

## COLLIN COLLEGE FACULTY COUNCIL MEETING

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**Date:** September 27<sup>th</sup>, 2024

**Time:** 2:04PM

**Location:** CHEC, Room 139 and via Zoom

**Roll Call:** Matthew Hamilton, Secretary

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

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Jason Smoot	Wang	MATH	<b>Present</b>	
Barbara Stern <i>Proxy: Roger Ward</i>	Streater	PSYC	<b>Absent</b>	
Kristi Stevens	Adjunct Representative		<b>Present</b>	
Dianne Stroman	Lee	ENVR	<b>Present</b>	<b>X</b>
Mohammad Tahiro	Babcock	ECON	<b>Present</b>	
Jenny Warren	Tinnen	SPCH	<b>Present</b>	
Fredie Williams	Powell	POFT	<b>Present</b>	

Motion to approve minutes made by Freddie Williams.  
 Seconded by Jenny Warren.  
 Minutes approved unanimously approved.

**GUEST SPEAKERS**

- **Quality Enhancement Plan (QEP) Update** – Dr. James Wicks
  - Director of Quality Enhancement Planning, Dr. James Wicks provided the Faculty Council with a brief overview of Collin College’s Quality Enhancement Plan (QEP).
    - The purpose of the QEP is to improve first time in-college (FTIC) students’ academic success and persistence through their first year by assisting in their successful transition to college life, with particular emphasis on underserved FTIC students.
    - The QEP was developed because the 6-year completion rate for FTIC students classified as Black or African American fell below the minimum 38% threshold and the 6-year completion rate for FTIC male students is more than 4 percentage points lower than the general FTIC rate.
    - The Goals of the QEP are as follows:
      - Goal 1: Improve the first-year experience of FTIC students across the district such that FTIC persistence rates increase by at least 5%.

- Objectives: Revise pre-term orientation in accordance with best practices, require a first-year seminar course for FTIC students across the district who are TSI not college-ready, and identify and implement an early alert system.
- Goal 2: Introduce FYE programs and initiatives to specifically target underserved and male populations such that by 2030, their persistence rates increase by at least 5%.
  - Objectives: Establish and maintain a centralized division/department for first-year student initiatives, and implement targeted intervention programs, including engagement, mentor, leadership, and rebound programs.
- Goal 3: Reduce first-year academic success gaps between underserved FTIC students and the general FTIC population by at least 5%.
  - Objectives: Implement FTIC co-enrolled courses in connection with the first-year seminar and the first developmental level of math and INRW, and increase students' use of formal academic support systems.
- For more information on the QEP visit the following url:  
<https://inside.collin.edu/qep/>
- For questions or concerns, please contact Dr. Wicks at ex. 5564 or [jrwicks@collin.edu](mailto:jrwicks@collin.edu)
- See **APPENDIX A** at the end of the minutes for Dr. Wicks PowerPoint slides used during this presentation.
- **Faculty Compensation Update / Hiring Process Updates** – Melissa Irby, Chief Financial Officer
  - Melissa Irby presented the findings of Human Resources' 2024 Faculty Compensation Market Study and provided an update on faculty compensation and new hiring processes.

- Compensation Update
  - In the Spring 2024 semester, HR began a Compensation Market Study for Full-time faculty.
    - The study involved 12 salary categories that were analyzed against per institutions.
  - Based on the findings of that study, the following compensation updates were approved by the Board of Trustees at the September Board Meeting:
    - A 5% general pay increase (GPI) for all existing full-time faculty (this was announced at All College Day)
    - An estimated \$3,314 market adjustment to all existing full-time faculty salaries.
  - In addition, Irby explained that the Optional Retirement Program (ORP) choices for faculty and staff are being modernized, including lowering fees.
    - Some current ORP providers will be discontinued in 2025 (Lincoln National, Met Life, Equitable, Security Benefits.
    - If you have one of these listed providers, you are encouraged to move your balances to another provider (it is not mandatory for you to do so).
- Irby also provided an update on the recent Board approved changes to the hiring process for new faculty and staff.
  - Final candidates who are in the process of being hired by Collin College will have a social media search to check for insults, bullying, toxic language, threat of violence, and other problematic postings.
    - The social media search is being added to the already existing background checks (civil and federal).

