

Collin College Faculty Council
CHEC 139
January 22, 2016

1. **Lunch 12:30 p.m.**
2. **Guest Presentations: 1:02 p.m.**
 - A. **Dean Terrence Brennan and Dr. John Glass** presented on the Dean of Students' Office and SOBI processes, respectively, and fielded questions from the audience.
 - B. **Dr. Norma Allen, VP of Human Resources** shared the draft Caspio form she created for faculty applicant screening based on feedback from the Faculty Hiring Process Committee. The portions dealing with the interview phases of the hiring process are not yet built because the committee has not yet deliberated on this aspect of the hiring. Committee is scheduled to meet next week. The intent is to have this online form completed and in place for the hiring round this spring. Overall, those in attendance were pleased with the process and form being produced.
3. **Call to Order 2:15 p.m.**
4. **Roll Call**

Executive Council

President: Regina Hughes
Vice President: Amina El-Ashmawy
Treasurer: Kay Mizell
Secretary: Peggy Brown (absent)

Central Park

Cindy Briggs (15-17)
Tiffany Cartwright (14-16)
Gina Perkins (15-17)
Kelly Reynolds (15-17)

Preston Ridge

George Jackson (15-17)
Nick Morgan (14-16)
Kim Nyman (14-16)
Lupita Tinnen (15-17)
Kat Balch (15-17)

Spring Creek

Betsy Brody (14-16)

Peggy Brown (14-16) (absent)
Mike Cohick (14-16)
Chris Grooms (15-17)
Tony Howard (15-17)
Joan Jenkins (15-17)
Barbara Lusk Stern (15-17)
Paula Miller (14-16)
Kay Mizell (14-16)

Associate Faculty

Ashok Kumar (14-16) (absent)

5. **Approval of November 20, 2015, Minutes**

Cartwright moved to approve, Jackson seconded. Unanimous approval:
Minutes approved.

6. **Treasurer's Report:**

Sunshine fund: \$112.05
Scholarship fund for 2016: \$10,150.76

7. **Vice President's Report:**

- A. Lunch: Trying something new, ordered for 50—first-come-first-served.
Worked well
- B. We have worked with the committee chairs and with Ed Bock, the Faculty Council Webmaster, to update committee information on the website. Please take a look at it and send El-Ashmawy any edits.
- C. As Hughes mentioned in the campus meetings last week, the Committee on the Collin Community has been reconstituted to the Committee for the Common Good.
 - i. Toni McMillen and Kat Balch are co-chairing.
 - ii. They are looking for members to help get this committee rolling. A sign up sheet was passed around.
 - iii. With Kat Balch heading the Plano Balloon Festival run next year, we see this committee providing support to Kat. There are other activities and initiatives the committee will be taking on.
- D. Committee reports—
 - i. In order to streamline Faculty Council meetings and keep record of committee discussions and work, we have implemented written committee reports.
 - ii. I created a committee report template to standardize and help committee chairs with their reports.
 - iii. The reports are due Wednesday (usually) of the week before a Council meeting.
 - iv. For the remainder of this academic year, reports are due: Feb. 10, March 4, April 6, and April 27.

- E. We have experienced difficulty accessing documents and information from previous years. To preserve Faculty Council work and institutional memory, El-Ashmawy will be working to house these documents and committee reports on SharePoint.
- F. Committee of the Whole: A poll was taken regarding the frequency of changing Outlook passwords, currently set to be changed every 90 days. There was unanimous agreement to not change passwords often, if at all.

