

COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: February 21st, 2025

Time: 1:00PM

Location: Collin Higher Education Center (CHEC), Room 107 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	
Bill Ardis	Powell	MATH	Present	
Josh Arduengo	Streater	PSYC	Present	
Shannon Bates	Richardson	SPCH	Present	
Lindsey Brown	Wilson	Nursing	Present	
Mike Brucia	Baweja	HVAC	Present	
Suzan Cameron	Adjunct Representative		present	
Misti Clark <i>Proxy: Justin Lewis</i>	Baweja	COSC	Absent	
Roberta Cravo	Buggs	BIOL	Present	
Chris DuBois	Dual Credit	GOVT	Present	
Seema Endley	Buggs	BIOL	Present	
Diana Gingo	Richardson	ENGL	Present	
Rhonda Green	Millen	SRGT	Present	X
Cynthia Gruver	Powell	LGLA	Present	
Matt Hamilton	Buggs	HIST	Present	
Lindsey Harris	Adjunct Representative		Absent	
Krystal Humphries	Babcock	HIST	Present	X
Joe Jaynes	Gainer	HIST	Present	
Lynn Jones	Streater	GOVT	Present	
Katherine McKee	Adjunct Representative		Present	
Alyna Nathoo	Adjunct Representative		Present	X
Monica Nicholson	Wilson	Nursing	Present	
Karen Peterson	Millen	PSGT	Present	
Ron Schaffner	Baweja	AUTM	Present	X
Linda Sears	Tinnen	HUMA	Present	
Jason Smoot	Wang	MATH	Absent	
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 <i>Proxy: Jill McCord</i>	Powell	POFT	Absent	

Motion to approve minutes made by Linda Sears.
 Seconded by Cythina Gruver.
 Minutes approved unanimously approved.

GUEST SPEAKERS

n/a

EXECUTIVE COMMITTEE REPORTS

Treasurer's Report – Mike Brucia

- Current Balance: \$1,277.11 (25.5% remaining of budget)
 - Expenses: \$683.58
- Sunshine fund - \$582.92
- Faculty Scholarship Fund
 - Full-time balance available - \$6,117.70
 - Adjunct balance available - \$1,318.83

Vice-President's Report – Kimberly Harris

- **Updates**
 - **Faculty Ranks Task Force**
 - Dr. Harris urges faculty to offer some grace to the members of the Faculty Ranks Task Force.
 - The members could not think of everything, so it is very important for faculty to provide feedback via the QR code and survey emailed to faculty since the February 7th, 2025, Faculty Convocation.

- This is not operated by the task force members; rather, it is reviewed by Allison Venuto and Regina Hughes.
- The Task Force is very receptive of feedback and has demonstrated a willingness to review edits, changes, etc.
- **Canvas Course Visitation Taskforce**
 - Dr. Harris informed the Faculty Council that the Canvas Course Visitation Taskforce would be presenting its recommendations for a standard operating procedure (SOP) for visitors to a professor's Canvas course.
 - More information can be found below in the task force's report.
- **Faculty Council Townhalls**
 - The schedule is as follows (also in the newsletter). Times are TBD:
 - Allen Technical Campus – February 28th, 2025
 - iCollin Virtual Campus – March 7th, 2025
 - Wylie Campus – April 4th, 2025
 - McKinney Campus, April 25th, 2025

President's Report – Rebecca Orr

- **Academic Governance and Strategic Planning Council (AGS)**
 - **Barnes & Noble “First Day Complete”**
 - This proposal will provide students with reduced cost materials to complete their first semester (12 hours).
 - The proposal bills itself as convenient and a viable replacement of First Day Access.
 - It's been portrayed as a way to streamline access to all course materials before the first day.
 - It states that faculty would maintain full academic freedom, but
 - Concerns:
 - It is an all-or-nothing proposal.
 - Student must pay by the credit hour, regardless of whether a course, or courses, use an OER.
 - It would be a program that all students would be enrolled and would have to opt out of it.
 - It would also be applied to all sections across a discipline.

