

COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: October 25th, 2024

Time: 1:00PM

Location: Collin Higher Education Center (CHEC), Room 227 and via Zoom

Roll Call: Matthew Hamilton, Secretary

Representative	Division	Discipline	Present / Absent	Zoom?
Brett Adams	Carter/Evans	HIST	Present	
Lauryn Angel	Richardson	ENGL	Present	
Sofya Antonova	Wang	MATH	Present	X
Bill Ardis	Powell	MATH	Present	
Josh Arduengo	Streater	PSYC	Present	
Shannon Bates	Richardson	SPCH	Present	
Lindsey Brown	Peruski	Nursing	Present	X
Mike Brucia	Coffman	HVAC	Present	
Suzan Cameron	Adjunct Representative		Present	
Misti Clark	Coffman	COSC	Present	
Roberta Cravo	Buggs	BIOL	Present	
Chris DuBois	Dual Credit (Moore)	GOVT	Present	
Seema Endley	Buggs	BIOL	Absent	
Diana Gingo	Richardson	ENGL	Present	
Rhonda Green	Millen	SRGT	Present	
Cynthia Gruver	Powell	LGLA	Present	X
Matt Hamilton	Buggs	HIST	Present	
Lindsey Harris	Adjunct Representative		Absent	
Krystal Humphries	Babcock	HIST	Present	X
Joe Jaynes	Gainer	HIST	Present	
Samantha Kyser	Adjunct Representative		Absent	
Lynn Jones	Streater	GOVT	Present	
Katherine McKee	Adjunct Representative		Present	X
Alyna Nathoo	Adjunct Representative		Present	X
Monica Nicholson	Peruski	Nursing	Present	
Karen Peterson	Millen	PSGT	Present	
Ron Schaffner	Coffman	AUTM	Absent	
Linda Sears	Tinnen	HUMA	Present	
Jason Smoot	Wang	MATH	Present	
Barbara Stern	Streater	PSYC	Present	

Kristi Stevens	Adjunct Representative		Absent	
Dianne Stroman	Lee	ENVR	Present	X
Mohammad Tahiro	Babcock	ECON	Present	
Jenny Warren	Tinnen	SPCH	Present	
Fredie Williams	Powell	POFT	Present	

Motion to approve minutes made by Lynn Jones.

Seconded by Linda Sears.

Minutes approved unanimously approved.

GUEST SPEAKERS

- **Dr. Kyle Bellue**, Associate Dean – Farmersville Campus
 - Dr. Bellue provided the Faculty Council with an update concerning the districtwide search committee rubrics that were developed and approved this semester.
 - Dr. Johnson wanted rubrics and interview questions that were the creation of the subject matter experts.
 - These are not set in stone forever, but only for the next hiring cycle.
 - There will be a chance to tweak the grids next hiring cycle.
 - Hiring managers and those on the committee need proper training about how the committee would operate and the responsibilities of the members.
 - Updates on the rubrics:
 - Human Resources is currently reviewing the new rubrics.
 - Currently there are 80-90 programs to review.
 - Review should be done by the end of November.
 - Admin will have until December 6th, 2024, to finalize them.
 - Once a position is approved, there will be a chance to tweak grid (cover letters, teaching philosophy, etc.) before the job positing goes live.
 - The hiring committee will be formed before the position and grid is finalized.
 - Updates on training for hiring committees
 - A Canvas course is being developed for faculty to complete.
 - Information on this course will be forthcoming.

