

# COLLIN COLLEGE FACULTY COUNCIL MEETING

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**Date:** May 2nd, 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	X
Bill Ardis	Powell	MATH	Present	
Josh Arduengo	Streater	PSYC	Present	
Shannon Bates <i>Proxy: Jason Morgan</i>	Richardson	SPCH	Absent	
Lindsey Brown <i>Proxy: Amanda Hogan</i>	Wilson	Nursing	Present	
Mike Brucia	Baweja	HVAC	Absent	
Suzan Cameron	Adjunct Representative		Present	X
Misti Clark	Baweja	COSC	Present	X
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			
Krystal Humphries	Babcock	HIST	Present	
Joe Jaynes	Gainer	HIST	Absent	
Lynn Jones	Streater	GOVT	Present	
Katherine McKee	Adjunct Representative		Absent	
Alyna Nathoo	Adjunct Representative		Present	
Monica Nicholson	Wilson	Nursing	Present	X
Karen Peterson	Millen	PSGT	Present	X
Ron Schaffner <i>Proxy: Jose Aguelria</i>	Baweja	AUTM	Absent	
Linda Sears	Tinnen	HUMA	Present	
Jason Smoot	Wang	MATH	Absent	

Barbara Stern	Streater	PSYC	<b>Present</b>	
<del>Kristi Stevens</del>	<del>Adjunct Representative</del>			
Dianne Stroman	Lee	ENVR	<b>Present</b>	
Mohammad Tahiro	Babcock	ECON	<b>Present</b>	<b>X</b>
Jenny Warren	Tinnen	SPCH	<b>Present</b>	
Fredie Williams	Powell	POFT	<b>Present</b>	

Motion to approve minutes made by Katie Johnson.  
 Seconded by Linda Sears.  
 Minutes approved unanimously approved.

## **EXECUTIVE COMMITTEE REPORTS**

### **Treasurer's Report – Mike Brucia**

- Current Balance on Hand: \$291.58 (5.1% remaining of budget)
  - Expenses: \$958.87 for May meeting supplies
- Sunshine Fund Balance on Hand - \$477.50
  - Expenditures: \$255.42 for flowers/retiree gifts
  - Donations: \$10.00
- Faculty Scholarship Fund
  - Full-time balance available - \$6,117.70
  - Adjunct balance available - \$1,318.83

### **Vice-President's Report – Dr. Kimberly Harris**

- Dr. Harris extended sincere thanks to the faculty for their continued support for her and the Faculty Council the past two years.
  - She also issued a reminder for all faculty to demonstrate dignity and respect in their interactions with everyone at Collin College, especially with non-faculty colleagues, emphasizing the importance of fostering a more inclusive and respectful campus environment.
  - Dr. Harris also encouraged faculty to donate to the Faculty Scholarship funds for the upcoming academic year.

### **President's Report – Dr. Rebecca Orr**

- **Academic Governance and Strategic Planning Council (AGS)**
  - **Current Political Climate and Challenges for Higher Education**
    - A key theme from the recent AGS meeting was that higher education is increasingly under scrutiny.
    - Faculty are reminded that their work, including publicly accessible documents like syllabi, are scrutinized by groups critical of higher education.
    - Dr. Orr encouraged faculty to review their syllabi and add only policies that are necessary for students to succeed in their class. She strongly encouraged faculty to eliminate any policies that reflect personal preferences and streamline their syllabi to maintain focus on student success.
      - The Academic Freedom Committee has been tasked with developing additional recommendations and is expected to present a formal recommendation to Faculty Council concerning faculty guidance for developing course policies at the August 22, 2025, Faculty Council meeting.
  - **New approved Standard Operating Procedures (SOP)**
    - **Canvas Course Visitation SOP**
      - This has been approved by AGS except for Categories 2 & 3, Step 4, which states: *“Course visitor ...confirms removal once the visit concludes.* AGS members expressed concern about the lack of timing requirements regarding the timeliness of removal from the course. The college legal counsel was asked to modify SOP language to state that course visitors should be removed in a timely fashion. There was concern about the need for a time limit.
    - **Use of Canvas Gradebook SOP**
      - This SOP was approved by AGS.
  - **DOS Procedures Update**
    - One of the DOS updates from a recent meeting with FC officers is that faculty will be contacted before a rendering of a decision. This was communicated to faculty at the March 28 FC meeting.