8. **President's Report**

- A. **Innovation Challenge:** A process is now in place for reviewing submissions of Innovation Challenge proposals. The process is posted at the Innovation Challenge webpage, accessible via My Workplace on the Intranet.
- B. **Distance Learning Committee:**
 - i. The video recordings of the Learning Management Systems presentations are available for viewing. Faculty were highly encouraged to view them and provide feedback via the survey that was sent out by Joe Butler.
 - ii. Decision is not yet made on which system we will choose.
 - iii. When a decision is made, a time line for implementation will be in place that takes into account the related learning curve as well as the best timing for associate faculty.
 - iv. Comments were made regarding the quality of the videos: mainly, the focus was on the presenters, which left off the presenter's screen and the interface of each LMS. This makes it difficult for those who view the videos to provide more informed feedback.
 - v. Another comment made: the "package" we purchase should not be the Walmart version, but one that is more robust in functionality. Hughes reassured the faculty that the LMS will be housed on the vendor's servers and not in-house. This change will relieve us of many problems we've faced in the recent past.
- C. **Campus Meetings:**
 - i. The summary report from the campus meetings was shared with Executive Vice President Kihl, the VPPs and deans.
 - ii. Hughes voiced her appreciation for Dr. Matkin's responsiveness to the issues brought up by faculty at these meetings via the letter he sent out earlier this week. Dr. Matkin will be addressing the chair/dean structure as well as summer pay at the February Faculty Council meeting.
- D. **MLK Breakfast:** Trustee Rodriguez hosted a panel discussion with the Frisco, McKinney, and Plano Chiefs of Police. Their discussion on Verbal Judo for situation de-escalation could be relevant to our campus safety and Conceal Carry discussions.
- E. **Cary A. Israel Health Sciences Building:** The ribbon-cutting ceremony was very nice. Hughes expressed her feelings of pride as she walked through this state-of-the-art facility. Dr. Jon Hardesty, CPC VPP, would be happy to

arrange faculty tours if anyone is interested. Hughes encouraged all to take the tour of this awesome building.

- F. **Committee of the Whole:** Dr. Scott Parke, VP of Policy and Planning, is working on a vision statement for the college. Faculty are invited to submit their suggestions. Hughes will send out details and encouraged faculty to participate in this process. Deadline is February 8.
 - G. **Board of Trustees:**
 - i. Meeting is Tuesday, January 26, at 7:00 p.m. at SCC.
 - ii. Prior to the meeting, there will be a rededication of the John Anthony Theater at 5:00 p.m.
 - iii. On the agenda is the second reading of DEC (Local), the leave without pay policy.
9. **Committee Reports: See Appendices for committee reports.**
- A. **Committee on Technology** – Andrea Szlachowski, Raja Khoury, Mervat Karout, Co-Chairs: No report
 - B. **Committee on Policy** – Nick Morgan, Chair.
 - i. Morgan reviewed the points he presented at the campus meetings: signage, panic buttons in rooms, syllabus statement, and campus safety survey.
 - ii. Morgan shared the draft syllabus statement. He will send it out to faculty for feedback. He also introduced the committee’s draft survey for safety and Conceal Carry.
 - iii. Hughes reported that Chief Taylor welcomed the Faculty Council survey and indicated it might be useful with other constituencies at the college.
 - iv. Morgan turned the floor over to Rachel Bzostek, who went over the campus safety and Conceal Carry survey questions.
 - v. Bzostek will send out the survey to faculty to allow for more thoughtful feedback on survey items.
 - vi. A syllabus statement will be considered.
 - C. **Committee on Faculty Council Procedures and Nominations** – Dan Lipscomb, Chair
 - i. Committee is taking up discussion on how to phase in the increase in membership to 25 members. Per campus: CPC – 6 representatives, PRC – 7 representatives, and SCC – 12 representatives,
 - ii. With the addition of new members, how to maintain balance in the staggered terms has to be considered.
 - iii. Two possibilities: 1) institute the increase over two years, going from 18 to 22 members in 2016-17 and 22 to 25 members in 2017-18, and 2) implement the increase from 18 to 25 members in the upcoming election and drawing straws to determine who serves 1-year term and who serves 2-year term.
 - iv. A suggestion was made to draw straws for 2-year and 3-year terms. The committee will take this under consideration.
 - D. **Committee on Teaching and Learning** – Marti Rosenfield, Chair - no report