- What about physical materials for disciplines like nursing, sciences, etc.?
- **Faculty Ranks Update**
 - The second reading of Board policies implementing Faculty Ranks is out and will be reviewed by the Board's OEP Committee on February 25th, 2025.
- **EARS**
 - There have been updates to make it more user friendly. For example, you can enter multiple students at one time now.
 - But there are concerns that EARS has not been studied to ascertain its success and define its outcomes.
 - There was a request for data to be collected to determine if EARS is effective.
- **Academic Dishonesty**
 - There is a growing problem of students engaging in efforts of academic dishonesty.
 - While faculty are urged to enforce course policies concerning academic dishonesty, there is a sense that the effort is not strongly supported, institutionally.
 - Students who are determined by DOS to have violated the college's scholastic dishonesty policies don't seem to face strong consequences.
 - There is a perception that the consequences for cheating are minimal at Collin College.
 - As a result, the entire process will undergo review and recommendations for changes will be evaluated.
- **Collin College Artificial Intelligence (AI) Policy**
 - This pertains to the everyday use of AI by faculty, staff, administrators, etc.
 - Ex: Can an administrator have AI write up an appraisal for a faculty member? Can the faculty use AI to generate feedback for students? What is acceptable use of AI for faculty and staff at Collin College?
 - The CO-AID Committee will be engaged to take the lead in this effort.
- **Master-Teacher Certification Program**
 - This effort is being spearheaded by Human Resources and is being developed by Dr. Allison Venuto.

- FC Officers were provided with a draft of this program and gave input that included:
 - It needs to have depth, meaning, and require reflection.
 - It is hoped by HR that this will be ready for deployment by the Summer of 2025.
 - **Late Registration**
 - Fridays before the start of classes will be the hard stop beginning in the Fall 2025 semester.
 - There will be exceptions that have to be approved by Deans and faculty members.
 - **Study Grants**
 - Two study grants were awarded in the Fall 2024 semester.
 - A request for spring semester awards was made.
 - **May 2025 Graduation**
 - There will be two separate graduations this May.
 - On March 3rd, 2025, at 7AM an email will be sent out for faculty to choose which graduation they want to attend.
 - There will be about 125 spots per graduation.
 - It will be on a first-come, first-serve basis.
 - **SAACS Accreditation**
 - Collin College was given three areas to improve.
 - Worst case scenario is that Collin College will be on a 1–2-year review program.
 - **Course Syllabi**
 - There are district-wide issues concerning course syllabi and verbiage.
 - Some of it violates state and federal laws concerning veterans and students with accommodations.
 - A task force is being formed to offer guidance on course syllabi policies.
 - If you are interested in serving on this task force, email Rebecca Orr at fc@collin.edu.
- **Updates**
- **Search Committees**
 - Initially, Leadership received over 40 requests for search committees from ADs and Deans.
 - In the end, 9 searches were approved by leadership.

- **iCollin Preferences**
 - This process is undergoing streamlining for the entire district to make the process more efficient and clearer.
 - A task force is being formed to look at this procedure.
 - If you are interested in serving on this task force, please email Rebecca Orr at fc@collin.edu
 - **Idle committees and task forces**
 - With Faculty Ranks being implemented, it is vitally important for task force and committees to be accountable.
 - A task force is being formed to come up with guidelines for how task forces and committees report out their meetings and outcomes.
 - If you would like to serve on this task force, please email Rebecca Orr at fc@collin.edu
- **Task Force Updates**
- **Canvas Course Visitation Task Force**
 - This task force was charged with coming up with a standard operating procedure (SOP) for how and when administrators can access a faculty members' Canvas component of their course.
 - This SOP will apply to Canvas course visitation for all active and inactive courses, regardless of course modality.
 - Course visitation is defined as entry into a Canvas course by a course visitor for an academic purpose (course support, observation, resource sharing, etc.). Course visitors are defined as administrators, staff, and other faculty who are not assigned to teach the course.
 - In all cases, appropriate professionalism in keeping with Collin College core values and Board Policy is expected and required by course visitors. For example:
 - Information viewed in the course during a visit should be treated with respect for professional boundaries.
 - When dealing with extreme circumstances, the faculty of records is the only individual who should edit course content or communicate with students through the Canvas course environment.