- If you have any questions or concerns, please email Dr. Kyle Bellue at kbellue@collin.edu.
- **Michele Boverie**, Administrative Assistant - Student and Enrollment Services
 - Michele Boverie from Student Enrollment Services provided the Faculty Council with a comprehensive overview of the health and wellness resources available to all Collin College faculty.
 - Ms. Boverie's presentation slides are located at the end of the minutes under **APPENDIX A**

EXECUTIVE COMMITTEE REPORTS

Treasurer's Report – Mike Brucia

- Current Balance: \$4,213.95 (84.3% remaining of budget)
 - Expenses: \$786.05
- Sunshine fund - \$447.92
- Faculty Scholarship Fund
 - Full-time balance available - \$5,324.34
 - Adjunct balance available - \$1,318.83

Vice-President's Report – Rebecca Orr, for Kimberly Harris (absent)

- **Updates**
 - Discipline Caps
 - The college is facing challenges staffing some DC courses offered at the same time and has asked that class caps be examined by faculty. Districtwide scheduling will consider room capacity to maximize class enrollment and reduce low-enrollment sections.
 - Changes regarding discipline-based enrollment caps are being considered by the R&R committee.
 - Some disciplines may need class caps for some courses that are smaller than the enrollment capacity of the room in which classes at some campuses are scheduled.

- For these reasons, each discipline will be asked to provide a rationale for their caps grounded in pedagogical reasoning by early January 2025.
- Faculty Council Townhalls
 - The schedule is as follows (also in the newsletter). Times are TBD:
 - Celina Campus – November 1st, 2024
 - Plano Campus - November 8th, 2024
 - Frisco Campus – January 31st, 2025
 - iCollin Virtual Campus – February 7th, 2025
 - Allen Technical Campus – February 28th, 2025
 - Wylie Campus – April 4th, 2025
 - McKinney Campus, April 25th, 2025

President's Report – Rebecca Orr

○ **AGS**

- The October meeting of AGS was cancelled.

○ **Updates**

- District-wide Scheduling
 - Districtwide scheduling will be released next month.
 - The Faculty Council will be forming a task force soon to gather feedback from faculty concerning the implementation of the district-wide scheduling plan.
 - Current chairs of the FC task forces or committees are asked to volunteer to facilitate this survey so that once the district-wide scheduling plan is unveiled, Faculty Council can collect data on faculty's perception of the plan.
- Student Surveys of Instruction
 - Faculty who was selected and volunteered to pilot the survey this semester will be called upon to give valuable feedback before the finalized survey is adopted.

- **Task Force Updates**

- Hybrid Class Observation – Bob Whitaker

- The task force was asked to develop a hybrid class observation form in line with observation forms for in-person classes.
 - The task force was created in March of 2024 and met routinely over March and April.
 - In April, the task force made its initial recommendations for a new form that was sent to Faculty Council.
 - From September to October 2024 the task force reviewed recommendations made by its administrative liaison and presented the draft to the Faculty Council for feedback.
- The task force adapted the current On-site Observation form (approved by COE in Spring 2022) for the new hybrid form.
 - Emphasis was placed on adding “in-person and/or online” to existing observation criteria.
 - Emphasis was also on adopting new language to the form that reflects learning outcome alignment in an online course, and to include a wider definition of class content (e.g. activities and assignments).
- Timeline for new hybrid form:
 - The form will be presented to Associate Deans/Directors in November. The task force will report back after that meeting.
- The full draft of the hybrid observation form as well as the presentation slides used by the task force is located at the end of these minutes as **APPENDIX B**

- Student Surveys – Amina El-Ashmawy & Mary Weis

- No report

- 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 (Co-Chairs)
 - No report
- **Adjunct Faculty** – Katherine McKee, Alynna Nathoo (Co-Chairs)
 - No report
- **Common Good** – Vijaya Velamakanni, Seema Endley (Co-Chairs)
 - No report
- **Policy Committee** – Jason Morgan (Chair)
 - No report
- **Teaching and Learning** – Serena Richards & Kevin Suber
 - No report
- **Procedures and Nominations** – Rhonda Green, Rebecca Burton (Co-Chairs)
 - Election Planning
 - The committee looked at updating the procedure manual concerning elections and representation.