- E. **Committee on Academic Freedom** – Joan Jenkins, Chair – no report
- F. **Committee on Associate Faculty** – Ashok Kumar, Chair – no report
- G. **Student Handbook Committee** – Cathy Donald-Whitney and Kat Balch, Co-Chairs – no report

10. **District Committees**

- A. **All College Council** – TBD – Need a liaison. No report.
- B. **Council on Excellence** – Mindi Bailey, Chair – no report
- C. **COAT** – Mike McConachie, Co-Chair – no report
- D. **SOBI** – Gian Aryani – no report

11. **New Business:**

- A. Cohick brought up associate faculty pay. Those teaching in fall and spring don't get paid in January. Requested that the college consider paying associate faculty teaching in spring starting in January.
- B. Cartwright announced this year's Foundation fundraising event, Stetson and Stilettos, on February 20. Cocktails are at 6 p.m., dinner at 6:30 p.m., and Texas history trivia game at 7:00 p.m. The student at the winning table gets a scholarship. Faculty Council has a table of eight. Hughes, El-Ashmawy, and Cartwright will be attending. Others who are interested to attend should contact Cartwright.

12. **Motion to Adjourn: Howard moved and Williams seconded. Adjourned at 3:35 p.m.**

Respectfully submitted,

Amina K. El-Ashmawy

Approved by Regina M. Hughes, 1/26/2016

Collin College Faculty Council January 2016 Report

Committee: Technology Committee

Submitted by: Andrea Szlachtowski

Last Meeting Date: (list date of last physical meeting or the dates of e-discussions) Zoom meeting 9/11/2016, e-discussions through -11/10/2015

Active Members: (in order of last name, list all members who attended meeting and/or contributed to work listed in this report)

Name	E-mail
Andrea Szlachtowski	ASzlachtowski@collin.edu
Ann Blackman	ABlackman@collin.edu
Ann Cervantez	ACervantez@collin.edu
Cheryl Wiltse	CWiltse@collin.edu
Deborah Cardenas	DCardenas@collin.edu
Dustin Potter	DPotter@collin.edu
Elizabeth Pannell	EPannell@collin.edu
Gwen C. Miller	GCMiller@collin.edu
John Glass	JGlass@collin.edu
Linda Thompson	LThompson@collin.edu
Mary Weis	MWeis@collin.edu
Meredith Wang	MWang@collin.edu
Mervat Karout	MKarout@collin.edu
Michael Baker	MBaker@collin.edu
Patricia Jean Pierson	PPierson@collin.edu
Rachel Bzostek	RBzostek@collin.edu
Raja Khoury	RKhoury@collin.edu
Rajasree Kannampuzha	RKannampuzha@collin.edu
Regina Hughes	RHughes@collin.edu
Sharon Hirschy	shirschy@collin.edu
Sue Furnas	SFurnas@collin.edu
Tebring C.Daly	TDaly@collin.edu
Tonya McMillion	TMcMillion@collin.edu

Summary of Discussions/Activities: (list the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

Technology Report for September 25, 2015 Faculty Council Meeting

Technology Committee met on September 11, 2015

Items that Technology Committee would like approval of the following items to be brought to the Instructional Technology Meeting by Andrea Szlachtowski.

I met with David Hoyt on 10-5-15 at 1:30pm to go through items. See in RED for results.

1. Approach Administration about Google Apps for Schools and more training on Google. Google Docs have some limitations- there are not options that are MLA/APA friendly (such as the ability to do hanging indent). Can Collin College pursue Office 365 accounts for students? **If the faculty is requesting this then they will make it happen. I will follow up again at the November meeting.**
2. Lock down of Office computers and software installation. e.g.
 - a. Update Java (needed for textbooks to work properly) Classroom and office
 - b. Installing Shockwave
 - c. Installing Quick Time
 - d. Camtasia

The computer lockdown is impacting faculty member's ability to teach courses. I spoke with Glen Grimes and he was having issues and I'm not certain if he ever spoke with anyone about it.

