

# NEWS + UPDATES

## November 2025 Newsletter

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# Note from the FC Vice-President...

Dear Colleagues,

It has certainly been a year, hasn't it? I think many of us have felt the pace quicken and the unexpected continue to pile onto our calendars and our minds. Yet, as we approach Thanksgiving, I am reminded to pause and truly "give thanks," not only for the extraordinary moments but for the everyday ones as well.

Gratitude has become one of my most valuable tools for navigating the chaos, but I do have to be intentional and take the time to look around. I'm grateful for my family and for their noise, the sporting and school events, and even the messiness that I know will all too soon fade. I'm grateful for the students who remind us that what we do matters, while I'm also grateful for the mere 2.5 weeks left of classes (I sure do have a countdown ;-). I'm grateful for the cooler weather, the twinkling lights, the shared meals, and the traditions that make the holidays worth all the preparation. I'm grateful for the colorful sunrise even after a sleepless night of grading and lists, and the cotton candy sunsets during a slow crawl in rush hour traffic.

This season and this year, I also am especially grateful for each of you and the relationships we're building. These incredible colleagues inspire and amaze me daily! When I start to doubt my ability to keep up, I see so many of you doing even more, with grace and resilience. I feel the support, the encouragement, and the shared understanding in small gestures: a quick smile in the hallway, a thoughtful word, a moment of teamwork. Thank you for being wonderful colleagues, teammates, and friends!

Both the big and tiny reminders of all I have to be grateful for add up, and together, they shift my perspective from overwhelm to appreciation. As this season unfolds, may you find moments of peace, calm, and renewed gratitude so that when the chaos starts to take over, may you never forget how truly amazing you are.

With gratitude,

– Kate

This newsletter is created by faculty, for faculty, to keep everyone "in the know."

If you have a topic or question to include, please email [fc@collin.edu](mailto:fc@collin.edu).

We plan to feature faculty accolades/shout-outs and highlights of upcoming student support events in each issue. This events list will not be comprehensive (see the Master Calendar for all events) but will spotlight key campus-wide opportunities. To be considered, please submit one accolade per colleague and any event suggestions by the third week of the month to FC Secretary Krystal Humphreys at [kahumphreys@collin.edu](mailto:kahumphreys@collin.edu). Newsletters are typically shared during the third or fourth week of each month.

# Did You Know?

## Districtwide Class Schedule

Did you know that there are two ways you can view the entire district's class schedule? One option is to search "Find Course Sections" in the WorkDay main search bar. Click on the "Find Course Sections Report," and then you will be able to narrow down your search by year, academic level, and location. The second option is to go through CougarWeb. Under "Tools" in the left column, find "District Tools," then "View Class Schedule." This option only shows the current academic year.

## Online Proctoring

Did you know that certain courses can utilize online proctoring like Honorlock. However, it is only available for fully online or web synchronous courses. It does not include face-to-face, hybrid, or blended courses. To check out if you are using Honorlock properly, use the **decision tree** and view additional information by visiting [here](#) to ensure you understand the requirements and resources available. Make sure you are following best practices for proctored exams if you find this technology necessary for your course.

## Volunteer Opportunities

Did you know? The Anthony Peterson Center for Academic Assistance (APCAA) is always seeking faculty partners to assist students in improving subject mastery. Faculty who spend time helping students in the Centers also earn service hours. Becoming a faculty APCAA volunteer also allows students more access to their professors and encourages students to attend tutoring sessions about which they may have been previously unfamiliar. Data shows that students who attend at least two tutoring appointments per semester for any subject tend to achieve higher completion rates than those who do not partake. For example, in 2024, students who attended two or more Math Lab tutoring sessions had an 80% completion rate of MATH 0405 compared to a 59% completion rate of students who did not attend a Math Lab tutoring session. If you want to participate in this worthwhile program, please contact your campus APCAA manager. Faculty may spend one hour or more per week assisting students during center operating hours. Especially appreciated are science faculty who volunteer their time and expertise, but all faculty are most welcome. The APCAA looks forward to hearing from you.