- Course visitors should consider meeting with a faculty member to review a Canvas course together when concerns have been expressed.
- For purposes of faculty-to-faculty mentoring or sharing resources, faculty should add other faculty to a sandbox course. If access to an active course is required, add the user at the level of observer only to ensure student information is protected in compliance with FERPA guidelines. Contact the eLC for other options regarding sharing content from a course.
- The committee's proposal for a SOP can be found as an addendum to the minutes.
 - Concerns were raised by the Faculty Council about the following portion of the recommendation:
 - *"Course visitation with immediate access. In cases where egregious behavior is suspected, including but not limited to violations of board policy or student safety risks, a course visitor may immediately access a course without prior notice or acknowledgement . . ."*
 - *The Faculty Council recommended amending this portion of the SOP to use Board Policy verbiage in place of the term "egregious behavior."*
 - Additionally, the Faculty Council recommended amending the SOP to require any visitor to a faculty member's Canvas course provide that professor with a written request prior to visiting the course.
- A motion to approve the taskforce's recommendation (with amendments) was made by Lauryn Angel.
 - The motion was seconded by Diana Gingo.
 - The motion passed unanimously.
- **Hybrid Class Observation** – Bob Whitaker
 - No report
- **Student Surveys** – Amina El-Ashmawy & Mary Weis
 - No report

- **Dean of Students (DOS) Task Force** – John Hoenig & Will Brannon
 - No report
- **Gradebook Task Force** – Robert Brown & Marlo Ballard
 - No report
- **Dual Credit Task Force** – Matt Hamilton & Chris DuBois
 - No report

STANDING COMMITTEE REPORTS

- **Academic Freedom** – Ryan Farrar, Diana Gingo (Co-Chairs)
 - No report
- **Adjunct Faculty** – Katherine McKee, Alyna Nathoo (Co-Chairs)
 - No report
- **Common Good** – Vijaya Velamakanni, Seema Endley (Co-Chairs)
 - No report
- **Policy Committee** – Jason Morgan (Chair)
 - **Faculty Ranks Board Policies**
 - The Faculty Council College Policy subcommittee met on January 30th, 2025, to review the first reading of the changes to Board policies that would implement the Faculty Ranks system.
 - The subcommittee raised some questions/concerns that we were passed along to the Faculty Council OEP Committee to look out for when it observed the Board’s OEP Committee meeting on January 31st, 2025. Additionally, the subcommittee emailed these concerns to Dr. Abe Johnson.
 - These concerns and Dr. Johnson’s clarification are as follows:

- The previous Board Policy explicitly listed the term limits (3 years) for multi-year contracts. The Faculty Council would like to see the same thing listed in Board Policy for each faculty rank.
 - Dr. Johnson clarified that because of varying terms, it was decided that Leadership would include the length of terms in the actual contract faculty signs.
- The Policy Committee asked for more information regarding the role and duties of the "Ad Hoc Committees" that would make rank recommendations. Are they part of or separate from COE?
 - Dr. Johnson indicated that the Council on Excellence (COE) and the Ad-hoc Committee for Ranks are separate entities with distinct roles. COE remains a peer-review group focused on evaluating teaching excellence, which is essential for maintaining faculty rank. The Ad-hoc Committee for Ranks, composed of faculty subject matter experts and some administrative representatives, will review rank applications, verify documentation and eligibility, and make recommendations on rank advancement. Multiple ad-hoc committees may be formed based on the number of applications. While COE does not recommend faculty for ranks, its teaching evaluations play a crucial role in the rank determination process.
- For one-year contracts, the Policy Committee asked for clarity on who approves them written in Board Policy. For example, does this go through the AD/Director and then up the chain or is there another process?
 - Dr. Johnson clarified that it is already in policy that the president will approve all faculty contracts. Dr. Johnson would be

the final recommendation to him, along with recommendations from the ADs/Directors, deans, and the provost. That procedure will remain the same as it is now.

- Finally, in the policy states that someone is ineligible from attaining rank if they are reviewed as "does not meet expectations". Does that apply for that year, for a set period of years, or is that permanent? For example, a faculty member has a bad year and "fails to meet expectations". The faculty member then successfully completes a performance improvement plan. Would they then become eligible for ranking? And if so after how long?
 - Dr. Johnson indicated that the Faculty Ranks Task Force is presently dealing with this sort of scenario and more information would be forthcoming.