I'm not sure how our networks are configured but if they are not able to figure out how to give us more permission for our office computers so we can use them for teaching, would it be possible to remove the computer from the college network but retain cabled Internet access? I would be willing to give up my access to the college network. My H drive just holds student grades and I can pull anything I have on I drive and use cloud storage or local storage. Just as long as I have high-speed Internet to upload and download my screen captures and do video conferencing with my students I would be able to work from my office rather than having to do my instruction demonstrations from my home computers next semester.

David met with the president and this will be taken care of. Faculty will get right back. They will be using my desk top and PRC H137 CAD Lab to see if they can do this remotely. Look for an email from David with more instructions in the near future.

3. Would we be able to access a download of Professional Office? It would be a lot easier than checking out disks. **Yes**
4. Who determines the time frame of implementing new technology? Why during registration and finals week, how about times of low activity. **In reference to Outlook change over. The leadership team controls that. Maintenance Blackboard update schedules are sent out with enough time to schedule class due dates and testing around those dates. It is done during the time the college is closed. Saturday night to Sunday morning.**

5. Why is Faculty Council Technology Committee not consulted and given the opportunity to provide input into ALL changes in software that directly impact faculty's academic activities, e.g. Blackboard, email etc. **Blackboard (distance learning has a committee made of faculty. This is new) President wanted the change to outlook.....**
6. How does Faculty get Friday evening/weekends Technology Support/ media services? How do the instructors who teach exclusively get the support? **In formation will be sent out and posted in the labs for the information to contact TS and MS during those times.**

If a faculty needs software they need to go to the Dean first. Usually it is not a problem to get within reason.

Summary of Action Items: (list action items current under way)

A. Google Apps for Education

Next Meeting Planned:

September 11, 2015- zoom

October 9, 2015- e-discussion

November 6, 2015- cancelled

January 8, 2016- cancelled

February 5, 2016- zoom 12:00-12:30pm

March 4, 2016-zoom 12:00-12:30pm

March 25, 2016-zoom 12:00-12:30pm

April 22, 2016-zoom 12:00-12:30pm

Collin College Faculty Council

January 2016 Report

Committee: College Policy

Submitted by: Nick Morgan

Last Meeting Date: November 20, 2015

Active Members: These members attended the last meeting or gave committee update to FC. Other members may be active in the sub-groups but not attend the meeting.

Aduengo, Joshua
Aryani, Giant
Baker, Michael
Balch, Kat
Bzostek, Rachel
Heaslip, Audra]
Glass, John
Megarity, Nancy
Owen, Mary

Phillips, Michael
Rogers, Patricia
Rosenfield, Marti
Schull, Diane
Smith, Jerry
Sullivan, Jerry
Swann, Alaya
Szlachtowski, Andrea
West, Aaron

Summary of Discussions/Activities:

- A. Concealed Handgun Policy for Faculty: Lead: Aaron West. Will consolidate information from other sub-groups and make recommendations to the FC. Still gathering information and waiting for results of faculty survey.
- B. Syllabus statement: Lead: Alaya Swann: A draft statement has been created and will be presented at the 1/22 FC meeting for approval.
- C. Faculty Coordination with First Responders: Lead: Nancy Megarity: Will coordinate with Campus Law enforcement and submit recommendations.
- D. Legislative Intent: Lead: Giant Aryani: extensive report on legislative intent at last meeting. Results will be included in committee recommendation.
- E. Proposed Restricted/Gun Free Zones: Lead: Michael Phillips. Is gathering information from other colleges and universities. Will also use the results of the Faculty survey to make recommendations.
- F. Faculty Survey: Lead: Rachel Bozstek: Will present a proposed survey to FC on 1/22 for approval. Once approval is given, will then generate a survey and deploy to Full and Part time faculty members.

