

COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: March 28th, 2025

Time: 1:00PM

Location: Collin Higher Education Center (CHEC), Boardroom (Room# 139) 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 <i>Proxy: Amanda Hogan</i> | Wilson | Nursing | Absent | |
| Mike Brucia | Baweja | HVAC | Present | |
| Suzan Cameron | Adjunct Representative | | Present | |
| Misti Clark | Baweja | COSC | Present | X |
| Roberta Cravo | Buggs | BIOL | Present | |
| Chris DuBois | Dual Credit | GOVT | Present | |
| Seema Endley | Buggs | BIOL | Present | X |
| Diana Gingo | Richardson | ENGL | Present | X |
| Rhonda Green | Millen | SRGT | Present | |
| 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 | X |
| Lynn Jones | Streater | GOVT | Present | |
| Katherine McKee | Adjunct Representative | | Present | X |
| Alyna Nathoo | Adjunct Representative | | Present | X |
| Monica Nicholson | Wilson | Nursing | Present | |
| Karen Peterson | Millen | PSGT | Present | X |
| 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 | |
| Mohammad Tahiro | Babcock | ECON | Present | |
| Jenny Warren <i>Proxy: Khimen Cooper</i> | Tinnen | SPCH | Absent | |
| Fredie Williams | Powell | POFT | Present | |

Motion to approve minutes made by Brett Adams.
 Seconded by Lauren Angel.
 Minutes approved unanimously approved.

GUEST SPEAKERS

- **Dr. Neil Matkin, Collin College District President**
 - **Update on out-of-state transfer students**
 - If a student transfers to an out-of-state school, Collin College does not get reimbursed for that student.
 - This accounts for between \$5-7million in lost funding.
 - The college was able to recover nearly \$2.2 million due to an oversight in the funding formula.
 - Dr. Matkin noted that local universities lack sufficient slots for popular programs, prompting students to seek education elsewhere, despite many returning to the local workforce after graduation without the college receiving credit for their education.
 - **Update on Master-Teacher Program**
 - Dr. Matkin clarified that the intent of the program was to recognize teaching excellence in a meaningful, recognizable way. He also stated that experienced faculty would be encouraged to contribute to the program's development.
 - An initial proposal was made by HR and reviewed by the members of the Faculty Ranks Task Force and FC officers. The program remains under development.
 - **Update on educational situation in nation and the state.**
 - Dr. Matkin expressed concern over some disturbing conversations with legislators and community members.
 - He urged faculty to uphold professionalism to avoid negative publicity and navigate the politicized environment in higher education.

EXECUTIVE COMMITTEE REPORTS

Treasurer's Report – Mike Brucia

- Current Balance: \$1,250.15 (21%% remaining of budget)
 - Expenses: \$776.96
- Sunshine fund - \$722.92
- Faculty Scholarship Fund
 - Full-time balance available - \$6,117.70
 - Adjunct balance available - \$1,318.83

President's Report – Rebecca Orr

- **Academic Governance and Strategic Planning Council (AGS)**
 - The March 2025 meeting of AGS was cancelled.
- **Updates**
 - **Standardized Syllabus Committee**
 - Associate Deans and Deans are concerned about where critical information in the syllabus is located. A task force of ADs and faculty has been formed that will be looking at adding fixed headings for things common to all syllabi.
 - Additional taskforces have been added to syllabi related issues that include:
 - Attendance Policy
 - Hybrid Course Description Grading Policy
 - **DOS Meeting**
 - The FC executive team met with the DOS Office to begin looking at the widespread cheating taking place.
 - The meeting produced an agreement that DOS case officers will communicate with faculty BEFORE rendering a decision of “Not responsible.”

