



**Faculty Council**

# NEWS + UPDATES

**August 2024 Newsletter**

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# Note from the FC President...

Welcome back, colleagues!

I hope you all had a great summer, and are energized for a great fall semester!

I want to begin by inviting you all to the **Faculty Council Meeting next Friday, August 23rd, 2024**, at 1 pm at the CHEC Boardroom (CHEC 139). In addition to a number of other topics, we will be discussing the progress of the discussions and recommendations on Faculty Ranks, first mentioned by Dr. Matkin at the April 2024 Faculty Council meeting. As you may have heard, I was informed in June that Collin College will be moving to a Faculty Rank/Title structure pending the development of processes and approvals and that a proposal was due at the end of August, 2024. An email was sent to all full-time faculty on July 12 with the details of how this proposal would be developed. Please join us for a Q&A session so that the taskforce can share the status of the discussions had to date. We will also have a chance to discuss Faculty Ranks with Dr. Matkin at the **Faculty Convocation on October 4th**, so mark your calendars!

I also wanted to encourage you all to send potential newsletter topics and questions that you think would be of interest to the faculty to [fc@collin.edu](mailto:fc@collin.edu). This newsletter is created by faculty, for faculty. The purpose is to make sure everyone is "in the know." If you have an accolade/shout-out for a colleague, please email [Matt Hamilton](#). He will be including as many as we have space for. Admittedly, many of our colleagues have numerous accomplishments and accolades, but please send only one for any given faculty colleague so that we know which should be highlighted in the newsletter.

To increase awareness of student support opportunities, we are including a small list of upcoming events in the newsletter. This will not be comprehensive, as the [Master Calendar](#) serves this purpose. We will, however, include a variety of campus-wide opportunities for student support. If you have an event that you would like to be included in the newsletter, please email [Matt Hamilton](#). Newsletters are slated to be produced in the third week of each month, so all requests for accolades or events should be included by the first full week of the month.

Have a great prep week and enjoy the company of your colleagues!

Best,

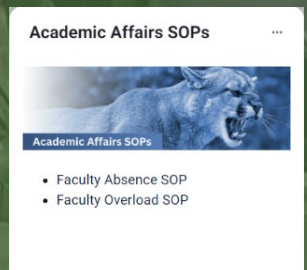
Rebecca

# Did you know?

- **Increases in security over the summer...**you may have seen that Technology Services implemented new security processes when updating passwords or resetting OneLogin accounts for employees. There were at least two major security breaches this summer that resulted in faculty paychecks being stolen due to unauthorized changes to their direct deposit information. An email was sent to you on July 18 to update you on the new processes...please review the measures being taken at this point as Collin works to ensure that our information (and paychecks!) are safe!
- **New Council and Committee Widget!** Looking for Councils and Committees in CougarWeb? Check out the new widget available in your dashboard! Thank you to Web Services!
- **Are you on a special task force or a short-term committee formed by an administrator?** Many faculty are being included in work focused on solving a particular problem-but often no-one knows who is doing it! We would love to be updated on what you are doing so that FC doesn't duplicate efforts! We will also pass your information on to COE so that your task force or committee is added to the Board Report App! Contact [fc@collin.edu](mailto:fc@collin.edu) and help us to be "in the know!"
- The Faculty Council has worked with administration this year to clarify and update documents defining the **Standard Operating Procedures** for a number of issues that affect you. These are posted in CougarWeb for your reference, and will include:
  - Overloads Procedure
  - Faculty Absence Procedure

This widget is available to all faculty, staff and administrators. More documents to ensure everyone is following the same procedures districtwide will be coming soon!

- **Need to find a page in Cougarweb?** Add a "favorite page" by selecting "Pages" in the left margin, search for the page you want to favorite (like Faculty Council), and then select the star to add it to your shortcuts.



- **Join a district-wide committee!** We would love to have your voice heard in the Faculty Council, and you don't have to be an FC rep to be involved. An **FC committee survey** was sent to you last week to give you the opportunity to volunteer on a FC committee. The survey will close on Friday, August 30 at noon.
- **Reminder: Training required for teaching online at Collin College.** If you are interested in teaching online, or are currently teaching online at Collin College, make sure you meet the requirements by visiting the **Teaching Online at Collin College** web page. If you are interested in teaching online in the Spring 2025, visit this page today - these trainings need to be completed before being staffed in spring classes!