## Faculty Council Meeting Schedule

DAY	DATE	LOCATION	TIME
Friday	Dec. 5, 2025	Kone Conference Center (Tech Campus)	1-3:30 PM
Friday	Jan. 23, 2026	Kone Conference Center (Tech Campus)	1-3:30 PM
Friday	Feb. 20, 2026	Kone Conference Center (Tech Campus)	1-3:30 PM
Friday	Apr. 10, 2026	Kone Conference Center (Tech Campus)	1-3:30 PM
Friday	May 8, 2026	Kone Conference Center (Tech Campus)	1-3:30 PM

# Upcoming Events...

- **Keyboard Ensemble Concert.** Monday, November 24, 7:00 p.m. Plano Campus, C103.
- **Solo Guitar Concert.** Wednesday, December 3, 7:00 p.m. Plano Campus, C103.
- **Showcase of Scholars.** Thursday, December 4, 2:30-6:00 p.m. Wylie Campus, Conference Center.
  - The Showcase of Scholars highlights student work from across the disciplines, featuring poster presentations from courses in Communication Studies, Fine Arts, English, Economics, Music Appreciation, Music Literature, and more. This event gives students the chance to share their research and creative projects, practice communicating their ideas, and engage with faculty and peers in a collaborative academic setting. Beginning in Spring 2026, the Showcase will expand to include students from the Honors and Quest Programs, creating even more opportunities for students to present their work. All are welcome to attend.
  - Please contact [\*\*Khimen Cooper\*\*](#), [\*\*Jenny Warren\*\*](#), or [\*\*Michael Latham\*\*](#) if you would like to serve as one of our faculty accessors for the poster sessions.
- **Dances at 7.** Thursday, December 5 and Friday, December 6, 7:00 p.m. Plano CampusBlack Box.
- **Celina Campus Student Research Symposium.** Friday, December 5, 2025, 6:00 p.m.–8:00 p.m. Celina Campus.
  - The Celina Campus Student Research Symposium showcases student research from across multiple disciplines through poster presentations that highlight their creative, analytical, and public speaking skills. This year's keynote speaker is Johnny Quinn, U.S. Olympian, former professional football player, and leadership speaker. The event is free and open to the public, and all are invited to attend and support our student scholars.
- **Fifth Annual Madrigal Feast.** Sunday, December 7, 6:00 p.m. Wylie Campus, Conference Center. [\*\*Buy tickets here\*\*](#).
  - Presented by Collin College Opera Workshop singers and players, the Madrigal Feast offers attendees a chance to step back in time for an evening of music, merriment, and a four-course medieval-themed dinner. Guests are welcome to wear period costumes to enhance the festive atmosphere, though weaponry is discouraged. The menu includes a fresh mixed-greens salad, roasted fall fruits and berries, winter squash and roasted apple soup, and a choice of vegetable gratin or roasted herbed chicken. The evening concludes with a spiced cake topped with vanilla bean crème anglaise, served with wassail, tea, and water.

## Toys for Tots Toy Drive - Now through December 4, 2025

Veterans Resource Centers, All Campuses

- Collin College is once again serving as a drop-off site for the U.S. Marine Corps Reserve Toys for Tots program. Faculty, staff, and students are invited to donate new, unwrapped toys at any campus Veterans Resource Center. All donated items will be distributed to children in need throughout Collin County. If you have questions or want to know which toys to donate, email [\*\*VRC@collin.edu\*\*](mailto:VRC@collin.edu).

The next Faculty Council meeting of the 2025–2026 academic year will be held on **Friday, December 5, 2025**, in the Kone Conference Center on the Technical Campus in Allen and via Zoom.

As a reminder, before that final meeting, the Faculty Council Common Good Committee will be hosting a Fall 2025 celebration for faculty members who are retiring at the end of this semester. Please join us beginning at 11:00AM to celebrate the retirees. Lunch and cake will be served at 12:00PM.

The Faculty Council meeting will begin promptly at 1:00 p.m.

An Outlook invitation and reminder will be sent to all faculty one week before the meeting, including the agenda and a Zoom link for those who wish to attend virtually.

# Important updates for faculty

## Faculty Council to Honor Fall 2025 Retirees

This academic year, the Faculty Council Common Good Committee will sponsor a retiree celebration at the end of each semester to ensure every retiring faculty member will be honored by their colleagues for their accomplishments and contributions to Collin College. Unlike in past years, these events will take place before Faculty Council meetings, allowing time for proper recognition and celebration.

