

Collin Faculty Council
Meeting Minutes
October 26, 2012

I. Call to Order

The meeting was called to order at 1:04.

II. Roll Call

All representatives or their proxies were present.

III. Approval of September 28, 2012, Minutes.

A motion was made and seconded to approve minutes as corrected. Passed.

IV. Treasurer's Report

FULL-TIME FACULTY SCHOLARSHIP

LAST AMOUNT REPORTED: \$1,145

NEW DONATIONS: \$3,600

TOTAL: \$4,745

SUNSHINE FUND

LAST AMOUNT REPORTED: \$88.02

NEW DONATIONS: \$0

TOTAL: \$88.02

V. Standing Committee Reports

A. College Policy – Mary Milford had nothing to report

B. Technology – Elizabeth Pannell had nothing to report.

C. FC Procedures – Dan Lipscomb had nothing to report

D. Teaching/Learning – Regina Hughes reported on their first meeting on September 21. The committee looked at a website for the college mission. She also obtained the history of the committee. She is still forming the committee and checking on membership.

Q: why was wintermester canceled? Research shows that it had something to do with web services needing that down time. Not checked out. Another idea is to offer wintermester classes in terms of online. No follow-up. Some data needs to be run on which classes made and which canceled. The answer about wintermester was informal; she reported initial thoughts. Formal position of the college is not determined.

Q: Is the minimum of 15 for confirmed class size non-negotiable? Professor Hughes has requested data on the courses that were offered and those that were canceled. Answer pending. IR is waiting for data. Another topic: Professor Bailey has introduced a project that will create Internet space that will archive Faculty Development presentations. That way the information will be available to all. John Lenard will be hosting that data. We can refer to it in the future.

Professor Hughes reminded faculty to submit proposals for Faculty Development.

Another idea submitted by the committee: expand the faculty conference website to include summaries of faculty conferences that would be of interest to the faculty. If this website were created, Faculty Conference info, Fac. Development events, college mileage allowance, and more convenient links could provide a one-stop-shop idea. Suggestion: Maybe we could approach Dani Day because this is professional development. This could be a portal for faculty to ease the search for such usually buried or nonexistent information. Professor Bailey recounted the advantages of the source material that will be available. More space will be available if this site fills up too fast.

The goal: facilitate the access to shared information.

Communication weaknesses showed up in review of the 15 minimum and wintermester cancelations. This committee wants to pursue the improvement of communication. President Cohick commented that there was no shared governance in the 15-minimum class-size decision. Professor Hughes opened the invitation for more members.

E. Collin Community – Julie Turnbow's proxy reported that the committee has met and decided to support the Collin basketball teams by attending games in the Fall of 2012 and Spring of 2013. The committee asks that the faculty and staff attend to support Collin Basketball:

Friday October 26 at 4 pm - Scrimmage for the women's team

Friday November 2 at 7 pm - Game for the men's team

Spring 2013 - To be Decided

Faculty's help is needed to continue Adopt A Highway. The city wants the highway cleaned up 6 times per year. Team captains are needed for 2013: January, March, May, July, September, and November. The team captain chooses the date for the clean up and recruits 6 people to help. If anyone is interested, e-mail Martha Chaloub.

F. Academic Freedom – Kemal Moula/Tony Howard. There was no report, but President Cohick saw a connection in his report given to the Board on what Faculty Council does. He listed the other groups scheduled to report to the Board in the future so that the Board is aware of faculty contributions beyond the considerable responsibilities of teaching. He reported having met with one of the Board members who welcomed information on faculty activities.

Discussion ensued about text books, President Cohick's presentation to the Board, and the Board/Faculty Council luncheon that Professor Bailey and others organized in the spring of 2012. He encouraged faculty to attend Board meetings.

VI. Ad Hoc Committees:

Shared Governance – Peter Dawson spoke for chair Paula Miller, reporting that the committee had just begun by surveying opinions about what shared governance is. They derived three schemes. First is the corporate model, in which the leader tells everyone what to do; in the second, faculty controls almost every decision; the third is in between: faculty has input on everything. No final say. This can work toward the shared version. Discussion ensued.

Upward Evaluation – Tiffany Harper discussed the form that the committee has refined. With the Faculty Council approval, she will take it forward. The evaluation asks for feedback to improve our approach to the mission and core values.

It is intended as a positive assessment in the spirit of shared governance.

VII. District Committees:

COE– Martha Tolleson reported that the representatives will start looking at faculty packets the week of October 29. She also urged faculty members, if they are traveling, to get the paperwork to COE in a timely manner.

ACC– Lynn Jones gave a short report on progress.