- This should already be implemented, but if faculty have not experienced this with cases in the past few weeks or going forward, please contact Rebecca Orr at fc@collin.edu
 - The goal is to collaborate with DOS to better the process and help case officers understand faculty's perspective and vice versa.
 - A proposal to alleviate the problem of a single person being responsible for deciding a case was made by FC officers.
 - There were also discussions about making some changes to Board policies to make cheating consequences more significant.
 - **Update on Lateral Transfers**
 - Some ADs and Deans are pushing lateral transfers as late as the end of March in the Spring semester.
 - It is imperative that faculty understand that they are the final decision makers, and that they must keep in mind what is best for the student's success.
 - **Future of the Faculty Council Dual Credit Task Force**
 - Seeing as though dual credit instruction is here to stay, Dr. Orr recommended the Faculty Council's Dual Credit Task Force become a standing committee.
 - A motion was made by Josh Arduengo to make the Faculty Council Dual Credit Task Force a standing, permanent committee.
 - The motion was seconded by Freddie Williams.
 - The motion passed unanimously.
 - **Faculty Council Townhalls**
 - The schedule is as follows (also in the newsletter). Times are TBD:
 - Wylie Campus – April 4th, 2025
 - McKinney Campus, April 25th, 2025
- **Task Force Updates**
- **Student Surveys** – Mary Weis
 - In February, IRO sent out a 24-page report for faculty to review.
 - This report Can read in its entirety here – [link to report](#).
 - Of importance in the survey is that there are only four choices per category.
 - Fully agree, somewhat agree, somewhat disagree, and fully disagree.

- There has been discussion about adding a neutral 5th option and a decision will be made soon regarding this.
 - Another issue concerned the survey's second question about whether the instructor communicated effectively with students.
 - The task force is working on being more descriptive in this question to help students understand what to focus their responses on.
 - The new student survey will be piloted again this spring with the faculty that agreed to pilot it in Fall 2024.
 - Full implementation of the new student survey is on target for Fall 2025.
- **Late Registration Policy Task Force – Mike Brucia**
 - This task force was convened to review institutional data, survey peer institutions, and conduct a literature review.
 - From the research, it was discovered that most peer institutions do not permit late registration.
 - The data collected from our student population suggests a statistically significant increase in student success by eliminating mass late registration.
 - Lastly, the national research also suggests that late registration is a significant risk factor for student success, particularly in online learning environments.
 - Updates
 - Every course will now have a registration deadline prior to the start date.
 - For 16-week classes that start Monday through Thursday, the deadline to register is Friday, August 22nd by 11:59pm.
 - For Weekend College 16-week courses that start Friday through Sunday, the deadline to register is Wednesday, August 27th by 11:59pm.
 - For all other courses, see the Part of Term chart available to faculty at the start of each AY as the deadline will be contingent on the course start date.
 - Every course will have a new deadline for students to add themselves to a waitlist.

- The last day for a student to add themselves to the waitlist will be 1 week before the term start date (for Monday – Thursday classes, the deadline will be the preceding Monday of the course term, i.e. August 18th for 16-week courses).
 - The waitlist will be cleared 2 days before the course registration deadline. During the 2-day window after the waitlist has expired but before the course registration deadline, any available seats can be registered on a first-come, first-served basis.
 - Students will be notified of late start options that are open for registration.
 - If the student wants to pursue a late add, they will be referred to the department to meet with them and the faculty member for consideration for a late add.
 - The drop and withdrawal dates and processes remain the same.
- **Canvas Gradebook** – Robert Brown
 - In Fall 2022, the task force gathered faculty feedback on requiring the Canvas gradebook for all sections. While most faculty already use it, opinions were evenly split on making it mandatory.
 - In November of 2024, Dr. Michelle Buggs (Dean of Academic Affairs, McKinney Campus) addressed the Faculty Council, emphasizing that the gradebook would serve as a repository for grades, not a calculation tool.
 - Faculty retain control over how they use the gradebook, but it must serve as a reporting tool. Dr. Buggs requested Faculty Council support for a general statement in the faculty handbook.
 - A survey on this issue was emailed to voting representatives on December 2, 2024, closing on December 5, 2024.
 - The result of that survey as follows:
 - Does FC support the use of Canvas as the official grade book repository for Collin College?
 - **Yes (81% support) for recording grades, not calculating grades.**


