

Oct 11 R & R meeting: CHEC, McKinney

1. Introductions were made
2. In attendance
  - a. Sofya Antonova, Meena Beri, Lindsey Brown, Kimberly Harris, Kirk Ritzman, Steve Stallings, Dianna Stroman, Jenny Warren, Kaycee Washington
3. Due dates for completion of document rewording and written proposal
  - a. Nov 15
4. Background info given
  - a. Dr. Johnson read a previous version of the LGI and Cap document written by the R&R committee (authored by Casey Carter, past R&R member). Dr. Johnson would like us to remove/edit the notion of 1.5 load because it is difficult to work with administratively.
5. Discussion/Suggestions regarding class cap/load began
  - a. We agreed that a formula is a better idea than specific numbers when identifying course caps in relation to pay/load.
  - b. A formulaic chart was created and will be added to the [document](#).
  - c. We agreed to no extra pay for the first additional student added over the cap. This pertains to only ONE extra student, not one extra in *each* of the stages
  - d. We agreed in this proposal that face to face caps should not apply to online sections
6. A few additional, general suggestions were brainstormed
  - a. Collin provides AD's with classroom measurement specifics before the Department meets to discuss class caps.
    - i. NOTE: The Professor counts as one person within the acceptable room capacity. If Access is required in the room (sign language interpreters, etc.), they must be counted, too.
  - b. Professors continue to hold the right to accept or refuse to add an overload student into their classes.

7. Committee Assignments

- a. Jenny Warren will edit the existing [document](#). It will be available for all members of the committee to help.
- b. Kasey Washington will build the cap enrollment chart which will be embedded in the overall [document](#)

8. New business was discussed

- a. Religious holidays for Professors
  - i. Students get these days, Faculty do not (unless they use their Personal days)
  - ii. The Texas Higher Education Coordinating Board says school must let employees off work for religious observation but the school does not have to pay them for those missed days.
  - iii. Suggestion: Use Sick days instead of Personal, or use both?
  - iv. Make up the time (from our 170 contract) in some other way?
  - v. Get a sub without burning a Sick or Personal day?