- The current section being reviewed is as follows: *“The number of full-time faculty representatives is placed at no more than 35; members shall represent full-time faculty in designated academic divisions. The number of part-time faculty representatives is placed at no more than 6; members shall represent part-time faculty on designated campuses or by academic division.”*
 - The committee proposes the revised section as follows: *“The number of full-time faculty representatives is placed at no more than 35; members shall represent full-time faculty in designated academic divisions.”*
- Additionally, the committee proposes the following change to the procedure manual concerning adjunct representation: *“The number of part-time faculty representatives is placed at no more than 6; members shall represent part-time faculty at large.”*
 - A motion was made by Joe Jaynes to adopt the above changes to the procedure manual. The motion was seconded by Mike Brucia. The motion passed unanimously.
- There is a concern that adjunct faculty are a very fluid workforce because they routinely change campuses, they get hired full-time, etc.
 - Adjunct faculty are no longer campus specific, so at the minimum, adjunct representation needs to be shifted to “at-large.”
 - There were initial discussions about the possibility of having the adjunct faculty committee select representatives to the faculty council rather than a district-wide election.
 - These two ideas are going to be referred to the Adjunct Faculty Committee with a request to provide the Faculty Council guidance in November.
 - Concerns were raised about the presence of a dual credit specific rep being elected. The dual credit rep originally represented dual credit faculty that were not a part of their academic division. The restructuring in the spring of 2024

moved all dual credit faculty into their academic divisions, so that all dual credit faculty have a division FC rep.

- The question was raised whether FC should eliminate the dual credit specific representative from the Faculty Council because of redundancy. There were concerns expressed that dual credit professors that teach exclusively at the high schools don't have a presence on their "home" campus. The point was raised that since $\sim\frac{1}{3}$ of the college's enrollment is dual credit, most faculty now teach at least one dual credit course.
- A motion was made to eliminate the dual credit position from the faculty council by Roberta Cravo. Mike Brucia seconded the motion. The motion passed 12 yeas, 7 neas, 4 abstained.
 - The DC rep elected through 2025 will continue to serve the tenure of their term.
 - FC will collect data re the number of representatives teaching dual credit.
- **Technology Committee** – Mervat Karout, Sunita Rangarajan (Co-Chairs)
 - No report
- **Organization, Education, and Policy Committee (OEP)** – Matthew Hamilton, Freddie Williams (Co-Chairs)
 - No report
- **Newsletter Committee** – Casey Carter, Rebecca Orr (Co-Chairs)
 - No report
- **Resource and Remuneration Committee** – Sofya Antonova, Kaycee Washington (Co-Chairs)
 - No report
- **Workforce Committee** – Cope Crisson, Aparna Godbole (Co-Chairs)

- No report

DISTRICT COMMITTEE LIAISON REPORTS

- **Council of Excellence (COE)** – Diana Gingo
 - Council of Excellence began its review of Multi-Year Contract (MYC) packets the week of October 20th, 2024.
 - COE Travel Funds
 - Budget allocations for 2024-25 are:
 - \$2,000 per faculty
 - \$2,200 for presenters
 - \$500 additional for the Outstanding Professor winner
 - \$250 additional for the Outstanding Professor finalists
 - Travel dates for the academic year run from Sept. 1st, 2024 - Aug. 31st, 2025.
 - Faculty should submit COE travel funding requests 42 days, or more, in advance of travel.
 - Travel funds will be distributed throughout the 2024-2025 academic year with the first allotment (half of the travel budget) ending on February 15th and the second allotment (the second half of the travel budget) beginning on February 16th.
 - This division of funds allows for faculty travel funding to be available throughout the year.
 - Please visit the COE [website](#) for more information.
- **CAB** – Marli White and Karina Taylor
 - No report
- **COAT** – Sarah Fish
 - No report
- **OAB** – No liaison currently
 - No report

- **SOBI Care Team** – Kim Gerber

- No report

NEW BUSINESS

- Jason Smoot raised the issue of widespread cheating in online courses. He inquired as to whether the Administration has currently formed any committee and/or task force to investigate this rising crisis, or it plans to in the future.
 - Faculty Council agreed to take this issue on and will inquire before launching a task force.