- Additionally, prospective new hires will now end their interview process with two questions by the head of their department or the Vice President-Provost of the campus to which they are applying.
      - The questions will connect to Collin’s core values (dignity, respect, and integrity) and Collin’s mission.
    - Finally, before the HR process is finished, prospective hires will be provided with a contingent offer.
- **Collin College District President, Dr. Neil Matkin**
  - Dr. Matkin addressed the FC to remind it of the upcoming faculty convocation, which will be held Friday, October 4<sup>th</sup>, 2024, at 1:00 pm at the McKinney Campus Conference Center.
    - He also said that faculty should be satisfied with the faculty ranking system that will be showcased at the Faculty Convocation and remarked on how pleased he was with the 40th anniversary Academic Freedom Resolution that Faculty Council wrote and passed at the last FC meeting in August.
  - Dr. Matkin expressed concern about the rising cost of living in Collin County, which is making it difficult for people to make ends meet.
    - He highlighted the unique support of the Board of Trustees for faculty salaries at their college, comparing it to other institutions like UT Dallas and UNT.
  - Dr. Matkin addressed growing reach of Collin College within the community and expressed concerns that progress cannot be made without legislative approval, which would seem to indicate a potential roadblock for future initiatives of the college given the current political climate in Texas towards institutions of higher learning.

**EXECUTIVE COMMITTEE REPORTS**

**Treasurer’s Report – Mike Brucia**

- Current Balance: \$4,213.95 (84.3% remaining of budget)

- Expenses: \$786.05
- Sunshine fund - \$157.92
- Faculty Scholarship Fund
  - Full-time balance available - \$2,049.70
  - Adjunct balance available - \$1,318.83

**Vice-President's Report** – Kimberly Harris

- **Updates**
  - Dr. Kimberely Harris is asking for those that have contributed to the FT, and PT faculty scholarships in the past, to please do so again and refill the coffers of the funds.
    - Currently there is not enough money in the Adjunct funds to give a scholarship.
  - Dr. Harris also expressed a growing concern among faculty regarding homeless students and will be sending out a survey to gather information on how to better support these students.

**President's Report** – Rebecca Orr

- **AGS**
  - Academic Freedom Anniversary
    - Academic Resolution affirming academic freedom and teaching excellence was submitted to AGS for approval and was unanimously approved.
    - The final step will be for all the faculty to approve it at the convocation.
  - Stop the Bleed Kits will now be available at all the campuses of the district.

- Training will also be forthcoming.
- Late Registration
  - Currently, the policy is that students may register for a course up to 4 days after the start of a long semester. The concern is that this is too late and would obstruct the students' ability to be successful in the course.
    - A task force is actively working on this issue, aiming to strike a balance between the students' needs and institutional effectiveness.
    - There are some nuances that need to be considered, but a new policy will be forthcoming by Fall 2025.
- Hiring Process Changes
  - While the new processes will apply to new hires, it will not be applied to current faculty and staff.
  - They will/can only be looking into what you post publicly.
- Faculty Council rosters finalized.
  - The faculty distribution lists are now complete.
    - Please refer to them to find out who represents you on the Faculty Council.
  - Faculty Council members were asked to send updates to their constituents within a week of the meeting to ensure everyone is informed about the discussions.
- District-wide, discipline-specific rubrics
  - District-wide discipline-specific rubrics are currently being created, which will allow each discipline to have a standard rubric tailored to their needs.

- Participants were reminded to ensure that discipline-specific rubrics are shared with everyone involved in the hiring process, as they are due soon.
- Student Surveys of Instruction – IRO
  - Jeremy Anderson is the new Vice President Institutional Research and has been working with the FC executive committee and the FC Student Survey task force to pilot the new student survey.
    - The recommendation for the pilot is *that faculty in their 3rd year of a contract-extension or the third year of their “second MYC” be included. The thought behind this is that the Fall 2024 surveys will not be used for evaluative purposes in the multi-year contract process or in the faculty ranks process (as recommended by the Taskforce).*
    - The proposal will be taken up at the next Provost meeting.
  - There are concerns regarding the reliability of student surveys of instruction, which are considered flawed and should not be used for faculty ranking.
    - It was decided that peer evaluations will be a necessary component for faculty ranking, rather than relying on student surveys.
- Faculty Council Townhalls
  - FC Executive Committee will be holding town halls on each of the campuses in the district.
    - Food is provided, and the Executive committee will be there to answer any questions or concerns the faculty may have.
  - The schedule is as follows (also in the newsletter), times are TBD:
    - Celina Campus - October 18<sup>th</sup>, 2024
    - Plano Campus - November 8<sup>th</sup>, 2024
    - Frisco Campus – January 31<sup>st</sup>, 2025