- **Request from Vice-President of Academic Affairs**

- On February 13th, 2025, Dr. John Hardesty, Vice-President of Academic Affairs, made some specific, detailed requests of the Faculty Council.
 - The Faculty Council engaged the committee to craft statement to be communicated as general expectations of all faculty.
- The requests made by Dr. Hardesty are as follows:
 1. *Suggest potential language for the Faculty handbook regarding assignment/activity due dates during scheduled institutional closures for assignments/learning activities after the end date of an academic term. This would NOT mean that faculty members cannot address student situations beyond the control of the student at the end of a term. These types of situations would be dealt with consistent with college policy and procedure to ensure that final grade posting by the Registrar can proceed in a timely fashion at the end of a term.*
 2. *Weigh in on potentially removing the non-capricious grading procedures from the Grade Appeal processes starting Fall 2025, and 2) consolidating back to a single, districtwide, Grade Appeal Board, again starting Fall 2025.*

3. *Craft language that provides guidance to faculty on some constraints relating to course policies. This might be in the form of a document FC on how to build effective course policies that can be provided to all faculty, potentially through the Training and Development webpage.*
 - The committee will meet on Monday, February 24th, 2025, and begin to outline a draft statement.
 - A task force may be formed soon to take the lead.
- **Teaching and Learning** – Serena Richards & Kevin Suber
- The committee has focused on addressing a request by Dr. John Hardesty, Vice-President of Academic Affairs, for the Faculty Council to create a set of recommendations regarding best practices in grading, but do not violate academic freedom.
 - The committee has created a set of recommendations based on the Quality Matters Rubric used by the Online Advisory Board (OAB).
 1. The instructor's plan for grading course work is clearly stated, including typical turnaround times to be expected for assignment grading and feedback, and whether work is graded by the instructor or auto-graded by Canvas (or publisher platform).
 2. Grading policy is presented at the beginning of the course. The grading policy is transparent and easy to understand. Overall course evaluation and grading procedures are clearly specified and consistent across syllabus, Canvas Grades, and assignment descriptions.
 3. The relationship between learning objectives, learning activities, and assessments is made clear.
 4. Specific and descriptive criteria are provided for the evaluation of assigned work.
 - Spring 2025 Faculty Conference Feedback
 - There were 70 submissions total.
 - After the postponement of the conference, 20 submissions were offered the chance to record, and 5 did.
 - The eLC recordings had fewer in attendance, which supports the idea that attendees preferred in person sessions.

- Allison Venuto will be offering trainings over the summer months.
 - If you have any ideas for some trainings, please email Allison Venuto at avenuto@collin.edu
 - Topics being offered this summer: AI, Dual Credit, Workday, When to call in DOS, ACCESS office, Book-in-Common program, CO-AID,
- Fall 2025 Faculty Conference Call for Topics
 - General AI topics, institutional policies, and federal and state regulations.
 - CO-AID Canvas Course
 - Where is AI headed?
- **Procedures and Nominations** – Rhonda Green, Rebecca Burton (Co-Chairs)
- **Upcoming Faculty Council Elections**
 - Given the current number of full-time faculty and their division by Dean, the Faculty Council has decided to keep the current number of Faculty Council representatives at 29.
 - As a result, there will be 15 vacancies on the Faculty Council for the 2025-2026 academic year.
 - The breakdown of vacancies is as follows:

Division Dean	Vacancies
Adjunct Faculty	0
Babcock	0
Buggs	3
Carter & Bellue	0
Baweja	0
Gainer	1
Lee	2
Millen	0
Wilson	1
Powell	1
Richardson	3

Streater	2
Tinnen	2
TOTALS:	15

- Nominations for Faculty Council President, Vice-President, and Representative vacancies will open on Friday, February 21st, 2025.
 - Faculty interested in serving as a Faculty Council Representative can either be self-nominate or be nominated by a colleague.
 - Service terms for Faculty Council representatives are two years with meetings once a month on Friday afternoons, usually at the Collin College Higher Education Center (CHEC).
 - Faculty interested in serving as the Faculty Council President or Vice-President need to be nominated by a colleague.
 - Be sure to check with your colleague about a nomination for President or Vice-President. The faculty member needs to accept the nomination to be placed on the ballot.
 - To nominate yourself for faculty representative or to nominate a colleague for an officer position, please complete the nomination form [HERE](#).
- Nominations may be submitted through 5:00 pm Friday, March 14, 2025.
 - An email from Dr. Rebecca Burton containing more information on the upcoming election, including links to the nomination form will be sent to all faculty on Friday, February 21st, 2025.
- All changes to the Faculty Council Procedures Manual that were adopted in the previous two semesters are currently reflected in the manual accessible through the Faculty Council website.
- **Technology Committee** – Mervat Karout, Sunita Rangarajan (Co-Chairs)
 - No report