ADJOURNMENT

Movement to adjourn made by Diana Gingo.

Seconded by Lauren Angel.

Meeting adjourned at 3:20PM.

APPENDIX A

COLLIN COLLEGE

MEDICAL AND MENTAL HEALTH WELLNESS RESOURCES

FACULTY COUNCIL 10/25/2024



AGENDA

Medical Health and Wellness Resources:

- ERS
- BCBSTX
- Collin College Wellness Program
- TimelyCare: Part-Time and Full-Time not enrolled in medical



Mental Health Resources:

- Deer Oaks Employee Assistance Program
- BCBSTX
- TimelyCare: Part-Time and Full-Time not enrolled in medical



Buena Vida

Program for HealthSelect and Consumer Directed HealthSelect 18 and older members and dependents to stay focused on improving your own self-care. It makes it easier to achieve better well-being, at your pace.

- Health Assessment – personalized health report and recommendations
- Track your progress – use Daily Habits tool for day-to-day support
- Collect Buena Vida Bucks – earn rewards for working toward well-being
 - Health Assessment, Annual Physical & Download the Wellness At Your Side App
 - Sample rewards to spend Buena Vida Bucks on:
 - ✓ Nike hat
 - ✓ Stanley Tumbler
 - ✓ KitchenAid Blender
 - ✓ Fitbit Inspire 3
- Explore content – enjoy exercise videos, healthy recipes and more
- Sync up – visit the Device and App Connection Center to track and upload activity with a fitness device or app
- www.BuenaVidaers.com



Fitness Programs

Flexible membership program for HealthSelect and Consumer Directed HealthSelect covered employees and dependents (age 16 and older) with unlimited access to a nationwide network of facilities

- Cost of members – one time \$19 initiation fee

GYM PLANS:	BASE	CORE	POWER	ELITE
Per month rate:	\$19	\$29	\$39	\$129
Unlimited Access to Base Gyms	✓	✓	✓	✓
Unlimited Access to Core & Base Gyms		✓	✓	✓
Unlimited Access to Power, Core & Base Gyms			✓	✓
Select Access to Elite Gyms and Unlimited Access to Power, Core & Base Gyms				✓

- Digital only option: \$10 per month – workouts, wellness videos and nutrition tutorials
- Find participating gyms and sign into the Fitness Program through Blue Access for Members (BCBSTX)
- <https://healthselect.bcbstx.com/health-and-wellness-incentives/fitness-program>

Weight Management Solutions

Provides a weight management program at no additional cost to HealthSelect and Consumer Directed HealthSelect members and dependents 18 older with a BMI of 23 or higher.

Wondr

- Watch videos each week when it is convenient for you
- Connect with your health coach whenever you need to
- Learn skills that will help lose weight and improve your health while eating your favorite foods

Real Appeal

- Prefer to learn with an online community of participants who meet at the same time weekly with a coach
- Option to chat as needed with your coach and other participants
- Willing to stop eating some of the unhealthy foods you enjoy while tracking your food consumption and exercise

<https://healthselect.bcbstx.com/condition-management/weight-lifestyle-management-programs>

Other Wellness Programs

Programs provided to HealthSelect and Consumer Directed HealthSelect members.

Tobacco Cessation

- Live Tobacco Free Austin
- Texas Tobacco Prevention and Control Program
- Smokefree.gov
- Kicking the Habit presentation

<https://healthselect.bcbstx.com/condition-management/tobacco-cessation>

Maternity Wellness

- Preventative care with your medical benefits
- Lactation support and counseling sessions for female participants in conjunction with childbirth
- Benefits for the purchase or rental of manual or electric breast pumps, accessories and supplies

<https://healthselect.bcbstx.com/medical-benefits/maternity-wellness>

Condition Management Programs

Blue Cross Blue Shield of Texas is offering Condition Management programs for HealthSelect and Consumer Directed HealthSelect members.