- iCollin Virtual Campus – February 7<sup>th</sup>, 2025
- Allen Technical Campus – February 28<sup>th</sup>, 2025
- Wylie Campus – April 4<sup>th</sup>, 2025
- McKinney Campus, April 25<sup>th</sup>, 2025

○ **Task Force Updates**

- Student Surveys – Amina El-Ashmawy & Mary Weis
  - See above Vice-President’s 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, Alyna Nathoo (Co-Chairs)
  - No report
- **Common Good** – Vijaya Velamakanni, Seema Endley (Co-Chairs)

- **Sunshine Fund**
  - The Common Good Committee reported that the coffers of the Sunshine Fund are nearly empty.
    - The Sunshine Fund is maintained by the Committee for the Common Good (CCG) and relies entirely on the contributions of faculty like you. This fund pays for the mementos that retirees receive as a parting gift from the Faculty Council at the retiree celebration. The committee also uses these funds when sending flowers on behalf of the Faculty Council to express condolences or to support faculty through difficult times or grief.
  - The Committee “humbly” requested that faculty open their hearts and contribute, however big or small, to replenish the fund.
    - Donations can be directed to your Faculty Council Representative and/or an FC officer.
  - The Committee is investigating the creation of a Venmo account so that faculty can donate using a QR code.
    - Under this plan, the FC Treasurer would maintain the account.
    - If the plan proves unfeasible, the committee will explore other possibilities to make more efficient the collecting and safeguarding of donations.
- **Retirement Celebrations**
  - The Committee is in the early stages of discussing and organizing a retirement celebration for the Fall 2024 semester.
    - More information on this celebration will be forthcoming.
- **Policy Committee** – Jason Morgan (Chair)
  - No report

- **Teaching and Learning** – Serena Richards & Kevin Suber
  - The administration has formed a taskforce that has been charged with reviewing and streamlining the processes for lateral change and late withdrawal requests. As part of this effort, they have developed standard operating procedures and supporting documentation to help facilitate these processes and ensure consistency across the district. This includes:
    - **Lateral Change Criteria** – This document outlines approval criteria and provides examples of extenuating circumstances and other considerations.
    - **Lateral Change Procedures** – This document outlines the responsibilities of students, faculty, and AD/Ds.
    - **Late Withdrawal Procedures** – This document is for internal administrative reference only.
    - **Late Withdrawal Request Checklist** – This form is to be completed by the student and signed by AD/D if the request is approved.
  - The Teaching and Learning Committee, chaired by Thomas Ehrhart and Bryan Beck, has been tasked with reviewing these documents and providing some recommendations. Those recommendations are as follows:
    - Lateral Changes
      - Recommendation 1: An electronic form, a PDF, with electronic signature is created by the student initiating the lateral transfer. This form goes from the student to the current professor for approval, then to the new professor for approval, then to the current AD, then to the new AD, then finally to the Registrar.
      - Recommendation 2: The current policy requires grade verification for students who want to lateral transfer, but grades may not be available in classes with few assessments.
      - Recommendation 3: The AD who is responsible for final review and approval needs to be clarified.
    - Late Withdrawals
      - Recommendation 1: An electronic form, a PDF, with electronic signature should be initiated by the student. The form won't circulate but would initiate the process.