This fall's retiree event will be held on Friday, December 5, 2025, at the Kone Conference Center on the Technical Campus, beginning at 11:00 a.m. A presentation honoring each retiree will be followed by cake and catering at noon. The Faculty Council meeting will begin at 1:00 p.m. in the same location. All faculty are invited to attend and are welcome to stay for the meeting afterward.

**Come celebrate your retiring colleagues . . . with cake!**

## Online Proctoring Request for Proposal (RFP) Underway

Collin College has begun a formal review of online proctoring tools as our current Honorlock contract approaches renewal. To help guide this process, faculty who use online proctoring were invited in October to complete a survey about their experience with Honorlock and to identify features most important for their courses. Eighty-six faculty responded.

Of those respondents, an advisory group of 20+ faculty from across the district was formed and met in the first week of November to review the survey results. The group also began to shape the criteria that will be used during the Request for Proposal (RFP) process, which begins in January 2026 and will run through April of that year.

As more information about this process becomes known, we will share it with you, including any service opportunities involved with this project. For questions or concerns, please email [fc@collin.edu](mailto:fc@collin.edu).

## Teaching Assignment Preference (TAP)

This semester a group of faculty, administrators, and Collin's Department of Strategic Initiatives (DOSI) team collaborated to develop and implement the Teaching Assignment Preference (TAP) application to capture faculty teaching preferences for scheduling of upcoming semesters. This tool is designed to capture faculty preferences in terms of courses, days, and times for both load and overload. It is NOT a tool for faculty to build a preferred schedule.

The TAP platform can be accessed through OneLogin or via the TAP widget on the CougarWeb dashboard. A video recording of the TAP training demonstration is available here. Since this process is going to become a fixture of life for Collin College faculty, please take some time to learn how it works on this scheduling cycle.

Faculty have until November 25, 2025, to enter their preferences for the Fall 2026 semester. If you have any questions about the application, please contact [helpdesk@collin.edu](mailto:helpdesk@collin.edu).

## Committee and Task Force Manual Update

We'd like to provide additional context for the purpose of the new Committee and Task Force Manual and clarify portions of it that have caused confusion. The impetus for this manual grew out of the work of the Faculty Ranks Task Force, which identified the need for greater consistency, accountability, and transparency in how committees operate. Because Service and Engagement is a major component of the Faculty Ranks criteria, the college requires an accurate list of active committees, along with clear charges, meeting expectations, and documentation. The Faculty Ranks system requires this structure to function as intended. During the development of this manual, FC Leadership and COE Leadership were both consulted and were invited to give feedback and input.

FC leadership received clarification on key portions of the manual, particularly the section stating that groups not listed on the college's committee webpage "are not approved or recognized." First, COE's much more comprehensive list of committees and task forces will soon be added to the college's committee webpage. Once a group completes the approval process, it will be added to the official list. Second, this language is not meant to eliminate academic or cultural initiatives. Instead, it simply reflects the requirement that any committee, task force, or working group go through the college's formal approval process before being officially recognized and added to the committee list. The real focus is on eliminating non-functional committees or ensuring that committees are completing their work and goals as expected. If you have any questions or concerns, please email [fc@collin.edu](mailto:fc@collin.edu).

## Faculty Ranks Updates

A quick reminder that Faculty Rank portfolios are due no later than Friday, December 19, and late submissions will not be accepted. As you finalize your materials, please visit the [\*\*Faculty Rank webpage\*\*](#), where you will find resources from past workshops and many other helpful documents.

Before you submit your portfolio, take the time to carefully review:

- [\*\*The Faculty Rank FAQ\*\*](#)
- [\*\*The Portfolio Builder Section Guidance\*\*](#)
- [\*\*The Rank Promotion Criteria\*\*](#)

Although optional, it is strongly recommended that you use the justification box for each criterion, where additional context and details may help the Ad-hoc Review Committee in understanding your evidence.