Program Highlights

- **Hello Heart** focuses only on heart health with an aim to prevent or decrease the development or advancement of heart disease and other cardiovascular conditions. It includes a free Hello Heart blood pressure monitor that pairs directly with your smartphone. When you build a habit of monitoring blood pressure and other parts of heart health, you can create lasting lifestyle changes.
- **Hinge Health** is a digital musculoskeletal (MSK) care program led by a physical therapist. It gives you access to the Hinge Health mobile app and a care team including a board-certified health coach and physical therapist. This digital program is focused on exercise therapy designed to address a wide range of MSK conditions. It is available anywhere and at any time.
- **Learn to Live** is an online, on-demand mental health program that you can do at your own pace. It is grounded in cognitive behavioral therapy. This style of therapy focuses on thoughts and actions and how adjusting those can positively impact your state of mind. Learn to Live provides online, coach-supported programs to help you overcome depression, insomnia, panic, stress, anxiety and worry, social anxiety and substance use.

<https://ers.texas.gov/news/new-healthselect-programs-coming-soon>

Discount and Incentive Programs

Blue365

Provides savings to HealthSelect and Consumer Directed HealthSelect members on health and wellness products.

- Eyeglasses, contact lenses and accessories
- Laser vision correction
- Hearing tests, evaluations and hearing aids
- Weight management solutions
- Healthy meal deals
- Discounts on fitness brands, wearables and more
- <https://www.blue365deals.com/BCBSTX/>

ShoppERS

Incentive program that allows HealthSelect and Consumer Directed HealthSelect members to save money and earn rewards in a TexFlex health care flexible savings account when shopping for certain medical services and procedures.

- Compare costs, estimate out-of-pocket costs
 - Earn up to \$500 to be deposited in your FSA or Limited FSA will be opened if you have an HSA.
 - <https://healthselect.bcbstx.com/medical-benefits/healthselectshoppers>
-

Medical Virtual Visits

Coverage for HealthSelect and Consumer Directed HealthSelect members and dependents for urgent health care needs.

- Access to licensed board-certified doctors 24/7, including weekends and holidays
- HealthSelect members covered at 100%
- Consumer Directed HealthSelect members must meet the annual deductible first then pay 20% coinsurance



https://doctorondemand.com/?utm_source=enterprise&utm_medium=web&utm_campaign=erstx_learnmore%2F

Powered by



https://members.mdlive.com/healthselect/landing_home

Catapult Health

Virtual checkup allows participants 18 and older to complete their annual checkup from the comfort of their home.

- Request a Home Kit and follow the directions, includes a video consultation with a nurse practitioner
 - <https://healthselect.bcbstx.com/medical-benefits/catapult-health-virtualcheckup>
-

Mental Health Resources

Deer Oaks Employee Assistance Program

Provided to full-time employees and household members (automatically enrolled).

Counseling

- Free, confidential short-term counseling available: **in person, telephonic, virtual**
- 8 visits per service type per fiscal year
- Available 24/7: stress, anxiety, depression, family and marital issues, substance abuse and more
- Teen Line

Other Services

- Website available for work/life balance topics through newsletters, articles, videos and webinars (username: collin, password: collin).
- Financial and Legal Assistance
- Locating Childcare and Eldercare
- Estate Planning/Will Preparation Software
- Alternative Ride Reimbursement Program

<https://www.deeroakseap.com/>



Mental Health IN PERSON Visits

Coverage for HealthSelect and Consumer Directed HealthSelect members and dependents for mental health needs.

IN PERSON through BCBSTX:

- 24/7 Mental Health Line (800) 252-8039 (TTY:711)
 - If you or a covered dependent are in a crisis situation and need immediate help.
 - This line is also used for assistance in finding a provider
https://my.providerfinderonline.com/?ci=healthselectinarea&network_id=240000109&geo_location=33.1884,-96.5858&locale=en
- Contact your Primary Care Physician to see if they have suggested providers then check to see if they are in network
- <https://healthselect.bcbstx.com/medical-benefits/mental-health>

Mental Health VIRTUAL Visits

Coverage for HealthSelect and Consumer Directed HealthSelect members and dependents for mental health needs.

