

Collin Faculty Council

Meeting Minutes

February 17, 2012

I. Call to Order

President Paula Miller called to order the scheduled regular meeting of the Collin College Faculty Council at 1:10 pm on February 17, 2012, held in Pike Hall, CPC.

II. Roll Call

Roll was called and all representatives or their proxy were present and accounted for.

III. Approval of January 2012 Minutes

Minutes of the January 20, 2012 meeting were approved as distributed.

IV. Treasurer's Report

- A) \$6934.15 has been collected for the Full Time Faculty Scholarship.
- B) The Sunshine Fund stands at \$127.46.

V. Vice President's Report

- A) Board Appreciation Lunch is March 6 at PRC conference center. Class visits are lined up. Seating arrangements will be designated today. Lunch from 11:30-12:45. Faculty members will be walking Board members to the classes and back. LT will be there. Good time and opportunity to get to know each other in a personal way. Discussions will be guided by Mindi. Tables of 6-8.
- B) Brought ribbon and markers to day so everyone can have a chance to write a one-liner what you appreciate about the College.
- C) Email Mindi with any ideas.

VI. Committee Reports

College Policy – Mary Milford: Nothing to report

Faculty Council Procedures – Dan Lipscomb:

- A) The FC Procedures Committee recommends the following edits [in red font] as specified per page and section.

MEMBERSHIP [Page 5] Regarding **term limits...**

10. A campus representative may serve two consecutive two-year terms after which he or she is ineligible for reelection for one year.

OFFICER DUTIES [Page 7]

- b) Represents the Collin teaching faculty at Collin Board meetings, on the **Academic Planning Team (APT) and Leadership Team**, and other events

ELECTIONS [Page 9]

8. If a campus representative seat becomes vacant during an academic year, the President will appoint a representative to serve until the next election. If a campus representative seat becomes vacant between the end of an academic year and the beginning of another, the open seat will be filled by a runner-up in the immediate past election. In the absence of a willing runner-up, a special election will be held.

MEETINGS [Page 10]

2. Regular meetings are held the second Friday of each month but may be rescheduled to an alternative date in order to accommodate other college events.

The revisions were accepted unanimously.

- B) Faculty Council elections will be opened next week for nominations for President and vice president. The opt out email will be coming out soon.

Teaching and Learning – Tony Howard: Nothing to report

Technology – Tebring Daly:

- A) The College is going to be surveying random students using the ECAR National Study of Undergrad Study. A copy of the types of questions was shared.
- B) David Hoyt and Shane Ammons have been working on a form for faculty that need more H drive space.
- C) DLIT committee meeting this morning. Deans will be notified of software and hardware changes in classrooms. The deans would then communicate this information to the faculty. It was recommended by the faculty present that one email should go out to all faculty that includes all the software changes for all the classrooms on each campus.
- D) IT has been replacing computers in the classrooms and has an excess of back-fill computers (these computers are still in good shape) available. If faculty would like a back-fill computer for their office, they should contact their dean.
- E) Jennifer Summerville will send out an email about test taking tips for Blackboard for both faculty and students.
- F) Issues with Blackboard were voiced. Perhaps set a meeting where faculty who use Blackboard can get together and talk about what works and what doesn't. There are tutorial videos available in the "Help" box.

Collin Community – Julie Turnbow:

Thanks to the faculty, staff, and administration for attending the basketball games on Wednesday the 15th. Both the women's and men's teams won. There are two more home games, Saturday February 25th 2:00 Women's game and 4:00 Men's game and Wednesday February 29th 5:30 pm Women's game and 7:30 pm Men's game. All are invited to attend.

March 29th will be Reader's Theater at SCC at 7 pm. We are having a silent auction to raise money for scholarships. If you plan to attend, RSVP to Sherry Rhodes. We can use your help for the auction.

The committee is meeting after Faculty Council in A211 following the meeting.

Academic Freedom –David Cullen: Committee is investigating some faculty concerns and will report at the next meeting.

Financial Aid –Peter Dawson on behalf of Dean Wallace: Work still in progress.