- Recommendation 2: As it pertains to administrative procedures, a separate and explicit list of “reasons” should be included, just as it is for Lateral Changes.
    - Recommendation 3: As it pertains to administrative procedures, it should be noted that the “reason” for a withdraw may be something that develops over time, which could occur both before and after the withdrawal date.
- **Procedures and Nominations** – Rhonda Green, Rebecca Burton (Co-Chairs)
  - Following the August meeting of the Faculty Council, a concern was raised by the FC Parliamentarian, John Hoenig, about a contingency that arises with representation on FC when a member is elected from one campus and/or division but moves mid-term to a new campus and/or division.
    - The matter was referred to the Procedures and Nominations Committee in early September 2024.
  - The Procedures and Nominations committee met on September 18<sup>th</sup>, 2024, via Zoom, to address this contingency.
    - Of primary importance was the following section from the FC Procedures Manual:
      - *“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.” (p.5)*
    - *After a few suggestions, the following rephrased passage was agreed upon by the committee to replace the above section of the FC Procedures Manual:*
      - *“With growing number of faculty, redistribution of faculty representatives by campus and/or division will be conducted on a yearly basis such that each campus/division gets a representation as close to its proportion in the total faculty as possible.”*

- This proposal was submitted to the FC for debate.
  - Concerns were raised about the proposal. These concerns included:
    - FC will have to vote on this issue each year.
    - The proposal doesn't offer much guidance, but also doesn't require a full vote every year.
    - Full guidance – no guidance regarding the size of future FCs.
  - The Faculty Council declined to vote on whether to approve the proposal.
  - Faculty Council representatives were encouraged to further review the proposal and offer edits, ideas, etc., for a vote next FC meeting.
- **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**

- **CoE** – Diana Gingo
  - No report
- **CAB** – Marti 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**

- AI “Virtual Twin” of a professor
  - Misti Clark addressed the FC concerning a proof-of-concept project using AI.
    - **Background:** An AI start-up company has approached the college about creating a “virtual twin” of a professor that can help students with understanding and comprehension outside of the classroom.

- The proposal includes an AI agent sitting in on a course's lectures/discussions for one month and recording and transcribe them into text.
  - The text would then be fashioned in the unique personality.
- Misti then asked the FC to consider whether this is something the college would even want to consider as a product going forward?
  - Concerns
    - It's a FERPA violation to allow someone without any academic interest into the classroom.
    - The company would have access to the intellectual property of the professor.
    - Is it even ethical for us to allow it if it isn't acceptable to the majority of the faculty?
  - Since Misti Clark requested general faculty feedback and guidance rather than an official action item of Faculty Council, all attendees to the meeting were asked to vote on the question.
    - 57 voted against
    - 15 voted in favor
- The results of the vote provided Misti Clark with guidance on the proposal.

## **ADJOURNMENT**

Movement to adjourn made by Joe Jaynes.  
Seconded by Diana Gingo.  
Meeting adjourned at 3:30PM.

**APPENDIX A**

**Quality Enhancement Plan (QEP) Update – Dr. James Wicks**





# QEP



The purpose of the QEP is to improve first-time-in-college (FTIC) students' academic success and persistence through their first year by assisting in their successful transition to college life, with a particular emphasis on underserved FTIC students.



# QEP

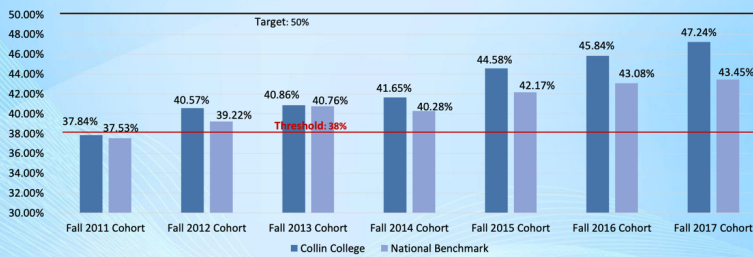


**Underserved** - Low-income students, first-generation students (i.e. students who are the first in their family to pursue a post-secondary degree or certificate from a higher education institution), and students of color; specifically, students who identify as Black or African American, Hispanic, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, and multiple races.



## BACKGROUND

The 6-year completion rate for first-time-in-college (FTIC) students at Collin College is, on average, several percentage points lower than the target rate of 50% despite exceeding national benchmarks.



## BACKGROUND

- 6-year completion rate for FTIC students classified as Black or African American falls below the minimum 38% threshold.
- 6-year completion rate for FTIC male students is more than 4 percentage points lower than the general FTIC rate.

