

**Collin College Faculty Council
Meeting Minutes
February 26, 2010**

1. **Call to Order** The regular meeting of the Faculty Council was called to order by President Dr. Peggy Brown at 1:05.
2. **Roll Call:** Martha Tolleson substituted for Mary Weis and Barbara Lusk substituted for Paula Miller. Meredith Martin has replaced representative Jon Hardesty. Everyone else was present.
3. **Minutes:** George Jackson moved to accept the minutes of the last meeting. John Glass seconded the motion. The minutes were approved.
4. **The Treasurer's Report:** (Peggy read the report in Paula Miller's absence). Dallie Clark had the receipt book for those who wanted to contribute to the scholarship fund.

	<u>Collected</u>	<u>Need</u>
<u>Named scholarship requires \$1,250:</u>		
Collections for 2009-2010 Faculty Scholarship	\$1,027	
Amount still needed	\$1,250 - \$1027=	<u>\$223</u>

Cabaret commitment for Spring, 2010, \$1,250 (excludes cost of dinners to be paid by those attending):

Amount collected on this pledge:	\$274	
Amount still needed:	\$1,250 - \$274=	<u>\$976</u>
Sunshine Fund	\$241	
Less 8 sympathy & get well cards sent <u>11</u>		
Balance Sunshine Fund	\$230	

Discussion: Joan Kennedy asked if someone donates, does it automatically go to obligated scholarship fund connected with the cabaret.
The president confirmed the distribution of donations to the scholarship fund.

5. Vice-President's Report –Dr. Joan Kennedy

A committee has met regarding faculty evaluations for online classes required by SACS. The committee of Jennifer Summerville, Gary Hodge, Brenda Carter, Martha Tolleson, Joan Kennedy, and Chris Grooms drafted an instrument. Joan thought it to be a fairly good draft. Martha Tolleson added that they basically used Gary Hodge's draft. COE hastily put something together. They would probably need something because some people who teach online are coming up for contract next fall, so there will be a pilot of the form. Mary Milford commented that we have not had evaluations. But it was pointed out that she was talking about student evaluations, and this is faculty evaluations. Joan added that this was an Evaluation to evaluate online teachers. Martha added that she agreed that any evaluation of instruction should be done with the dean and the faculty sitting down together; the dean could appear as a student in an online course, but he or she should still review the faculty member in his or her presence.

Joan: The draft will go to APT next week, and then it will be sent out to the reps by March.

Meredith asked about deans who want to conduct evaluations right now?

Joan confirmed that there isn't any instrument yet and added that it will be a challenge for CEO if there is no instrument. If the deans are using their own instrument, then it will be a problem.

Sherry Rhodes asked if this would include blended online courses as well? The committee members present answered yes.

Peggy reminded the group that the draft was to be approved by APT, the faculty, and the committee.

6. Committee Reports

Faculty Council Procedures – Dan Lipscomb

At the last meeting the committee discussed the distribution of FC reps. Should the number of reps remain the same size or increase according to the guidelines in The Procedures Manual. The representation on campuses is different. FC now has 18 representatives. The Procedures Manual allows the Executive Committee to appoint no more than four additional voting members to represent non-represented college division/academic areas for a maximum total of 25 voting members. Peggy noted that the college hired 50 faculty last time, and we will add 30 in the fall.

John commented that we should leave the number as it is until faculty start complaining. He moved we keep the FC number as it is now.

Dawn Richardson seconded the motion.

Dan: The other side is that as the number of faculty grows, we may want to have better representation. We may want to offer more positions for faculty to be involved. Right now it is 20 anyway because 2 are the officers.

Peggy called the motion to question. The vote was 18 "aye," none opposed.

Dan continued his report by saying the committee determined that there should be a realignment of the number of reps. per campus. They recommended that we reduce SCC by 1 and move CPC up by 1. Based on the recommendations to stay with 18, his committee recommended the shift.

Lupita moved that we "Move one person from SCC and add one at CPC."

Rachel seconded. The vote was 18 "aye," none opposed.

Committee on Teaching and Learning-- Dawn Richardson and Betsy Brody

Betsy reported the following:

- Collaborating with SGA to administer a survey of both students and faculty on gaps in support services for night and weekend classes.
- Survey administered online with a large response. Awaiting results.
- Will make reports to the new administrator in charge of weekend classes as well as to the relevant administrators in charge of night classes across the district.
- Still in the research phase of the proposal for reduced loads/salaries for retiring faculty. Looking at the practices of other districts and working on getting numbers for how many Collin faculty would be eligible for such a program per year if it were to be adopted.
- The committee is very interested in pursuing a more equitable policy on the accounting of lab classes in faculty load. They think this is an issue that perhaps needs greater visibility in Faculty Council
- Impact of the new drop date on Financial Aid students.
- After consulting with both the Financial Aid office and a representative of the Drop Date Committee, we concluded that the impact on the student body as a whole was quite small and had to be balanced against the other goals of adjusting the drop date.