VIRTUAL VISITS through BCBSTX:

- Access to licensed mental health professionals. Appointments must be made in advance.
- HealthSelect members covered at 100%
- Consumer Directed HealthSelect members must meet the annual deductible first then pay 20% coinsurance
- <https://healthselect.bcbstx.com/medical-benefits/mental-health>



https://doctorondemand.com/what-we-treat/mental-health/?utm_source=enterprise&utm_medium=web&utm_campaign=erstx_mentalhealth

Powered by



https://members.mdlive.com/healthselect/landing_home

Learn to Live

Digital Mental Health Condition Management Program. Coverage for HealthSelect and Consumer Directed HealthSelect members and dependents 13 and older for mental health needs.

- Learn to Live is an online, on-demand mental health program that you can do at your own pace. It is grounded in cognitive behavioral therapy. This style of therapy focuses on thoughts and actions and how adjusting those can positively impact your state of mind.
- Learn to Live provides online, coach-supported programs to help you overcome depression, insomnia, panic, stress, anxiety and worry, social anxiety and substance use.
- <https://healthselect.bcbstx.com/condition-management/learn-to-live>



Medical and Mental Health Resources

Adjunct Faculty, Part-Time Staff, Students and Full-Time employees not enrolled in ERS medical insurance

TimelyCare

TimelyCare is a free virtual health and well-being platform available 24/7 for Adjunct Faculty, Part-Time Staff, Students and Full-Time employees not enrolled in ERS medical insurance through Collin College.

- **MedicalNow:** On-demand support for common health issues, including cold, flu, and allergies
- **TalkNow:** 24/7, on-demand emotional support to talk about any topic including anxiety, relationships, depression, and work-related stressors
- **Scheduled Medical:** Choose the day, time, and medical provider that best works for you
- **Scheduled Counseling:** Choose the day, time, and mental health provider that works best for you (12 visits per year)
- **Health Coaching:** Develop healthy lifestyle behaviors for nutrition, sleep habits, time management, and mindfulness
- **Psychiatry:** Appointments are available through referrals
- **Self-Care Content:** Visit the Explore page within TimelyCare for guided self-care content
- **Basic Needs Support:** Access to free or reduced-cost community resources, including food and housing assistance, transit support, childcare, and finances
- OneLogin, Collin Everything Tab, click on TimelyCare Icon or www.TimelyCare.com/collincollege



Collin College Wellness Programs

Collin College Wellness360

Free wellness platform for Full-Time employees where you can access challenges, benefits information and resources.

- Explore on-demand content and journeys that align with wellness goals
- Take an assessment to receive recommendations
- Connect with colleagues and create wellness challenges
- Wellness360 App available and ability to connect to a mobile device
- <https://cougarweb.collin.edu/pages/wellness-platform>
- Please email TrainingAndDevelopment@Collin.edu with questions.



Additional Wellness classes and events for Full-Time and Part-Time employees can be found on the Training And Development Wellness Calendar on Cougarweb.