- Does Faculty Council support the required use of the Canvas gradebook by all instructional faculty at Collin College?
 - **Yes (77% support) for recording grades, not calculating grades.**
 - Does FC support adding a statement to the Faculty Handbook to address the requirement for using the Canvas gradebook? (Statement will be developed in collaboration with Academic Administration and the Faculty Council Gradebook Taskforce)
 - **Yes (85% support)**
- Based on the support from the Faculty Council, the task force drafted the following recommendation for inclusion in the Faculty Handbook:
 - *"The Canvas grade book for each course shall be utilized as the official grade repository for Collin College. Faculty are expected to post all course assignment grades to the Canvas grade book in accordance with the grading time frames stated in the course syllabus. Faculty are not required to enter grade calculations or utilize Canvas calculation features, provided the course grading scheme is outlined in the course syllabus."*
- On March 27th, 2025, the task force received a version from the Associate Deans as follows:
 - *"The Canvas grade book for each course will be utilized as the official grade repository for Collin College. Faculty are expected to post all course assignment grades to the Canvas grade book in accordance with the grading time frames stated in the course syllabus. Faculty are not required to utilize Canvas grade calculation features; however, faculty must follow the method of evaluation stated in their Concourse course syllabus."*
- Debate?
 - A concern was made that faculty may offer a mid-term exam, but then tell students that their mid-term grade can be replaced with their final exam grade. This would comply with the first version, but not the AD version.
 - After a discussion, it was determined that this would not become an issue since students are unlikely to complain about this. Further, faculty can add a statement to their syllabus about reserving the right to make changes to the grading policies *when it is to the student's advantage*.

- A motion was made by Diane Stromann to approve the Associate Dean and Dean’s recommendation.
 - The motion was seconded by Chris DuBois.
- The motion was carried unanimously.

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)
 - **Requests 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.
 - One specific request made by Dr. Hardesty was to 1) weigh in on potentially removing the non-capricious grading procedures from the Grade Appeal processes starting Fall 2025, and 2), consolidate back to a single, districtwide, Grade Appeal Board starting Fall 2025.
 - After consultation and clarification with Dr. Hardesty the committee has drafted the following proposal for approval by the Faculty Council:
 - *“The Faculty Council agrees that Grade Appeals move from a campus committee to a district wide committee. The Faculty Council also agrees that it is best for the Associate Deans and Deans to handle any grade disputes/appeals that are argued as non-capricious grading (technical, medical, or other) and that the District Grade Appeals Committee only hears grade disputes that are filed for capricious grading.”*
 - Concerns?

Commented [MH1]: Should this read The Faculty Council instead of the Policy Committee?

- A concern was raised about what non-capricious grading means. Dr. Barbara Stern explained that this would apply to cases in which students had a documented medical reason, etc. that were in play when the grade was assigned about which the faculty member may not have been aware.
 - A motion was made by Mike Brucia to approve the committee's recommendation.
 - The motion was seconded by Brett Adams.
 - The motion was carried unanimously.
- **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 Faculty Council will be held Tuesday, April 8th – Monday, April 14th, 2025.
 - All full-time faculty will receive an email on the morning of Tuesday, April 8th, 2025, with a link to the ballot.
 - Ballots will include candidates for President, Vice-President, and Representative(s) for their area (if there is an opening).
 - Adjunct faculty representatives will be elected within the Adjunct Faculty Committee in Fall, 2025.
 - Biographies will be added to the nominees' names on the FC Representation spr25.xlsx. Faculty can learn more about who is running for FC rep in their division or access biography links through this spreadsheet.
 - Nominees for Executive Council:
 - President: Matthew Hamilton, McKinney, History
 - Vice-President: Katie Johnson, Frisco, Biology
 - Vice-President: Tonya McMillion, Frisco, Video Production
- **Technology Committee** – Mervat Karout, Sunita Rangarajan (Co-Chairs)
 - No report

- **Organization, Education, and Policy Committee (OEP)** – Matthew Hamilton, Freddie Williams (Co-Chairs)
 - The Board’s OEP Committee met on February 25th, 2025, and was observed by six members of the Faculty Council’s OEP Committee.
 - **Changes to sick leave policies**
 - College leadership recommended removing the language in the Board policies that extended an additional week of paid leave to any adjunct faculty eligible who has been diagnosed with an illness that requires quarantining. The committee members agreed that this was now archaic and obsolete.
 - **Employee Standards of Conduct relating to child abuse and neglect reporting**
 - College leadership requested update to a subsection concerning oral reports of child abuse and/or neglect. Language was added that emphasizes that oral reports made to the Texas Department of Family and Protective Services (DFPS) are required by law and are recorded. Additionally, leadership proposed the inclusion of language that stresses an individual who makes a report must provide their name and telephone number, and if the individual is a professional (which we all are at Collin College), the individual must provide their business address and profession, such as title.
 - **Faculty Ranks Implementation.**
 - At the January 31st, 2025, meeting of the Board’s OEP Committee, concerns were raised over a host of issues stemming from the proposed changes to Board policies as they relate to the new Faculty Ranks system being implemented at Collin College.
 - These concerns were addressed in the second readings of these policies.
 - For example, the policies now contain clarity on:
 - The number of years per contract, per rank.
 - Who determines a nonrenewal of contract for Teaching Faculty (Campus Provost or Senior VP of Campus Operations makes recommendation for non-renewal, District President makes final decision).
 - Role of the Council on Excellence:

- The COE will not be recommending faculty for promotion in rank, but the Council on Excellence's peer review of teaching excellence will be integral to the rank recommendations of the Faculty Rank Ad-Hoc Committee.
 - Role of the Faculty Rank Ad-Hoc Committee:
 - The Faculty Rank Ad-Hoc Committee is not a single at-large committee. The Faculty Rank Ad-Hoc Committee will be impaneled to review and recommend a faculty member's application for rank or rank promotion.
 - The Faculty Rank Ad-Hoc Committee will have faculty participation with subject matter experts from the discipline of the faculty member applicants, along with other administrative staff.
 - After the documentation and eligibility for rank are verified, the Faculty Rank Ad-Hoc Committee will review and report their recommendations on whether a faculty member is to be recommended for a rank.
 - Full-time faculty who meets the eligibility criteria and are not disqualified from receiving Board-approved salary adjustments.
- **Employee Performance Evaluation**
 - Committee members were still concerned about the Employee Performance Evaluation changes that deny faculty the right to complain about their overall rating. They did not like the idea that an employee can't lodge an official complaint about things, especially about their performance review.
 - Leadership once again pushed back on it, by saying that faculty can file a complaint with HR if they feel the process has been discriminatory.

- **Newsletter Committee** – Casey Carter, Rebecca Orr (Co-Chairs)
 - One remaining newsletter will be sent out this semester. Blurbs, accolades, etc. are due to Rebecca Orr by April 15.
- **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
 - **General Information about the Faculty Handbook Committee**
 - The Faculty Handbook Committee meets multiple times throughout an academic year to review and update that handbook so that it provides current, accurate, and clear information for faculty.
 - The committee is comprised of faculty recommended by the Faculty Council and administrators from various departments and campuses.
 - The committee does not create the information found in the handbook but instead works closely with all relevant departments to ensure that the information in the handbook is as current and accurate as possible.
 - The committee generally puts out a revised version of the handbook every August.
 - However, occasionally the committee will revise the handbook during the academic year when sections need to be changed to align with updated board policy.
 - Each revision will contain a list of changes in the appendix.
 - Updates
 - On February 21st, the committee approved the following updates:
 - Updated Local Travel to align with Board Policy DEE(LOCAL)

- Updated Academic Ethics / Scholastic Dishonesty to align with Board Policy FLB(LOCAL)
 - Updated Emergency Resources contact information.
 - Fixed a broken link for the Employee Assistance Program
 - Updated Farmersville Executive Dean information
 - The Faculty Handbook can be found inside CougarWeb by clicking on “Resources for Faculty” using the navigation panel on the left-hand side.
- **Council on Excellence (COE)** – Diana Gingo (FC Representative and COE Secretary)
- No report
- **Curriculum Advisory Board (CAB)** – Marli White and Karina Taylor
- CAB met on February 28th, 2025, at the CHEC. Below are the updates from that meeting:
 - New Curricular Proposals
 - Pharmacy Technician – Approved
 - Level I Certificate – decreased award from 29 SCH to 16 SCH, which decreases time to complete by one semester.
 - Level II Certificate (new) – added two existing courses, revised courses, and terminated two courses.
 - Deactivate OSA and AAS (a general AA or AS is all that is needed to go to Pharmacy or Medical school, no reason to take the WECM courses that are likely not transferred anyway).
 - ASL Studies – Approved
 - Interpreter Training Program – moving SPCH 1311 to first semester to get students confidence with public speaking earlier; move MATH 1314 to first semester of 2nd year.
 - Certificate Level II – revise course sequence
 - New CE course SLNG 1091 Special Topics in Sign Language Interpreter (doesn’t have to go through CAB).
 - Database Development – Approved