- Collected the email addresses of the departmental chairs across the district and will submit them for inclusion in the course catalog.
- Discussed the idea of Collin hosting an Educational Summit, and, though there was widespread agreement with the idea of community engagement and collaboration with the school districts, the committee concluded that holding the summit would be replicating efforts that are being made in a number of departments and that the discipline-specific concerns across the college (regarding college preparedness) made smaller scale efforts a more practical approach for outreach into the community.

Committee on Collin Community, Julie Turnbow, Chair (Lupita substituting)

- Julie Turnbow is working with Lisa Vasquez and the Center for Scholarly and Civic Engagement to see if the web site is possible.
Now you can post something, but we want to get one spot as a central coordinating link. Terry will meet with Lisa Vasquez in PR to go ahead with this, to make a place for faculty, staff, and students for the community.
- Lupita made the motion to create one web site from which faculty, staff, students, and the community can be informed of the many volunteer service opportunities Collin College provides. John seconded the motion. It passed unanimously.
- The committee hoped to sponsor a food drive during the month of April in honor of the 25th anniversary of Collin College and the graduating class of 2010. Each campus would give food to a shelter or food banks, such as Food Pantry (Frisco Family Services), Community Food Pantry of McKinney, and Minnie's Food Pantry (Plano).
However, the committee discovered that there have been two other food drives; April 1st in conjunction with an Essential Needs drive for Hope's Door.
- Sherry Rhodes, a member of the committee, announced that Faculty members at SCC are presenting "Chosen Sisters," a Reader's Theater performance based on Rebecca Wells' *Divine Secrets of the Ya-Ya Sisterhood* on April 1 at 7:00 p.m. in the SCC Conference Center. This performance focuses on women's issues such as friendship, depression, mother/daughter relationships and abuse. The group would like to include it in the Reader's Theater, Sigma Chi Theta, Women's Alliance and Faculty Council. The benefit will have links on the program for donations, and they want the Faculty Council to be a supporter.
- The purpose of the drive is to let the community know that the faculty is supporting the needy.
- The committee suggested that FC consider an "Essential Needs Drive" for Hope's Door.
- Representatives from each campus could be identified to collect the products and/or people attending the performance could bring products to the performance--needed items to support Hope's Door.

Sherry moved that the FC support the Women's Essential Needs drive. Bill Ardis seconded it. Approval was unanimous.

Committee on Technology – George Jackson Chair

- On Jan. 14, CE8 went up, but no one probably noticed except we were down at a bad time. It was discovered that CE8 has its own problems. There will be IT Training for CE newer versions.
- **The Faculty Emergency Response Team** is now affectionately known as FERT (Tom Rodgers' idea). We have 23 faculty ready to serve if needed. All faculty should have received and filled out information on Blackboard. Teams are organized along campus/department lines with 5 sub-teams. If there are problems, the teams can go to

work down department lines. Obviously George hopes the teams are never needed, but they are ready should any emergency force us to close a campus (of the district) for an extended period of time; 100% of the classes affected will go online (Blackboard). Teams would go to work assisting faculty in this transition.

- **Blackboard Upgrade.** Blackboard CE8 went operational Jan. 14. George hoped that faculty did not even notice the change. CE8 is fully supported by Blackboard FOR NOW. It is anticipated that CE8 will be a more stable platform. Blackboard CE9 will be the next step. It will involve a substantial learning curve and is closer to Classic Blackboard. This is where Blackboard intends everyone to go. The plan is to begin training for this next summer and continue through Fall and Spring. SUMMER 2011 is the anticipated date for GO LIVE on Blackboard.

Joan: Will the CE9 be significantly different?

George: Blackboard CE9 is the classic, but they are going to support only the Classic Blackboard.

Martha T.: Classic Blackboard is more faculty friendly than student friendly. DCCD has gone to Classic Blackboard and scrapped CE.

Committee on Academic Freedom (Peggy Brown)

- The committee continues to plan for an informal presentation on the tradition of academic freedom at a brownbag lunch at PRC later this Spring.

