movement to adjourn made by Mike Tony Howard's proxy.

Seconded by Rhonda Green.

Meeting adjourned at 2:20PM.