Finally, we'd like to clarify a few aspects of this process that continue to come up:

- If a faculty member is not awarded the rank they applied for due to verifiable reasons, several pathways remain available. The Ad-oc Review Committee will automatically review each portfolio to determine whether the faculty member qualifies for a lower rank and will inform Leadership if the documentation supports that outcome. The faculty member may then:
  - Accept a lower rank offered by Leadership
  - Continue under their current contract if there is time remaining
  - Serve in a one-year Teaching Faculty role to address identified deficiencies before reapplying in the future

If the final rank decision is not made by March 1, 2026, faculty with no remaining time on their current contract may be placed on a one-year contract. This is a requirement of state law, which mandates that all contract notifications be issued by March 1. As a result, some faculty currently going through a COE peer-review may receive a temporary one-year contract during this transition year. This measure is simply a short-term stopgap to remain in compliance with state law while the rank review process is completed. Nothing more. Nothing less.

If you have any questions or concerns, please contact [\*\*Regina Hughes\*\*](#).

Thank you for the time, care, and professionalism you are investing in this inaugural faculty rank cycle!

## Academic Assessment and SACSCOC Compliance

Recently, Dr. Jon Hardesty (Vice-President, Academic Affairs) sent all faculty a memo about why all Collin College's Faculty must undertake Academic Assessment. It is important for all full-time faculty to work together in fulfilling the following three statements under Essential Duties and Responsibilities:

- "Teach assigned courses in accordance with the course syllabus and college policy."
- "Actively seek ways to improve instruction."
- "Actively participate in assisting the college to maintain standards required for accreditation."

Course learning outcomes, defined in every course syllabus, are promises that we make to our students about the knowledge, skills, and abilities we will help them to develop when they take that course. It is our responsibility to help students as they work to complete the course learning outcomes, collect data to measure student learning, and use that data to work with discipline colleagues to improve instruction. In doing so, we prepare students for success in the workplace or at a transfer institution, as well as meet SACSCOC accreditation standards 8.2a, 8.2b, and 9.1. We encourage every discipline to form a curriculum committee that discusses and collaborates regularly to accomplish these efforts.

In the upcoming months, all program and FOS faculty will be invited to participate in a curriculum mapping workshop. During these workshops, full-time faculty (and adjunct faculty who would like to attend) will review their program learning outcomes (PLOs) and edit/delete as needed. They will then use a template to "map" their course learning outcomes- an exercise that will help faculty see how each course learning outcome helps students develop the knowledge/skills/abilities that their PLOs promise. Finally, faculty will review the assessment measures listed in their assessment plan and revise or change them based on their expertise. The Office of Academic Affairs looks forward to collaborating with you!

## Council on Excellence (COE) Updates

October and November are busy for COE, as the annual peer review process takes place during these two months. COE members have enjoyed seeing so many of our faculty colleagues demonstrate excellence in the areas of teaching, professional development, college service, and student support!

Travel Update (as of November 11, 2025):

- COE has received 84 spend authorizations for faculty who are traveling for professional development with COE funds thus far this semester
- \$117,217.28 has been allocated for Fall 2025 travel expenses to date
- Spring funds are kept separate to ensure faculty travel support throughout the academic year (50% of funds are released for the Fall and 50% in the Spring). Those Spring funds will become available after the New Year (if possible, please wait until January 5, 2026 to submit travel requests for the Spring--Spring travel requests are for travel that begins February 16, 2026 - August 31, 2026).

If faculty are planning to travel for conferences and other professional development opportunities, it is essential that they submit their spend authorization requests 42 days in advance to allow sufficient time for review and processing. Travel spend authorizations must be fully approved in advance of the first day of travel--approval by all parties must be documented in Workday prior to the first day of travel. After submitting a request, faculty should remember to check for Workday notifications to avoid any complications with travel funding--many times, more information will be needed in advance of an approval, and COE cannot award travel funds without complete paperwork. Please plan ahead, upload all required documentation, and check those notifications!

For more details about travel, the process and requirements, please see the [\*\*COE Travel Webpage\*\*](#).

If you have any questions, please email Diana Gingo (COE Chair) at [\*\*dgingo@collin.edu\*\*](mailto:dgingo@collin.edu).

## Dual Credit Updates

Faculty Council leadership recently met with Dr. Craig Leverette, Vice President of Academic Operations, to strengthen collaboration with the P-12 Partnerships/Dual Credit Office and the Districtwide Scheduling Office. As part of this effort, we will begin sharing key dual credit updates in this newsletter to help faculty stay informed.