8. Council on Excellence – Martha Tolleson

- Martha T.: COE will be working on the annual multi-year contracts. The 23rd of March they will go to the Board meeting; Cary wants it to go before the Board before March; the VP's have been in charge of the edited Board reports. If you were up for a multiple-year contract, please plan on attending the Board meeting..

9. All College Council – Sherry Rhodes

The member election will be on an electronic ballot. The council is revising recognition awards to have one award that is similar to the faculty award, but it is still on the table. They are discussing ways to enhance scholarship interest. They had a bake sale for homeless families at Christmas; next time they want one for scholarships.

President's Report –Dr. Peggy Brown

- Correspondence with APT regarding hiring.
- The search committees should create the numbers on the grid thoughtfully to ensure hiring the best person for the position.
- After the panel discussions with the deans, the number one concern is about the selection committees. In APT they are aware of the need for new hires to be approved by the search committees. They recognize that there are levels and differences between full-time and associate faculty. We have an ongoing concern. Faculty assured APT that the search committees understand that their top selection may not get the position because of the vetting process, but they want to impress on the deans that no faculty should ever be hired without the approval of the search committee. Peggy reported that the deans supported faculty concerns to APT. Martha T asked if Kim Russell was there. Peggy answered that she was not.
- Regarding the official faculty handbook, HR does not want to create an official handbook. Bill Ardis asked for clarification. Peggy responded that Kim Russell's response is that it is all there on their site. Martha T: I suggest that we follow the HB 2504 rules that we get to it in 3 clicks. If it is there, then we should have a link. They

say it is under My Workplace, HR, Policies and Procedures. Martha T. challenged its thoroughness saying that there is no definition of Chair? Not everything is there.

Mary Milford: That is a different issue. George: The search doesn't work.

Mary: The policies are in flux. George: HR should email everyone when a new policy is posted.

Martha T. moved that we work to get HR to make policy and guidelines that affect faculty more accessible (no more than 3 clicks) and more navigable, and send notice of changes." John seconded the motion.

Discussion followed:

Jerry: Someone has to go through all possible places where information could be hiding. I am not sure HR would be that effective.

Mike Cohick: APT said faculty should do its own handbook.

Peggy: Once the information is pulled together, we can make the information available at one location on the college web site.

Marilyn Massy: Can't we just ask HR how they find it?

Peggy: Kim Russell told us to go to a specific link, but that link was not active.

Linda Thompson: Do they hold us accountable? I would vote for one click.

Peggy: There is no document, but the policies are there.

Peggy called the motion to question. The motion passed unanimously. After taking the vote to APT, Peggy will form a Faculty Handbook ad hoc committee

- Student Outcomes—Peggy noted that she had provided a copy of the correspondence with the THECB – The end was a suggestion to the THECB that we have a meeting among colleges and universities to agree on what will be required of students entering universities. Peggy urged the faculty to write the Coordinating Board on their own.
- The initial documents for CV? online have been completed and a copy of those is included in the handout.
- Sonja Andrus: Representatives for new state driven mandate HR 2504; to include the syllabus on website; it is not approved yet. If changes for unforeseen, then resubmit as a PDF document.
- Plans will allow dual credit at the Courtyard and SCC. Prior to this there has been little faculty input about what courses are taught when, but Peggy plans to bring up the discussion at APT. Mary Milford: Will the associate faculty be included in the requirements of HB2504? Peggy confirmed that the requirements affect everyone.
- Peggy: GEO Forum II is an important group. It is important in staying in touch with the group to tell them your feedback on proposed changes in the core.
- Pearson Publishing will put a PPT on the FC website from a seminar they did.
- SACS issues are in committee and faculty may be asked to serve in preparation for the next review.
- Events where Faculty presence will have an impact
- Fri., 4/9/10 Collin Cabaret 6:45 p.m. Marriott Legacy Town Center, Plano. Scholarship tickets are \$150; there are a couple of seats at the Faculty Council table for food cost only, \$70.
- Thurs. 4/15/10 Emerging Scholars Reception SCC Conf. Ctr. 5:30 P.M.
- Sun. 4/18/10 PTK Induction Ceremony and Reception SCC Conf. Ctr. 3:00

- Another Student-Support Opportunity Sun., 4/25/10 5-7 National Society of Leadership and Success Induction Ceremony – Conf. Center, McKinney
- Old Business: none
- New Business: none
- Next Meeting is March 26th at CHEC
- Adjournment

Submitted for approval by Dr. Kay Mizell, secretary.

Minutes approved.