- Faculty need to make sure to respond in a timely manner- slow responses from faculty slowing down the process of resolving DOS cases. The DOS has requested that faculty respond to case officers within 48 hours.
  - A second change in DOS procedures is for the first offense of scholastic dishonesty. When a student is found responsible, they will be put on a 1-year conditional probation.
    - It was noted by Dr. Orr that if this seems extreme, faculty should rethink what they report to DOS and are urged to report cases of scholastic dishonesty that reflect *intent* rather than mistakes that reflect students misunderstanding citations, etc.
- **Endowed Chair Positions**
  - A committee has been formed to review renewal of endowed chairs awards that can be held for 2 years at a time.
  - More information can be found at the [Endowed Chair webpage](#).
- **Standardized Email Signature Lines**
  - In response to the college's growth and as a part of our outreach and branding strategy, Collin College will be implementing unified email signature guidelines for all employees.
    - Final guidelines are currently being considered.
      - More information will be forthcoming this summer.
      - These guidelines are potentially going into effect beginning August 1, 2025.
- **Updates**
  - **Legislative update on Senate Bill 37 of the 89<sup>th</sup> State of Texas Legislature**
    - Texas Senate Bill 37, currently under consideration, could impact how Faculty Councils and Senates are structured and how representatives are selected.
      - SB37 would establish new requirements for faculty councils or senates at public higher education institutions.
        - Dr. Matkin has expressed support for the current Faculty Council structure and in light of this, affirmed he would support the Faculty Council's election process and results, even if SB37 passes.

- The Texas Community College Teachers Association (TCCTA) provides updates and information on SB37 at this [website](#).
- **DC/TSI Readiness**
  - In May 2024, the Texas Higher Education Coordinating Board (THECB) approved new rules eliminating the use of PSAT scores and other traditional assessments (e.g., STAAR EOCs, PSAT/NMSQT) for determining dual credit eligibility. Under the revised TSI rules, non-degree-seeking dual credit students are no longer subject to college readiness assessments, while degree-seeking students must still meet TSI requirements. This change limits colleges' ability to assess incoming dual credit students and presents logistical challenges, especially for large ISDs that cannot support widespread TSI testing. This may impact dual credit registrations beginning in the 2025–2026 academic year.
    - Dr. Jon Hardesty (Vice-President of Academic Affairs) will be meeting with Discipline Leads on May 5<sup>th</sup>, 2025, to discuss the matter in detail.
- **Discipline Lead Reforms**
  - A proposal for clarifying the expectations of and compensation for the DL position has been submitted by a taskforce of faculty and administration and has been submitted to the cabinet. While no timetable for the release of the proposal is available, it will be effective in the Fall 2025.
- **Course Caps**
  - Discipline proposals are being reviewed, but there are budgetary considerations, staffing considerations, etc., to consider.
  - There will be more information this summer.
- **Faculty Appraisal Reforms**
  - A Faculty Appraisal Revamp Committee has been formed to align appraisals with the new Faculty Ranks System.
- **Name Change – “Student Surveys of Instruction”**
  - Collin College is currently purging all references to “Student Evaluations” and replacing this language with “Student Surveys of Instruction” These changes should be completed by the beginning of the Fall 2025 semester.

- **Task Force Updates**

- **Student Reinstatement SOP – Katie A. Johnson**

- This standard operating procedure (SOP) outlines three scenarios for reinstating students who have been dropped from courses:
  - Prior to Registration Deadline
    - Students must re-register themselves through Workday if seats are available.
  - Same Business Day (after registration deadline):
    - Before Census Date: Staff can process reinstatements directly in Workday, with immediate payment required for non-payment drops.
    - After Census Date: Reinstatements require Registrar's Office processing via an Add Form to ensure state reporting requirements are met.
  - Different Business Days (after registration deadline):
    - Students must be directed to Associate Dean/Director.
    - The process requires instructor approval with verification of attendance.
    - Registrar's Office must process the reinstatement.
    - Students dropped for non-payment must make immediate payment.
- The SOP specifies that students may only be reinstated once per class, and those certified as non-attending on census cannot be reinstated.

- **Faculty Preferences – Josh Arduengo**

- FT faculty are moving to a standardized course preference form called Teaching Assignment Preference (TAP)
  - This began to collect interest in staffing overloads on other campuses.
  - This will be driven by District-wide scheduling.
- This form will be piloted by Associate Deans and Directors in the Spring 2026 semester.
  - At that time a survey will go out to collect feedback on how to improve the system.

- **Hybrid Observation Taskforce – Bob Whitaker (Chair of the taskforce)**

- This taskforce was charged with developing a new observation form specifically tailored to hybrid courses.