Final exams for dual credit courses will be administered over two days during Collin's scheduled final exam week. These days will be either Monday and Wednesday or Tuesday and Thursday, depending on the section's regular meeting pattern.

- Courses meeting on Monday, Wednesday, and Friday will hold their finals on Monday and Wednesday.
- For dual credit classes held on the Frisco Campus, Collin's published final exam schedule will apply.
- Science lab practical exams will follow the traditional schedule and take place the week before the week of final exams.
- Workforce programs may vary, so please follow the guidance of your program director.

Any changes due to extenuating circumstances must be coordinated with your supervisor. Fifteen-week courses will follow the same expectations, with finals held during week 15.

The Dual Credit Office has also noted an increase in professionalism concerns related to tardiness and excessive absences among some Collin faculty teaching at partner ISD sites. When we accept a section at an off-site location, we represent Collin College, and our professionalism directly shapes our partnerships. Faculty are asked to limit absences, arrive on time, and be fully prepared, so our dual credit students receive the consistency and high-quality instruction they deserve.

## AI Adoption Enablement Project

Collin College is preparing to launch the AI Adoption Enablement Project in Spring 2026. This initiative will involve a yearlong effort to create clear, responsible, institution-wide approaches to AI use. For context, this initiative is in response to the SACSCOC document **Good Practices in the Use of Generative AI**, which encourages colleges to adopt guidelines on how employees can safely and ethically use AI for things like streamlining tasks, improving workflow, and increasing student support.

The project team includes faculty members, academic administrators, staff from key operational areas, and representatives from the Department of Strategic Initiatives (DOSI). Beginning this spring, this group will define goals, outline priorities, and prepare resources in advance of a Spring 2027 launch.

Additional details will be shared as the project progresses. If you have any questions or concerns, please email [\*\*fc@collin.edu\*\*](mailto:fc@collin.edu).

This project is not about classroom use of AI by students (that work belongs to the CO-AID Committee). For more information on the use of AI by students see the Canvas course entitled **“Teaching and Learning with AI.”**

# Adjunct Faculty Corner

As we enter November, we want to extend our appreciation to all adjunct faculty for your continued dedication and the tremendous value you bring to our students and academic community. This month, we are happy to share high-level updates from each of our Adjunct Faculty Subcommittees, along with several important upcoming professional development opportunities.

## Subcommittee Updates

- **Adjunct Faculty Tab Faculty Starting Line Canvas Shell Subcommittee:** This group is developing a dedicated Adjunct Faculty tab within the Faculty Starting Line Canvas shell, with a planned rollout in Spring 2026.
- **Adjunct Engagement Subcommittee:** The group is preparing to launch the Adjunct Mentor/Mentee Program to support new and returning adjunct faculty. A survey link is shared below and will also be emailed through the Adjunct Faculty distribution list to identify those interested in being mentored or serving as mentors. Pairing will begin ahead of the program's Spring 2026 launch. The deadline to complete the survey is Friday, January 9, 2026. [\*\*Adjunct Faculty Mentor/Mentee Program – Interest Form\*\*](#)
- **Adjunct Faculty Academy Subcommittee.** Earlier this month, representatives from the committee met with the Adjunct Faculty Academy to explore collaboration opportunities. The committee is now looking at ways to support adjunct faculty through activities such as mock interviews, practice teaching demonstrations, and guidance on navigating full-time openings. Several of these opportunities are listed below, and your participation will help strengthen this support.

## Upcoming Dates & Professional Development Opportunities

### Spring Faculty Development Conference

January 8 | 8:00 AM–1:30 PM | Frisco Campus

- Includes breakfast, lunch, and department meetings to follow. Adjuncts are highly encouraged to attend—several adjunct colleagues will be presenting, and many sessions are especially valuable for those new to teaching.
- Be on the lookout for registration information from Dr. Allison Venuto.

### Adjunct Faculty Academy Conference

January 10 | 8:00 AM–12:00 PM

- A wonderful opportunity to network with adjuncts from across the district. Breakfast provided. (More information and additional details regarding registration are forthcoming.)