<https://cougarweb.collin.edu/pages/wellness-main-page>



APPENDIX B

COLLIN COLLEGE **HYBRID** CLASS OBSERVATION

Faculty Name:	Date:		
Evaluator Name:	Time (ex. MW 1:00-2:15):		
Location/Campus:	Course (ex. ENGL.1301.000):		
Meet with the instructor either face-to-face or via a web conference to discuss the structure and dynamics of the course. At this point the faculty member should guide the evaluator through the course to demonstrate the criteria listed below. Access the online portion of the course in "student view" to gain a student's perspective with regard to the criteria listed below. Evaluator may provide examples of observed elements/behavior within each section and should provide an explanation for any element where improvement is needed. Following the visit, the faculty member and evaluator may meet to discuss the structure and dynamics of the class.			
PREPARATION & STRUCTURE	MEETS EXPECTED LEVEL OF PERFORMANCE	IMPROVEMENT NEEDED	N/A or NOT OBSERVED
1.1 Instructor provided an overview of the topic(s) of discussion/objectives for the class in person or online.			
1.2 Instructor connects prior learning with new concepts in a logical manner in person or online.			
1.3 Instructor held class according to the scheduled time; materials/resources were cued and ready when needed in person or online.			
Evaluator Comments 1.1:			
Evaluator Comments 1.2:			
Evaluator Comments 1.3:			

COLLIN COLLEGE **HYBRID** CLASS OBSERVATION

Instructor Comments:			
CONTENT & DELIVERY	MEETS EXPECTED LEVEL OF PERFORMANCE	IMPROVEMENT NEEDED	N/A or NOT OBSERVED
2.1 Class content is presented in a logical and purposeful manner in person and online.			
2.2. Instructor delivers content/leads students through skills practice effectively in person and online.			
2.3 Learning activities and assignments are aligned with course goals and objectives to facilitate the accomplishment of learning outcomes.			
Evaluator Comments 2.1:			
Evaluator Comments 2.2:			
Evaluator Comments 2.3:			

COLLIN COLLEGE HYBRID CLASS OBSERVATION

Instructor Comments:			
LEARNING ENVIRONMENT	MEETS EXPECTED LEVEL OF PERFORMANCE	IMPROVEMENT NEEDED	N/A or NOT OBSERVED
3.1 Instructor provides opportunities either/or designs activities that promote student engagement <i>in person or online</i> .			
3.2 When appropriate, activities allow for real-world applications of the discipline such as, but not limited to, experiential learning, case studies, or problem-based activities.			
3.3 Instructor maintains a welcoming learning environment <i>in person and online</i> .			
3.4 Instructor encourages participation of all students, checks for understanding during class, solicits questions, or provides clear answers to students' questions.			
3.5 Instructor communicates effectively and professionally <i>in person and online</i> .			
Evaluator Comments 3.1:			
Evaluator Comments 3.2:			
Evaluator Comments 3.3:			

On-Site Classroom Observation Form Effective 3/9/22

Hybrid Observation Task Force

October 25, 2025

Hybrid Observation Task Force

Members:

Robert Whitaker (chair), History, McKinney
Patrick Greenough, Marketing, Plano
Evans Jarnefeldt, Theater, Frisco
Elizabeth Johnson, Mathematics, Plano
Andrea Martinez, English, Wylie

Administrative Liaisons:

Michelle Buggs, Dean, McKinney
Regina Hughes, Associate Dean, Plano

Hybrid Observation Task Force

Purpose:

Develop a hybrid class observation form in line with observation forms for in-person and online classes.

Timeline:

March 2024: Task Force created

March - April 2024: Three task force meetings

April 2024: Initial recommendations for new form sent to Faculty Council

September - October 2024: Recommendations reviewed by Administrative Liaisons. Present draft to Faculty Council.

Recommendations and Draft Form

The Task Force adapted the current On-site Observation Form (Approved COE Spring 2022) for the new Hybrid Observation Form.

Current On-site Observation Form submitted to Administrative Liaisons and Faculty Council, with Hybrid changes highlighted in **RED TEXT**.

Emphasis on adding “in person and/or online” to existing observation criteria. Not reinventing the wheel.

COLLIN COLLEGE **HYBRID** CLASS OBSERVATION

Faculty Name: _____	Date: _____
Evaluator Name: _____	Time (ex. MW 1:00-2:15): _____
Location/Campus: _____	Course (ex. ENGL.1301.000): _____

Meet with the instructor either face-to-face or via a web conference to discuss the structure and dynamics of the course. At this point the faculty member should guide the evaluator through the course to demonstrate the criteria listed below. Access the online portion of the course in "student view" to gain a student's perspective with regard to the criteria listed below. Evaluator may provide examples of observed elements/behavior within each section and should provide an explanation for any element where improvement is needed. Following the visit, the faculty member and evaluator may meet to discuss the structure and dynamics of the class.