- G. Safety: Building Information & Room Number in Classroom: Lead Kat Balch: Waiting to coordinate with new Campus Chief.
- H. Safety: Classroom Door Locks Lead: Meredith Richards Martin: No current action.
- I. Safety: Panic button in Classroom Lead: Karen Hanvey: Waiting for results of survey.

Summary of Action Items:

- B. Survey: Ready for approval at 1/22 FC meeting
- C. Syllabus Statement: Ready for approval at 1/22 FC meeting
- D. Research with other institutions: Underway.

Next Meeting Planned:

After February FC meeting.

Collin College Faculty Council **Fall 2015 Report**

Committee: Procedures and Nominations

Submitted by: Dan Lipscomb

Last Meeting Date: (list date of last physical meeting or the dates of e-discussions)

- No physical meetings occurred this semester.
- e-discussions occurred throughout the semester, most heavily in early October and mid-November 2015.
- On September 18, I met with representatives of Institutional Research to discuss moving the Faculty Council election ballot to an electronic format.

Active Members: (in order of last name, list all members who attended meeting and/or contributed to work listed in this report)

- Peggy Breedlove
- Amina El-Ashmawy
- Dan Lipscomb
- Sammer Tekarli

While not a member of the committee, President Regina Hughes participated in several of the email discussions.

Summary of Discussions/Activities: (list the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

J. Electronic balloting for FC election. This item was presented to the Council at the October 2015 meeting. Following discussion and vote, the Council supports moving forward with the shift from email to electronic balloting that will take place using an application set up by Institutional Research and overseen by the FC Election Judge.

K. Proportionality of Campus Representatives by Campus. The annual assessment of proportionality of representatives by campus was completed in early October 2015 and presented to the Council at the October 2015 meeting. The assessment found that the current number of representatives by campus is appropriate, and in fact, more balanced than the previous year. Additionally, at the May 2015 meeting, a council representative requested a presentation regarding scenarios in which the number of campus representatives might be increased beyond 18. At the October 2015 meeting, scenarios regarding proportional representation for a council of 20, 22, 24

and 25 members were presented. At the November 2015 meeting, a motion was made to expand the number of campus representatives from 18 to 25 for the 2016-17 academic year. The Council discussed, voted and approved the motion to expand the number of campus representatives to 25.

- L. Updates and edits to the FC Procedures Manual. The committee participated in lengthy email discussions regarding needed updates and edits to the manual. A list of proposed edits was compiled. The proposed edits were presented to the Council at the October 2015 meeting. All but one of the proposed edits was approved. The proposed update regarding the role of the immediate past president was tabled and sent back to the committee. Prior to the November 2015 meeting, committee members discussed several options for updating the procedures manual statement regarding the role of the immediate past president. Several options were presented to the Council at the November 2015 meeting. Following a lengthy discussion, the Council voted to approve one of the proposed versions of the statement. In early January 2016, the approved updates were forwarded to the FC webmaster. The webmaster quickly incorporated the approved edits and the newly updated manual was posted to the FC website.

Summary of Action Items: (list action items currently under way)

- E. Continuing contact with Institutional Research to set up the electronic ballot for the upcoming election.
- F. The committee and Council will next need to discuss how the additional 7 campus representative seats will be phased in for the upcoming 2016 election.

Next Meeting Planned:

No physical meetings have been planned yet for the spring 2016 semester.

Collin College Faculty Council
January 2016 Report

Committee: Teaching and Learning

Submitted by: Marti Miles-Rosenfield

The Teaching and Learning Committee now serves as an umbrella for various subcommittees, and as such, has not met as ONE unified Teaching and Learning group. Below are updates for the various subcommittees of Teaching and Learning.