Thank you to every adjunct faculty member for your dedication, flexibility, and continued commitment to our students. Your engagement efforts help strengthen our community and elevate the learning experience for all. We deeply appreciate the time and energy you devote each semester, and we look forward to continuing to support you in every way we can.

If you have suggestions, feedback, or ideas you would like the committee to consider, please do not hesitate to reach out, we value your voice and insights.

Warmly,

The Adjunct Faculty Committee

Alyna Nathoo, [anathoo@collin.edu](mailto:anathoo@collin.edu), co-chair

Katherine McKee, [kmckee@collin.edu](mailto:kmckee@collin.edu), co-chair

# Faculty Accolades...

- **Dr. Brian Allison (Music, Plano)** was recently honored by a former student who endowed a scholarship in his name. The donor praised Dr. Allison for his exceptional teaching, professionalism, humility, and talent. In recognition of this gift, the Plano Campus piano lab has been recommended for a five-year renewable naming as the Dr. Brian Allison Piano Lab.
- **Dr. Karen Peterson (Polysomnographic Technology, McKinney)** successfully defended her dissertation on October 23rd, titled “The Effects of a Self-Determination-Based Sleep Hygiene Intervention on College Students’ Sleep Quality: A Quantitative Quasi-Experimental Study.” She will be graduating from American College of Education with an EdD in Curriculum and Instruction in December.
- **Dr. Caylin Blockley (Speech, Plano)** successfully defended his dissertation, “Job Satisfaction of Advancement Professionals in Higher Education,” on Monday, October 20, 2025. He will graduate in December.
- **Dr. Tracy Meyer (Psychology, Frisco)** successfully defended her dissertation, “Emerging Adult Women’s Experiences of and Reactions to Sexual Harassment and Gender Microaggressions in Online Gaming.” She was graduated from Capella University with a PhD in Psychology with an emphasis on developmental psychology.
- **Dr. John Macready (Philosophy, Plano)** finished the manuscript (280,000 words/933 pages) for The Bloomsbury Critical Sources on Hannah Arendt, which is an edited collection of 113 documents from archives in the US and Europe related to the published work of Hannah Arendt. This edited collection was compiled and transcribed by Dr. Macready and includes a model for periodizing Arendt’s work for the first time, along with historical and intellectual introductions for each period. He submitted the manuscript to Bloomsbury on October 31, 2025, a month ahead of the due date stipulated in the contract.
- **Professor Jenny Warren (Speech, Plano)** was chosen to be a research reviewer for the International Association for Communication and Sport annual convention. She was asked to Chair and lead/facilitate a discussion panel at the ECA convention. It is titled, “CrossFit, doTERRA, and Wellness Influencers: The power of persuasive language in followership” based on the book Cultish: The Language of Fanaticism by Amanda Montell.
- **Dr. Ann Butler (Education, Wylie)** was named the 2025 TXAEYC (Texas Association for the Education of Young Children) Advocate of the Year.
- **Dr. Raji Kannampuzha (Physics, iCollin)** has published her University Physics I peer-reviewed slides and made them available via the Collin College Digital Commons. These materials, based on OpenStax Physics Volumes I and II from Rice University, were developed as part of Collin College’s CARES OER Development Grant. This work supports Collin College’s commitment to expanding Open Educational Resources (OER) to help reduce the cost of course materials for Collin College students.
- **Kimberly Harris, Robin Armstrong, Natalie Arduino and Casey Carter (music and theatre)** travelled with 15 Collin students to the Texoma National Association of Singers Conference and Auditions hosted by Baylor University in early November. Five Collin College singers advanced to the Semi Final rounds - Zoe Arriaga and Michael Craig from the Arduino Studio, and Leah Ashcroft, Gabrielle Faulkner, and Elbert Haney from the Carter Studio. Elbert Haney earned first place in his category when he advanced to the final rounds. There were 687 student singers, 89 collaborative pianists, and 134 teachers from the Texoma Region - Texas, Oklahoma, and New Mexico - at the conference.

Do you have news, accomplishments, recognitions, awards, etc., you want to share with (or about) your colleagues? Please email Krystal Humphreys at [kahumphreys@collin.edu](mailto:kahumphreys@collin.edu) so that we can include more faculty accolades in this monthly newsletter!