- The goal was to align this new form with existing observation forms for in-person and online instruction while addressing the unique features of hybrid modalities.
- After initial meetings in Spring 2024 and feedback from administrative liaisons and faculty leadership, the task force piloted the draft form between January and March 2025.
  - The pilot included observations of hybrid courses across the district and involved 11 participants: 7 from workforce programs and 4 from academic transfer, including dual credit sections.
  - Observers included associate deans/directors and full-time faculty.
- Survey feedback highlighted concerns with Section Four (Assessment and Feedback), with some respondents suggesting consolidation of criteria and clarification on evaluating both in-person and online components.
  - In response, the task force updated the form's directions to clarify the observation process and added guidance to key criteria (2.1, 2.2, 3.3, and 3.5) to ensure evaluators consider both delivery modes.
  - Although some suggested merging criteria in Section Four, the task force chose to preserve alignment with the online observation form for consistency.
- Moving forward, the task force recommended the following:
  - Reviewing and updating existing in-person and online observation forms for consistency.
  - Establishing clear standards and expectations for hybrid instruction, including faculty training.
  - Implementing the approved hybrid form district-wide in Fall 2025 via Workday.
- The new Hybrid Observation Form can be reviewed [here](#).

## STANDING COMMITTEE REPORTS

- **Academic Freedom** – Ryan Farrar, Diana Gingo (Co-Chairs)
- **College Policy**- Jason Morgan
- **Guidance on the Development of Grading, Attendance, and College Closure Policies for Syllabi**

- On February 13<sup>th</sup>, 2025, Dr. Jon Hardesty, Vice-President of Academic Affairs, made three specific, detailed requests of the Faculty Council.
  - These requests were in response to concerns that current syllabi policies may violate state law and board policy. The Faculty Council was asked to craft guidance for inclusion in the Faculty Handbook concerning the development of 1) syllabus policies regarding course grading, 2) attendance, and 3) due dates that fall during college closures.
  - Three FC committees participated in this effort: Academic Freedom, College policy, and Teaching and Learning
    - The Academic Freedom & Teaching and Learning committees submitted a proposed recommendation entitled: “Communicating Clear Grading Expectations and Designing Effective Grading Policies: Best Practices for Grading.”
    - The College Policy Committee submitted proposed recommendations for absence policies and regarding due dates being set during campus closures.
  - These recommendations were presented sequentially and discussed in the context of the challenges currently facing higher education.
  - Motions were made to approve each recommendation separately.
    - A motion to approve the recommendation of the Academic Freedom and Teaching & Learning Committees was made by Kate Johnson and seconded by Dianne Stroman.
      - The motion was adopted unanimously.
      - This recommendation can be reviewed [here](#).
    - Another motion to approve the recommendations of the Policy Committee was made by Chris DuBois and seconded by Cynthia Gruver.
      - The motion was adopted unanimously.
      - The recommendation for guidance on the creation of course policies related to attendance can be reviewed [here](#).
      - The recommendation for guidance on course policies related to campus closures can be reviewed [here](#).

○ **Adjunct Faculty** – Katherine McKee, Alynna Nathoo (Co-Chairs)

- The Adjunct Faculty Committee met virtually on April 30<sup>th</sup>, 2025, to conclude its work for the 2024–2025 academic year.
  - Major discussion centered on improving support and communication for adjunct faculty through enhancements to the Faculty Starting Line Canvas shell.
    - Committee members proposed creating an adjunct-specific tab to centralize critical information such as academic calendars, final exam schedules, locked classroom protocols, HR policies, tech tools, syllabi instructions, and faculty handbooks.
      - This resource aims to streamline onboarding and improve access to institutional knowledge.
  - The committee also reviewed previously submitted ideas and feedback, and members agreed to coordinate with the Faculty Council’s Technology Committee to ensure the new tab is properly developed and regularly updated.
    - Additional ideas included reinstating a bulletin board for adjuncts at each campus and reviving an inactive Adjunct Community Canvas shell.
  - The committee requested clarification on adjunct faculty representative terms.
    - It was explained that current reps will serve through 2026, but starting in Fall 2026, terms will shift to one year unless circumstances (e.g., full-time hire) warrant otherwise.
  - The committee will be sending out a feedback form to all adjunct faculty to help shape committee initiatives for the 2025–2026 year.
    - The committee will reconvene in the fall based on availability and interest.
  - Finally, scheduling for future meetings will be determined by a survey to be sent in August 2025.