- **Organization, Education, and Policy Committee (OEP)** – Matthew Hamilton, Freddie Williams (Co-Chairs)
 - The Collin College Board of Trustees' Organization, Education, and Policy Committee met on January 31st, 2025, and was attended by six members of the Faculty Council's OEP Committee.
 - This meeting represented the first reading of the Board policies that will implement the new Faculty Ranks system currently being designed.
 - The board raised several questions and concerns regarding faculty ranks and performance policies.
 - They inquired about the composition of the Ad Hoc Committee, how it differs from COE's role, and the anticipated distribution of faculty opting into ranks.
 - A key concern was that the top ranks might become too full and too easily obtained, with the board agreeing that faculty distribution should resemble a pyramid structure.
 - The board also sought clarification on whether a Level 2 performance warning or a "does not meet expectations" rating permanently affects eligibility for promotion in rank, cautioning against immediate promotion after completing a PIP.
 - Additionally, the board expressed concerns about the timing of non-renewal notifications, which typically occur in March, making it difficult for affected faculty to secure new employment while also potentially allowing underperforming faculty to remain in the classroom.
 - Leadership defended the current policy, citing the need for faculty to complete Performance Improvement Plans (PIPs) and for COE to conduct peer reviews. Furthermore, they recommended

defining "good standing" more clearly in policy language.

- Lastly, the board questioned why faculty cannot file HR complaints about their overall performance rating, with leadership clarifying that while complaints about unfair processes or discrimination are permitted, contesting a rating itself is not.
 - Leadership compared this to students being unable to appeal grades but being allowed to challenge grading methods.
- Members of the Faculty Council OEP committee raised concern about the language of the new Board policies for the Faculty Ranks.
 - Under the DCA (LOCAL) portion of the new board policies (Pages 1-2), under Renewal Terms it makes it clear that faculty members have no property right to continued employment at Collin College beyond the term specified in the faculty member's contract.
 - However, on page 2, it states the following:
 - *"If the faculty member has attained faculty rank and a multi-year contract, the faculty member will not have a property right to continued employment beyond the term specified in the contract **or a shorter term if notified by the College District.** If such notification occurs, then the faculty member may receive the applicable buyout specified in the faculty contract."*
 - The concern is with the part in bold above.
 - This part would seem to contradict the language in this section pertaining to a faculty member's property right to continued employment through the length of their contract.
 - The Faculty Council OEP Committee reached out to Dr. Abe Johnson concerning whether it was possible to

clarify in the board policies how a faculty member with rank and a multi-year contract could have that contract shortened without violating their property right to continued employment?

- Dr. Johnson agreed to reach out to general counsel concerning this issue but indicated that it is there for early termination without good cause and will be specified in the contract in exact language.

○ **Newsletter Committee** – Casey Carter, Rebecca Orr (Co-Chairs)

- No report

○ **Resource and Remuneration Committee** – Sofya Antonova, Kaycee Washington (Co-Chairs)

- The Resource and Renumeration Committee met on January 30th, 2025.
 - In November 2024, the Faculty Council unanimously approved the committee's proposal to standardize course caps across the district at 30 students per course section.
 - The committee's proposal offered guidance to those disciplines that believe their course caps should be lower than 30 students.
 - These disciplines were asked to submit proposals to their respective Discipline Deans by February 14th, 2025.
 - Religious Holidays for Faculty
 - Most state laws, including those of Texas, do not require employers to observe any holidays or to pay employees if time off for holidays is granted.
 - The committee has begun investigating whether Collin College would be open to the idea of allowing faculty and staff to have paid time off for religious holidays and will report back to the Faculty Council with a proposal in the future.
- The Resource and Renumeration Committee will meet again on February 27th, 2025.

- **Workforce Committee** – Cope Crisson, Aparna Godbole (Co-Chairs)