## Upcoming events...

- Mark your calendars for **Faculty Convocation** on Friday, October 4.
- The first **Faculty Council meeting** of the 2024/25 Academic Year will be held on **Friday, August 26, 2024 in CHEC 139** (the Boardroom) and by Zoom. Lunch will be served at 12:30pm and the meeting will begin at 1:00pm. Please join us for discussion on presentation of a Faculty Resolution by the Academic Freedom committee, updates on Districtwide scheduling, Student Surveys, and LGI/Class caps, as well as a panel discussion with the Faculty Ranks Taskforce members.

## Drumroll please... Congratulations to the 2024 Outstanding Professor of the Year



**Casey L. Carter**  
Professor of Music

## And one more big shout out to all of the 2024 OP finalists:

- **Tiffanee Arnold, Professor of Dance**
- **Dr. Bishnu Dhakal, Professor of Chemistry**
- **Patrick Larue, Professor of Political Science**
- **Amanda Oswald, Professor of English**

# Syllabus Updates on AI...

Starting Fall 2024, all syllabi must include a "Generative AI Policy Statement" in the institutional policies section. This district-wide requirement aims to clarify AI tool usage in your courses. As faculty, you can choose to implement or restrict GenAI use. You may select from the three pre-drafted options (listed below), customize one, or create your own policy. The goal is to empower students to use technology responsibly while adhering to your guidelines. A clear policy ensures student understanding and provides a basis for addressing non-compliance. This statement is crucial for fostering ethical technology use aligned with your teaching philosophy.

- ***Use of generative AI tools to complete assignments is strictly prohibited.*** Collin College's scholastic dishonesty policy explicitly forbids students to present work that they did not do and represent it as their own. In this course, the use of generative AI tools to produce a student submission for an assignment will be treated as an instance of academic dishonesty, since the thought process, organization of ideas, and written expression of an assignment are generated by the AI tool and not by the student.
- ***The use of generative AI will be permitted only in specific instances defined by the instructor and only with proper acknowledgement.*** In this course, we may use generative AI tools (such as ChatGPT) to examine the ways in which these kinds of tools may inform our exploration of the topics of the class. You will be explicitly informed as to when and how these tools will be used, along with clear guidance for attribution if/as needed. Any use of generative AI tools outside of these parameters constitutes an instance of academic dishonesty and will be treated as such.
- ***The use of generative AI to complete coursework is encouraged and permitted with proper attribution.*** In this course, the use of generative AI tools is encouraged for tasks such as brainstorming, writing draft input, and all other cases in which the instructor has clearly and explicitly permitted or encouraged its use. In any instance, the student must clearly indicate what generative AI tool was employed, what part of the assignment was produced by the tool, and the dates when it was used.

## Save the date! This year's Faculty Council Meeting Schedule...

- Friday, September 27 - CHEC 227, 1-3:30 PM
- Friday, October 25 - CHEC 227, 1-3:30 PM
- Friday, November 22 - CHEC 227, 1-3:30 PM
- Friday, January 24 - CHEC 107, 1-3:30 PM
- Friday, February 21 - CHEC 107, 1-3:30 PM
- Friday, March 28 - CHEC 107, 1-3:30 PM
- Friday, May 2 - Room TBA, 1-3:30 PM

# Board Policy Updates that Affect YOU!

- An important policy update about **reporting scholastic dishonesty** was passed in May 2024 by the Board of Trustees. The policy allows faculty to choose to assign a temporary "0" when they submit a student incident report of scholastic dishonesty to the Dean of Students. This will notify students that a report was made and the hope is that the response time to the DOS will be faster. Take sure to check out the details including the updated information that will be added to the course syllabus.
- If you have ever been asked to speak/travel internationally, you may know that this has historically been limited to once every three years and only with the District President's approval. The Board of Trustees **updated this policy** in April 2024 to allow the District President to approve international travel without a time constraint.

## Faculty Accolades...

- **Professor Lindsey Brown** earned their Certified Nursing Educator (CNE) certification this summer.. The CNE establishes nursing education as a specialty area of practice and creates a means for faculty to demonstrate their expertise in this role.
- **Professor Ryan Farrar** authored and presented an essay entitled "Trigger Warning: The Liabilities of Teaching Literature in a Sensitive Climate" at the Conference of College Teachers of English in Denton, TX. For it, they were honored with the Literature Area Pedagogy Award, and a copy of my essay will be featured in the peer-reviewed journal CTE Studies later this year.
- **Professor Leslie Payne** earned their Certified Nursing Educator (CNE) certification this summer. The CNE establishes nursing education as a specialty area of practice and creates a means for faculty to demonstrate their expertise in this role.
- **Do you have news or photos to share with your colleagues or questions you would like answered?** Please email Matt Hamilton at [mkhamilton@collin.edu](mailto:mkhamilton@collin.edu) so that we can include more faculty accolades or answer your questions in this monthly newsletter!