○ **Teaching and Learning** – Bryan Beck, Thomas Ehrhart (Co-Chairs)

- No report

- **Procedures and Nominations** – Rhonda Green, Rebecca Burton (Co-Chairs)
  - **Faculty Council Election Update**
    - Elections for officers and new representatives for open seats concluded on April 15<sup>th</sup>, 2025. Below are the results of those elections:
      - Executive Officers
        - President: Matthew Hamilton
        - Vice-President: Katie Johnson
      - Newly elected representatives (2025-2027)
        - Frisco (Powell): Tonya McMillion
        - Frisco (Richardson): George Neal, Christopher Redgraves, and Serena Richards
        - iCollin (Lee): Cyrus Malek and Dianne Stroman
        - McKinney (Buggs): Jillian DeShazo, Roberta Cravo, and Seema Endley
        - Nursing (Wilson): Amanda Hogan
        - Plano (Streater): Jaclyn Cobb-Susa, Charlene Houston, Stephen Whitley, and Julia Williams
        - Plano (Tinnen): Casey Carter
        - Technical (Gainer): Henry Canfield
    - Returning representatives (2024-2026)
      - Frisco (Powell): Bill Ardis and Freddie Williams
      - Frisco (Richardson): Diana Gingo
      - Health Sciences (Millen): Rhonda Green and Karen Peterson
      - Nursing (Wilson): Monica Nicholson
      - Plano (Tinnen): Josh Arduengo, Barbara Stern, and Jenny Warren
      - Technical (Baweja): Mike Brucia, Misti Clark and Ron Schaffner
      - Wylie (Babcock): Krystal Humphries and Mohammed Tahiro
      - Celina/Farmersville (Carter & Bellue): Brett Adams
- **Technology Committee** – Mervat Karout, Sunita Rangarajan (Co-Chairs)
  - The committee provided updates on several initiatives.
    - The library is developing an AI resource site for faculty, which will be available at [collin.libguides.com/promptengineering](http://collin.libguides.com/promptengineering). This site will offer resources and guidance on prompt engineering to support

faculty in effectively incorporating AI tools into their teaching and research.

- Additionally, the IT department is forming a new IT Communication Subcommittee. This group will focus on creating a data dictionary of commonly used terms and determining appropriate frequencies for data collection from faculty, staff, and students. The goal is to enhance communication and streamline data practices across the college.
- Finally, it was noted that TikTok usage on the college network is prohibited to maintain network security and support a productive academic environment.
- **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**

- **Faculty Handbook Committee** – Hannah Adams and Mike Brucia
  - No report

- **Council on Excellence (COE)** – Diana Gingo (FC Representative and COE Secretary)
  - No report
- **Curriculum Advisory Board (CAB)** – Marli White and Karina Taylor
  - CAB did not meet in March or April 2025. The next CAB meeting will be May 9<sup>th</sup>, 2025,
- **Core Objectives Assessment Team (COAT)** – Sarah Fish and John Macready
  - No report
- **Online Advisory Board (OAB)** – No liaison currently
  - No report
- **Strategies of Behavioral Intervention (SOBI) Care Team** – Kim Gerber
  - No report

## **NEW BUSINESS**

- **Election of Faculty Council Officers**
  - Secretary
    - Nominees: Krystal Humphreys
    - Vote: unanimous
  - Treasurer
    - Nominees: Freddie Williams, Mike Brucia
    - Vote: Freddie Williams – 12, Mike Brucia – 8
- **Recognition of Service**
  - Dr. Abe Johnson delivered remarks to the Faculty Council recognizing and honoring the service of Rebecca Orr and Kimberly Harris to the mission of the Faculty Council and that of Collin College.

- **Announcement of 2025 Outstanding Professor Nominees**
  - Brett Adams, History – Celina Campus
  - Paul “Levi” Bryant, Philosophy – Frisco Campus
  - Amira Albalancy – Biology, Frisco Campus
  - Dan Lipscomb, Psychology - Plano Campus
  - Rosalinda Valenzuela – Political Science, Plano Campus
- **Common Good** – Vijaya Velamakanni, Seema Endley (Co-Chairs)
  - The Committee for the Common Good prepared a poignant presentation reflecting on the service and tenure of this year’s retiring faculty.
  - They also prepared a booklet of reflections (found [here](#)).
- **Recognition of the 2025 Retirees**
  - Dr. Elaine Fanini (BIOL, McKinney) – 22 years of service to Collin College
  - Prof. N. Marlo Ballard (BIOL, McKinney) – 12 years of service to Collin College
  - Prof. Kimberly Lower (BIOL, Plano) – 26 years of service to Collin College
  - Prof. Gail Ellison (Animation and Game Art, Frisco) - 5 years of service to Collin College

## ADJOURNMENT

Movement to adjourn was made by Lynn Jones.

Seconded by Kimberly Harris.

Meeting adjourned at 3:23 PM.