- No report

DISTRICT COMMITTEE LIAISON REPORTS

- **Council on Excellence (COE)** – Diana Gingo (FC Representative and COE Secretary)
 - **COE Travel**
 - Budget allocations for 2024-25 are \$2,000 per faculty, \$2,200 presenters, \$500 additional for the Outstanding Professor winner, and \$250 additional for the Outstanding Professor finalists.
 - Travel dates for the academic year run from Sept. 1-Aug. 31st.
 - Faculty should submit COE travel funding requests 42 days, or more, in advance of travel.
 - COE Treasurer Leah Beck emailed faculty on February 21st with a reminder to submit travel requests as soon as possible, before travel funds are depleted.
 - As of February 14th, there was \$15,204.60 remaining of travel funds and \$44,520.00 remaining for special projects.
 - Since the special projects deadline has passed, the rest of the special projects budget will be reallocated to allow additional faculty members to travel and participate in professional development opportunities.
 - **COE Elections**
 - Qualifying faculty, those on Multi-Year Contracts, were notified of the upcoming COE election and given the opportunity to opt-out of the election by completing an Opt-Out Surveys by February 17th at 6pm.
 - Faculty should be on the lookout for the COE Election Ballots in March.
 - **COE Chair Election**
 - COE held an election for the next COE Chair on February 14th at their monthly meeting.
 - Dr. Diana C. Gingo has been elected as the next chair of COE for 2025-2027.

- **Curriculum Advisory Board (CAB)** – Marli White and Karina Taylor
 - CAB met on January 31st, 2025, at the CHEC. Below are the updates from that meeting:
 - New Curricular Proposals
 - Video Production – Approved
 - AAS – new course offered (internships in US are difficult to come by according to advisory board)
 - RTVB Coop???
 - Move FMLC to 2nd year first semester (swap with 2330 Film and Video Editing)
 - Removing two pre-requisites
 - New certificate – Certificate Level 1 Production Specialist
 - New OSA Basic Editing (12 credit hours)
 - Expedited Curricular Proposals
 - Dance – correct course descriptions for four classes to no more than 8 credit hours total/student, versus 18 APPROVED
 - English – remove the unscheduled lab hour from ENGL 1301 and ENGL 1302 APPROVED
 - Math – remove the unscheduled lab hour from 5 MATH courses APPROVED
 - Both above are due to the HB-8 changes
 - Developmental Math – Remove one SLO from MATH 0405 APPROVED
 - Nursing – three changes:
 - Revise prerequisites and corequisites for 14 RSNG courses ▪
 - Revise additional Collin outcomes for 5 clinical nursing courses ▪
 - Add BIOL 2421 as a substitute for BIOL 2420 (will match LVN to RN bridge track)
 - Informational Report (none)
- CAB also met on February 14th, 2025, at CHEC, Room 107. Below are the updates from that meeting:
 - New Curricular Proposals
 - Commercial Music – Approved
 - AAS – removing MUSI 1303 and reorganizing the degree plan.

- No changes to Musci Business certification
- Audio Engineering Studio Track Certificate – reduced credit hours from 36 to 31.
- Audio Engineering Live Sound Track Certificate – removed Audio Engineering I and II; reduced to 24 credit hours
- Occupational Skills Award Audio Technologist – removing MUSC 1327
- Early Childhood Educator – Approved
 - AAS – added CDEC 1285 Cooperative Education- Child Development (2 hour course; 16 lecture and 112 in field) and removed CDEC 1270 Intro to Teaching ESL
 - Added Foundations of Emergent Literacy (CDEC 1356)
 - Removed Practicum as a Capstone since that is only an option for Certificates
 - New Capstone is CDEC 1303
- Expedited Proposals (none)
- Informational Report – Health Professions removed the “See Social/Behavioral Sciences options” from GOVT 2305 for the CAN and EKG tracks because PSYC already fulfilled this requirement.
- **Core Objectives Assessment Team (COAT)** – Sarah Fish
 - No report
- **Online Advisory Board (OAB)** – No liaison currently
 - No report
- **Strategies of Behavioral Intervention (SOBI) Care Team** – Kim Gerber
 - No report

NEW BUSINESS

- **Guest Speaker at next Faculty Council meeting**
 - Dr. Matkin will visit and address the Faculty Council on March 28th, 2025.

- Please join us for a question and answers session with Collin College's district president.
- **Upcoming Board of Trustees Election**
 - The Faculty Council will be looking into a town hall for each candidate looking to fill open seats on the Board of Trustees.
 - Faculty Council seeks an individual and/or group interested in organizing this town hall.
 - If you're interested in this endeavor, please contact Rebecca Orr at fc@collin.edu
- **Collin College to host the DFW NATS (National Association of Teachers of Singing)**
 - Collin College will host the DFW NATS, which brings together talented singers, pianists, and adjudicators from the metroplex and Texas.
 - Event information:
 - Where: Wylie Campus
 - When: Friday, March 7th from 1:00 PM – 7:00 PM and Saturday, March 8th from 8:00 AM to 5:00 PM.
 - Volunteers are needed to help welcome and guide attendees, assist with competition logistics, and support our own Collin College singers as they compete.
 - Your participation not only fosters a positive experience for all but also counts toward college service and student support.
 - For those interested, please use signup here: <https://signup.com/go/iPvYxwM>

ADJOURNMENT

Movement to adjourn was made by Lauren Angel.