- AAS – adding 3 existing courses to reflect increase in cloud storage and AI (Python), removing 3 courses.
 - Removing Cooperative Education since many of their students are working.
 - Information Systems Cybersecurity – Approved
 - BAT – Cybersecurity and AAS – Information Systems Cybersecurity – sequence changes, course removals and additions.
 - Certificate Level I – Cybersecurity Infrastructure Tech – increased award from 21 SCH to 24 SCH.
 - Certificate Level I – Information Systems Cybersecurity – sequence changes, removal, and addition of one course.
 - Education – Approved
 - AS in Teaching – updates to reflect changes to EC-3, EC-6, & 4-8 fields of study with the THECB.
 - Removed specific science requirements to add flexibility in what students can take; now only required to take 2 sciences.
 - Expedited Proposals
 - Computer Networking – revising ITNW 2375 due to discontinued software.
 - Informational Report
 - Dance – the syllabus for DANC 2151 was missing the prerequisite course DANC 115, it has been corrected.
 - Nursing (BSN) – curriculum outline now includes wording to mention LVN-to-RN tracks, not just the ADN-to-RN track.
- **Core Objectives Assessment Team (COAT)** – Sarah Fish and John Macready
 - **Update from the Core Curriculum Assessment Draft Report Committee**
 - COAT is implementing a new process to gather faculty evidence for its annual assessment of core objectives using student artifacts. This change is required due to a 2018 update to SACSCOCS' Principle 8.2.b for accreditation compliance.
 - The Core Curriculum Assessment Draft Report Committee developed the process in Fall 2024, ensuring it aligns with faculty needs while accommodating diverse teaching styles and maintaining compliance.
 - COAT does not need to overhaul its assessment methods, as the college's non-compliance relates to a single clause. The core objective assessment cycle remains unchanged.

- COAT’s decision to implement a new assessment process stems from two key factors:
 - 1) A 2018 revision to SACSCOCs’ Principle 8.2.b, adding a requirement for institutions to provide evidence of seeking improvement based on assessment results.
 - 2) Confusion over the terms “core objectives” and “student learning outcomes,” which led to concerns about additional assessment requirements.
- Collin College was previously compliant with SACSCOCs’ standards because the third clause did not exist. The college remains compliant with the first two clauses—identifying outcomes and assessing achievement—so no overhaul of COAT’s assessment is necessary.
 - The focus now is ensuring compliance with the third clause moving forward.
- Additionally, some faculty mistakenly believed noncompliance meant a need for new assessment cycles for course-level student learning outcomes (SLOs).
 - However, for SACSCOCs, the six core objectives from the Texas Core Curriculum qualify as general education competencies, not individual course SLOs. This distinction clarifies that no new course-level assessments are required.
- To comply with the third clause of Principle 8.2.b, COAT will implement the Continuous Improvement Assessment (CIA) cycle. This process will:
 - 1) Use prior Summer Assessment Days data.
 - 2) Require disciplines to submit evidence of improvement via reports and supporting artifacts.
 - 3) Follow a structured fall-to-spring cycle for assessment and reporting.
- Process Timeline:
 - Fall 2025: Discipline Leads compile evidence and submit reports.
 - For Fall 2025, COAT will pilot the process with English faculty using a Canvas course shell before district-wide implementation in Fall 2026.
 - Spring 2026: COAT drafts a compliance report based on collected data.
 - Summer 2026: Report submitted to Academic Services.
- Next Steps & Faculty Involvement
 - Faculty Council members should share this update with their campuses.
 - Faculty are encouraged to document assessment-driven changes in annual appraisals to aid compliance efforts.

- This approach ensures that COAT meets accreditation standards without imposing unnecessary changes on faculty assessment practices.
- **Online Advisory Board (OAB)** – No liaison currently
 - No report
- **Strategies of Behavioral Intervention (SOBI) Care Team** – Kim Gerber
 - No report

NEW BUSINESS

- **Faculty Council Officer Candidate Introductions**
 - **President:** Matt Hamilton
 - **Vice-President:** Kate Johnson and Tonya McMillion

ADJOURNMENT

Movement to adjourn was made by Freddie Williams
Seconded by Lauren Angel.
Meeting adjourned at 3:08 PM.