PREPARATION & STRUCTURE	MEETS EXPECTED LEVEL OF PERFORMANCE	IMPROVEMENT NEEDED	N/A or NOT OBSERVED
1.1 Instructor provided an overview of the topic(s) of discussion/objectives for the class in person or online.			
1.2 Instructor connects prior learning with new concepts in a logical manner in person or online.			
1.3 Instructor held class according to the scheduled time; materials/resources were cued and ready when needed in person or online.			
Evaluator Comments 1.1: _____			

PREPARATION & STRUCTURE	MEETS EXPECTED LEVEL OF PERFORMANCE	IMPROVEMENT NEEDED	N/A or NOT OBSERVED
1.1 Instructor provided an overview of the topic(s) of discussion/objectives for the class in person or online.			
1.2 Instructor connects prior learning with new concepts in a logical manner in person or online.			
1.3 Instructor held class according to the scheduled time; materials/resources were cued and ready when needed in person or online.			

Not prescribing a specific version of hybrid. Each hybrid class is slightly different. Use “or” instead of “and” to reflect different approaches.

CONTENT & DELIVERY	MEETS EXPECTED LEVEL OF PERFORMANCE
2.1 Class content is presented in a logical and purposeful manner in person and online.	
2.2. Instructor delivers content/leads students through skills practice effectively in person and online.	
2.3 Learning activities and assignments are aligned with course goals and objectives to facilitate the accomplishment of learning outcomes.	
Evaluator Comments 2.1:	

Original Language of Section 2.3: “Class content was appropriate for achieving instructional goals.”

New language adopted to reflect learning outcome alignment in online classes, and to include a wider definition of class content (e.g. activities and assignments).

LEARNING ENVIRONMENT	MEETS EXPECTED LEVEL OF PERFORMANCE
3.1 Instructor provides opportunities either/or designs activities that promote student engagement in person or online.	
3.2 When appropriate, activities allow for real-world applications of the discipline such as, but not limited to, experiential learning, case studies, or problem-based activities.	
3.3 Instructor maintains a welcoming learning environment in person and online.	
3.4 Instructor encourages participation of all students, checks for understanding during class, solicits questions, or provides clear answers to students’ questions.	
3.5 Instructor communicates effectively and professionally in person and online.	
Evaluator Comments 3.1:	

“And” used for sections where approach and criteria should be consistent between hybrid and in-person classes.

Engaging activities “or” because online material could be asynchronous.

Discussed but left out of Draft Form

1. Time of Observation in Hybrid Classroom.

In other words, should there be a prescribed length of time an evaluator should observe a hybrid class, specifically the online portion of the course. Decided to leave decision of observation time to instructor/evaluator team.

2. Discussion with liaisons about including Section 4 of Online Form (Assessment and Feedback).

For Hybrid, Assessment and Feedback may occur on paper and/or in-person. Assessment and Feedback are important for in-person instruction as well but not yet a part of the in-person/on-site evaluation criteria.

ASSESSMENT AND FEEDBACK	MEETS Expected Level of Performance
4.1 Expectations for timely and regular feedback from the instructor are clearly stated and adhered to.	
4.2 Criteria for the assessment of a graded assignment are clearly articulated, instruments used for grading (rubrics, exemplary work, etc.) are readily available to students prior to completing assignment.	
4.3 Instructor provides plenty of constructive feedback to encourage continuous improvement and to help students understand how well they have accomplished course learning outcomes/assignment goals.	
4.4 Instructor completes grading in accordance with grading policy as stated in the syllabus, and students have easy access to a well-designed and up-to-date gradebook.	
Evaluator description of strengths and/or areas in need of improvement:	