Seconded by Joe Jaynes.

Meeting adjourned at 3:14PM.

ADDENDUM

DISTRICT STANDARD OPERATING PROCEDURE FOR ACADEMIC AFFAIRS: CANVAS COURSE VISITATION

Purpose

This academic affairs standard operating procedure (SOP) exists to clarify and communicate the procedural and professional expectations for Canvas course visitation across all campuses and academic divisions of Collin College.

Scope

This SOP applies to Canvas course visitation for all active and inactive courses, regardless of course modality.

Definitions

Course visitation is defined as entry into a Canvas course by a course visitor for an academic purpose (course support, observation, resource sharing, etc.). Course visitors are defined as administrators, staff, and other faculty who are not assigned to teach the course.

Visitors can be added to Canvas courses in multiple roles and should be added at the lowest level of course permissions to fulfill the purpose of the visit.

Professionalism

In all cases, appropriate professionalism in keeping with Collin College core values and Board Policy is expected and required by course visitors. For example:

- Information viewed in the course during a visit should be treated with respect for professional boundaries.
- When dealing with extreme circumstances, the faculty of record is the only individual who should edit course content or communicate with students through the Canvas course environment.
- Course visitors should consider meeting with a faculty member to review a Canvas course together when concerns have been expressed.

For purposes of faculty-to-faculty mentoring or sharing resources, faculty should add other faculty to a sandbox course. If access to an active course is required, add the user at the level of observer only to ensure student information is protected in compliance with FERPA guidelines. Contact the eLC for other options regarding sharing content from a course.

Procedures

Category 1. Course visitation of online courses for observation purposes utilizing the approved Collin College Online Class Visit form. For this circumstance, the course visitor should follow the procedure outlined in the [Process for Conducting an Online Class Observation](#) document on the eLC site. Course visitor role is TA.

There are many reasons a course visit could occur that fall outside of the scope of Category 1. Acknowledgement from the faculty of record of the course is ideal, following the path of Category 2, but the visit may proceed with notification only, following the path of Category 3.

For Category 2 and 3 visits, the role with the minimum level of course permissions to fulfill the purpose of the visit should be selected. The default is as an observer.

Category 2. Course visitation for other purposes, acknowledgement requested.

The course visitor should follow this procedure for Category 2 visits:

- 1) **Step 1. Notification.** Course visitor requests access to the course from the faculty member directly *or* notifies the faculty member that they will be added by WebServices. Notification should be documented by email. In the course visit notification, the course visitor should include the course section information and expected duration of the visit.
- 2) **Step 2. Gain acknowledgement from the faculty member.** If the faculty member does not respond to the notification email within 2 business days, proceed with Step 3.
- 3) **Step 3. Gain Access to the Course.** The course visitor or the faculty member fills out the [Canvas Course Access Request form](#) to request access from Webservices.
- 4) **Step 4. Conduct Visit.** Course visitor conducts visit and is removed from the course when the purpose of the visit is concluded.
- 5) **Step 5. Removal from the Course.** Course visitor confirms removal from the course with the faculty member.

Category 3. Course visitation with immediate access. In cases where egregious behavior is suspected, including but not limited to violations of board policy or student safety risks, a course visitor may immediately access a course without prior notice or acknowledgement. This access is granted to ensure timely intervention and resolution, maintaining the integrity of the learning environment.

The course visitor should follow this procedure for Category 3 visits:

- 1) **Step 1. Supervisor Approval.** The course visitor must consult with and receive approval to visit the course from their supervisor. For example, an associate dean (course visitor) consults with and receives approval from their supervising dean.
- 2) **Step 2. Gain Access to the Course.** The course visitor gains access to the course from Webservices.
- 3) **Step 3. Conduct Visit.** Course visitor conducts visit and is removed from the course when the purpose of the visit is concluded.
- 4) **Step 4. Notification and Removal from the Course.** Course visitor notifies the faculty member via email that they were added to the course and confirms removal

once the visit concludes. In the course visit notification, the course visitor should include the course section information.