Faculty Search Process –Paula Miller: Rubric was shared with the full time faculty. Dr. Smith is asking that we meet with Cary regarding our questions and concerns about the pilot rubric.

VII. Updates from District Committees

Council on Excellence – Wendy Gunderson:

- A) Call for nominations for Outstanding Professor nominations were sent out. Deadline is February 28. Please announce in your classes.
- B) Working on changing timeline for multi-year contracts (MYC) so those who are up for MYC would know by the prior spring semester.
- C) Travel money still available. Make sure all the documentation is provided with the request.

CAB – Julie Turnbow:

- A) GEO Forum-2 is winding down and CAB will be taking over the responsibility of reviewing core curriculum and deciding if each course meet the State-assigned core objectives.
- B) The Coordinating Board is considering changing the number of completers for a program to be funded by the state from 5 to 8. Comments can be made until March 1. A comment was made that the last course in a program is being wiped out by the enrollment minimum (15).
- C) If you want to bring anything to CAB, please fill out the paper work as soon as possible.
- D) The generic syllabus is simply a template. The final approval of the format is up to the deans.

All College Council – Sherry Rhodes: Working on the Rose Awards

SOBI – John Glass: First meeting will be next week. Dean of Students have been shuffled. Training workshops are basic but useful. There will be a training workshop called "Shots Fired."

VIII. President's Report

- A) Academic Chair Structure: No change will happen at this time.
- B) Student Development Dean Structure: This was reported on by John Glass in the SOBI report.
- C) Process for Incomplete grade contract is being revised. Only registrar's office will be able to enter the grade of "I" in Banner once they have the proper documentation.

VII. Old Business Faculty Council will host an event on April 17 at the SCC conference center that will be a dinner and discussion on core values and completion.

VIII. New Business

A) Action item:

Faculty Council resolves that the College include the following statement on Curriculum Development in the College's Curriculum Development Plan and place it in the Faculty Handbook.

Curriculum Development and Course Formats

Collin College has a defined procedure for faculty to follow when developing and seeking approval for new courses. However, no process exists currently for approval of non-traditional formats. Alternative course delivery formats do not suit all subjects, and as more and more courses at the College transition into non-traditional formats, such as web, express, or weekend courses, a need exists for defining the lead role of faculty in determining if an alternate format meets with the academic rigor of a particular course.

SACS Section 3.4.10 states,
"The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty."¹

SACS requires that faculty lead the process of curriculum development in terms of both content and method of delivery. Therefore, faculty in a given discipline will collectively develop the curricula for courses within that discipline, including alternative course formats such as web, express, and weekend courses. As experts in their fields, and as a department or discipline, faculty are in an optimum position to determine if an alternate course format will compromise or enhance course content and integrity. Therefore, under the guidance of the discipline lead, the full-time faculty within a discipline will oversee and confirm the academic rigor of both traditional and alternative course formats.

¹*The Principles of Accreditation: Foundations for Quality Enhancement;*

Section 3.4.10; Southern Association of Colleges and Schools (SACS),
Commission on Colleges.

(<http://sacscoc.org/pdf/2010principlesofaccreditation.pdf>)

The resolution passed unanimously.

B) There was discussion about the pilot hiring grid, urging faculty to take a good look at the grid that was sent out. Issues were discussed. Paula and Peter will meet with Cary to discuss the issues. We will put together a white paper on this so faculty can see precisely the points related to the pilot grid.

IX. Next Council Meeting – March 23rd in SCC Conference Center, Section AB to start at 1:00 after lunch at 12:30 p.m.

X. Adjournment. President Paula Miller adjourned the meeting at 2: pm.

Minutes submitted by: Amina El-Ashmawy

Preliminary approval of the minutes by: Paula Miller

Final approval of the minutes on:

2011-2012 Scheduled Meetings (lunch at 12:30 PM, RSVP to Mindi Bailey). Meetings begin at 1 PM unless otherwise noted:

Date	Place
March 23, 2012	SCC, Conference Center AB
April 13, 2012	PRC, Conference Center
May 4, 2012	SCC, Conference Center AB