

Collin Faculty Council

Meeting Minutes

March 23, 2012

I. Call to Order

President Paula Miller called to order the scheduled regular meeting of the Collin College Faculty Council at 1:13 PM.

II. Roll Call

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

III. Approval of February 2012 Minutes

Minutes of the February 17 meeting were approved as distributed.

IV. Treasurer's Report

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

V. Vice President's Report

- A) Thanks to those who participated in the Board Appreciation event held March 6. There was no political banter.
- B) Mindi is making a music video for the Board. A call for appreciation comments will be sent out. We want many voices to express this appreciation and let the board members know what we appreciate.
- C) Lupita did a great job with photographing the event.

VI. Committee Reports

College Policy – Mary Milford:

The policy revisions proposed for the Board approval Dealing with temporary leave of absences didn't appear to have anything in it to affect faculty

Faculty Council Procedures – Dan Lipscomb:

- A) Election for Council members and officers will begin soon.
- B) Opt out will go out on Monday, March 26. Ballot is scheduled to go out on April 7th.
- C) Nominations for president and vice president should go to both Dan and Paula. Nominations will close on March 31. None have been received yet.
- D) If someone is currently serving beyond the term limit passed in the February 2012 meeting, their name will not be on the ballot.

Teaching and Learning – Regina Hughes and Marti Miles-Rosenfield:

- A) An email was sent out to membership, inviting people who have been on it to join.
- B) DE student success is a problem nationwide. We are taking steps to make DE more effective.
- C) Discussions about a possible move to a four-year institution should not change our open enrollment.
- D) DE placement tests are not set up well. Even though DE faculty do their best, students can be off a bit and not pass the exam.
- E) Other creative approaches to meet student needs include intensive advising spotlight sessions, boot camp, pairing DE and credit courses, connections with high schools
- F) Discipline leads were targeted to help identify possible pairings of DE and core courses. FC will go as a group to Colleen Smith to encourage the various disciplines to consider suggested pairings.

Technology – Tebring Daly: nothing to report. Committee meeting is scheduled in two weeks.

Collin Community – Julie Turnbow: Next Thursday there will be a Readers Theater for philanthropy starting at 7:00 PM in the Living Legends Conference Center. Money raised at a preceding auction will go towards Collin scholarships. E-mail Sherry Rhodes to provide a headcount.

Academic Freedom –Kemal Moula: Nothing to report

Financial Aid –Dean Wallace:

- A) We want to use the *de facto* document provided to us through APT to show that we have done what we are supposed to do.
- B) Faculty will provide the last day of class marked by a number of criteria that effectively direct professors to consider any activity that meant they were involved in the class. This is better so that we don't become an attendance-taking institution.
- C) If a student never came to class, they are not entitled to Title IV funds as opposed to if they do attend as defined by the college they are eligible.
- D) If faculty are inserted in the middle, it could make the faculty liable for the recourse.
- E) A card swipe system would allow the student to have the responsibility for their own attendance.
- F) There not a definition of attendance. What if the instructor gives assignments that the students never perform? Because of the language in the document presented, an entry of any kind will suffice to allow us to consider the student present. Now a box will pop up to be filled in by the instructor

- G) We should get a list of academic attendance criteria since it is not based on percentage of work done in the class.
- H) For web classes, the student must do academic work.
- I) If an instructor has a policy of taking attendance at the beginning of class and the student comes in late, we do not have to count the student present. The current practice is to tell students to contact us, and they take our word about the student's attendance and that practice of taking our word will continue.
- J) In APT they stated they want us to have documentation of the last day of attendance. We can use the date of the last score as last date attended. FAQ are in the works.

VII. Updates from District Committees

Council on Excellence – Wendy Gunderson:

- A) The Op-out was distributed with criteria for being on COE. Ballot will be out in April. This comes shortly after FC election.
- B) COE will have a ballot in the mailbox.
- C) E-mail was sent yesterday to alert all that the multi-year contracts will be going before the board on Tuesday at 7:00 at CHEC. Those up for contract should attend the board meeting for either multiyear or extension. Let deans know if you can't be there.
- D) E-mails have gone out to say the COE has expanded membership to 20 because of increased faculty numbers. Number of current members for each discipline was shared. Some stayed the same, others increased representation.

All College Council – Sherry Rhodes: Nothing to report (see above)

SOBI – John Glass (submitted electronically): "Shots Fired" will begin production in May. The college is making the video, so it will be tailored to Collin. Hopefully we will have it available for the Fall. Rebecca Harris (Speech Faculty) is involved with the production, so kudos to her.

CAB – Judi Wohead: Subcommittee has met and is working on state-mandated core to have a grid to check off for that mandate. Kimberly Harris is on that committee.

VIII. President's Report

- A) **Swapping sections** – In the past there has not been a penalty for swapping sections at the beginning of a semester. However, after the semester starts this fall the student will have receive a 75% refund for the dropped course and pay 100% for new class . There will be exceptions to this policy in situations where a student has no choice and there will be a special code on the form for

- exceptions. Other schools charge for service. A big campaign is planned by PR that explains this process.
- B) **Incomplete Contracts** – Instructor cannot enter an I; must send in paperwork to the respective Dean.
 - C) **Chronicle of Higher Education** – Paula sent notice of survey to the FT faculty.
 - D) **Hiring Rubric** – FC will convene faculty who are using the pilot grid to give feedback on its use. Accordingly, we have the opportunity propose a revised hiring grid pilot for the fall.
 - E) **Shared Governance** –There is a need to have time to get more faculty input before APT meetings and decisions. FC Executive Committee has a meeting planned with Dr. Smith over shared governance. The intent is to propose that the Strategic Plan include a shared governance objective. Perhaps even the QEP should have language about shared governance.
 - F) **Student Success Event on April 17** – With retention being an issue of the past, we need to raise awareness and focus on completion rates and ways we can impact them. The intent is not to produce a document, like Retention Council did. There will be an invitation coming out soon.

VII. Old Business There was no old business.

VIII. New Business

- A. Feedback was given on the hiring grid. There is so much on the left-hand side in small font. It was suggested that when the committee selects what criteria to use, HR should come back with an accurate rubric in front of them instead of all that is not necessary to that hire. There is no scale for teaching. In order to get a scale, there had to be a second page. There is too much on it. A solution was offered of a second page. Wading through all the cumbersome pages was time consuming. It takes twice as long to rank candidates.
- B. Discussion about the delay in online Writing Center responses on student essay reviews and the impact this has on student success. Needs and limitations were brought up.
- C. There was a discussion of teaching Wintermester online for classes that are suitable for this method of instruction. This will go to the Committee on Teaching and Learning for discussion and recommendation.

IX. Next Council Meeting – April 13, 2012, at PRC in the Conference Center. Also, **Completion and Core Values Event**-April 17 in the CHEC Board Room #139 will start at 5:30 PM.

X. Adjournment. President Paula Miller adjourned the meeting at 2:30 PM.

Minutes submitted by: Peggy Brown
Preliminary approval of the minutes by: Paula Miller
Final approval of the minutes on: April 13, 2012

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

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