CAB –Judi Wohead reported that CAB continues to review SLOs used in Core courses for compliance with the Texas Core Objectives (as mandated by THECB).

The process involves all the courses currently in core. Core Curriculum Review forms have been

submitted to CAB and campus-based teams are reviewing them in detail to make sure all the SLOs match required Core Objectives for each Foundational Component Area. Also, syllabi, assessment and learning activity documents must be included.

The chair of CAB, Tom Ottinger met with the leadership team on October 15 and provided a review and explained the process.

After the last two CAB meetings in Sept and October, a slight change has been made to the process. This info was sent to the discipline leads on October 18. The email from Professor Ottinger said:

1. Core review submissions will now go to your dean first. They will then forward to CAB.
2. Be sure to use the latest course syllabi. Refer to the Syllabus Depot.

Question: Are we still doing COAT and SLOs? Professor Wohead confirmed that they were on the agenda and thanked the Council for its cooperation. President Cohick commented on the update of the Board report.

SOBI – Lorena Rodriguez asked for faculty help in getting the word out about the workshop. Linda Qualia wanted to let us know that students will have the opportunity to submit a request to a specific committee for this leave: Mental Health Leave of Absence for Students

Under Collin College FDAC Local policy, students at Collin College have the option to request a temporary leave of absence due to mental health concerns that may interfere with their learning and success. Once granted this leave, students are withdrawn from classes so that they can focus on stabilization, recovery, and treatment. The intent of this policy is to provide a temporary leave of absence for students rather than a vehicle to withdraw after the fact.

The Mental Health Withdrawal process can be initiated once the official withdrawal date for a semester has passed. To request consideration for the leave, students must contact the Deans of Student Development offices at their campus and obtain the appropriate forms and instructions. They have three working days to return the forms after the request. Students must submit a narrative describing the reasons for the request as well as supporting documentation from a medical or mental health professional.

Mental Health Leave application must be complete and submitted according to the following deadlines:

- Fall semester—first Monday in December (December 3, 2012)
- Spring semester—first Monday in May
- Summer I—last Friday in June
- Summer II & III—last Friday in July

Upon receipt of the request, the mental health leave committee considers the information and supporting documentation before rendering a decision. The student is then informed of the decision and if the leave is granted they are withdrawn from all their classes for that semester. The leave of absence includes the current term and a minimum of one subsequent long semester or until such time that a medical or mental health professional documents the student's fitness to return to college.

Students request re-entry and again the documentation is reviewed by the Committee prior to a decision being rendered.

Students may appeal a decision to the Vice-president of Student Development by submitting a letter to the Deans of Student Development office.

Q: What is the point? Why we would do this? Discussion ensued. If a student takes this option, then student can stay enrolled.

VIII. President's Report:

1. Faculty Development Week
 - a. Wed, Jan 9: Report Back, Division Meetings (AM), Discipline Leads (PM)
 - b. Thur, Jan 10: Department Meetings (AM), All College Planning Work Session (PM)
 - c. Fri, Jan 11: Faculty Development Conference (CHEC)
 - d. Mon – Fri, Jan 14 – 18: Ongoing Class prep, Advising, Mentoring
 - e. Mon, Jan 14: COAT (3pm)
 - f. Tue, Jan 15: Dual Credit Faculty orientation (1pm)
 - g. Wed, Jan 16: Service Learning Faculty Camp (AM)
 - h. Thur, Jan 17: CAB (PM)
 - i. Fri, Jan 18: New Faculty Groupwise Training (AM)
 - j. Tue, Jan 22: Classes Begin
2. QEP: Of the four alternative QEP topics, "Improve Academic Advising" was chosen.
3. New Policy: You may not text while driving a vehicle when you are on college business.
4. Service Learning: Last year 64 faculty in 82 courses and 187 sections. The numbers are up. An informational brochure was passed out.

IX. Old Business - None

X. New Business

There have been faculty members who raised concern about paid and unpaid leave.

The Parliamentarian suggested that we refer this issue to Committee on College Policy for discussion and report back to the Faculty Council.

Recommendation: We should recommend that the policy be changed.

Addressing FMLA, Federal statute, our college matches the federal statute.

Q: Should we recommend that the case-by-case issue be considered since anyone who has a serious accident could lose their job. A discussion ensued about paid leave, sick leave, and family medical leave.

The outcome included taking findings to All-College Council.

The Committee on College Policy will come up with something reasonable and report next month before we proceed to the next level of administration.

XI. Next Meeting: November 16, 2012, at 1 pm, CPC Pike Hall

Guest: Dr. Colleen Smith, Senior VP

XII. Call for Adjournment

Professor Howard moved to adjourn, and Professor Harper seconded the motion. The meeting adjourned at 2:14 PM.