6-Year Graduation Rate of Fall 2017 FTIC Cohort



## BACKGROUND

Regarding academic success at Collin, FTIC male students of color seem to experience the largest gaps, demonstrating lower rates of A, B, and C grades, along with higher withdraw/fail rates relative to other student groups.

FTIC Success Rate by Race/Ethnicity/Sex (Fall 2019 - Fall 2022)

Race	Success Rate			
	Male	Diff from Gen Pop	Female	Diff from Gen Pop
Black/African American	57.48%	-19.23%	65.52%	-11.19%
American Indian/Alaska Native	68.70%	-8.01%	71.69%	-5.02%
Asian	73.60%	-3.11%	83.07%	6.36%
Multiple Races	64.87%	-11.84%	73.77%	-2.93%
Native Hawaiian/Other Pacific Islander*	66.86%	-9.84%	84.12%	7.41%
White	69.45%	-7.26%	75.17%	-1.53%
Not Reported or Other	67.18%	-9.53%	72.67%	-4.04%
Hispanic	65.95%	-10.75%	71.99%	-4.71%

\*Negative number indicates a rate lower than Gen Pop, while positive number indicates rate higher than Gen Pop

\*Small, potentially non-representative sample size

Operational data from ZogoTech Data Warehouse pulled on 11/1/2023

76.71% success rate for FTIC Gen Pop

FTIC Withdrawal-Fail Rate by Race/Ethnicity/Sex (Fall 2019 - 2022)

Race	Withdrawal-Fail Rate			
	Male	Diff from Gen Pop	Female	Diff from Gen Pop
Black/African American	35.70%	16.78%	28.10%	9.18%
American Indian/Alaska Native	28.10%	9.18%	23.34%	4.41%
Asian	20.76%	1.83%	13.49%	-5.44%
Multiple Races	28.53%	9.60%	21.41%	2.48%
Native Hawaiian/Other Pacific Islander*	28.40%	9.47%	12.35%	-6.58%
White	25.05%	6.12%	19.99%	1.06%
Not Reported or Other	26.62%	7.69%	21.90%	2.97%
Hispanic	27.93%	9.00%	22.50%	3.57%

\*Negative number indicates a rate lower than Gen Pop, while positive number indicates rate higher than Gen Pop

\*Small, potentially non-representative sample size

Operational data from ZogoTech Data Warehouse pulled on 11/1/2023

18.93% WF rate for FTIC Gen Pop



## QEP Goals

**Goal 1:** Improve the first-year experience of FTIC students across the district such that FTIC persistence rates increase by at least 5%.

- **Objective 1:** Revise pre-term orientation in accordance with best practices.
- **Objective 2:** Require a First-Year Seminar course for FTIC students across the district who are TSI not-college-ready. (Revise and restructure Collin's EDUC 1300, Learning Frameworks, to act as an FTIC first-year seminar.)
- **Objective 3:** Identify and implement an early alert system.



## QEP Goals

**Goal 2:** Introduce FYE programs and initiatives to specifically target underserved and male populations such that by 2030, their persistence rates increase by at least 5%.

- *Objective 1:* Establish and maintain a centralized division/department for first-year student initiatives.
- *Objective 2:* Implement targeted intervention programs, including engagement, mentor, leadership, and rebound programs.



## QEP Goals

**Goal 3:** Reduce first-year academic success gaps between underserved FTIC students and the general FTIC population by at least 5%.

- *Objective 1:* Implement FTIC co-enrolled courses in connection with the first-year seminar and the first developmental level of math and integrated reading and writing.
- *Objective 2:* Increase students' use of formal academic support systems.



## SACSCOC On-Site Meeting

Date: **Tuesday, October 1<sup>st</sup>**  
Time: **11:30am – 12:15pm**  
Where: **CHEC in Room 107**

Scan the QR code and complete the form to be considered for the meeting.

For faculty and staff who did not participate in the development of the QEP but know about it.



### Questions, thoughts, or concerns?

Contact:

Dr. James Wicks, Director Quality Enhancement Plan (QEP), x-5564,  
[jrwicks@collin.edu](mailto:jrwicks@collin.edu)

Visit: <https://inside.collin.edu/qep/>