MISSION: Address and make recommendations on topics related to teaching and learning

Subcommittees:

- ❖ Creating a Mindful and Healthy Workplace-report below
- ❖ Current Trends and Legislation in Higher Education-no report
- ❖ Faculty Online Commons-report below
- ❖ Lab and Support Staff-never received emails sent in fall 2015.
Working to organize group and begin work.
- ❖ Lunch and Learn-never received email I sent in fall 2015.
Working to organize group and begin work.
- ❖ Retirement/Emeritus-no longer a working committee
- ❖ Summer Institute-report below. Members not receiving emails.

***Creating a Mindful and Healthy Workplace Subcommittee -
Marti Rosenfield, chair***

Last Meeting Date: informal meeting on January 8, 2016. Since that time, we have communicated via email in effort to finalize the Vision Statement for the group.

Active Members: (in order of last name, list all members who attended meeting and/or contributed to work listed in this report)

Diana Harmon, Marta Moore, Karri Newby, Jennifer O'Loughlin Brooks, Whitney Pasani, Ryan Rynbrandt, Jenny Warren. Several other people serve on this committee, and the group will become much more active as we move forward.

Summary of Discussions/Activities: (list the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

M. We now have a Lib Guide which supports our purpose and have secured a dedicated space for meetings and presentations/practices.
<http://collin.libguides.com/mindfulness> More exciting news to follow

Next Meeting Planned: TBD

Current Trends and Legislation in Higher Education

Subcommittee - Cindy Briggs, chair

Rachel Bzostek, Ann Cervantez, Scott Cheney, Joseph Dasso, Joe Jaynes, Lynette Kenyon, Christian Madu, Michael McConachie, Camin Melton, Alena Miadzedskaya, Mary Sue Owen, Charles Ring, Marti Rosenfield, Diana Sage, Alaya Swann

To my knowledge, this group has not been contacted.

Faculty Online Commons Subcommittee – Smriti Anand, Chair

Faculty Online Commons (FOC) Subcommittee Meeting

1/15/2016, Room U143, PRC, 10:30 AM

In Attendance

Smriti Anand, Wendy Commons, Dulce De Castro, Lisa Forrester, Sharon Hirschy, Melissa Johnson

Meeting Minutes

1. Chair: Smriti Anand will be the chair of this sub-committee.

2. Mission Statement

The sub-committee decided on the following verbiage for the Mission statement.

“The mission of the Faculty Online Commons is to provide an evolving site for faculty to share their classroom and professional experiences, and publicize currently existing college initiatives and other resources to help foster and publicize professional development activities.

3. Check of current content

The members decided to look at the existing tabs/links on the website and see if there is anything that can be deleted or added.

The members have divided the work as follows.

Dulce – Conferences, Multi Media Resources

Sharon- Twitter and News Feeds, Professional Development

Lisa- Travel, Teaching and Learning

Smriti – CHE, Faculty Award Winners, Final Exam Schedule

Wendy – Why I teach, Academic Programs

Melissa – Class Prep, Faculty Handbook

4. Future meeting date - Feb 5th at 1:30, PRC

Librarian John Leonard was invited and is available to join this meeting.

Summer Institute Subcommittee -

Kelly Martin serves as chair of this subcommittee. This group met via ZOOM on 12/4/15. Since that time, Kelly has reached out to members but received no response. One member stated that she has not received the emails. Kelly feels like the emails she is sending are going to the junk folder.

Last Meeting Date: (12/4/15) No report from the meeting.

Active Members: Michael Baker, Audra Heaslip, Sharon Hirschy, Sudha Madhugiri, Susan Mahon, Kelly Martin, Camin Melton, Karrie Newby, Sukyanya Subramanian, Carole Twichell, Julia Wickett

People from the two groups below tell me they never received the emails. Currently, I am working to help these groups become organized and active.

Lab and Support Staff Subcommittee -

Smriti Anand, Tanya Sanchez, Vijaya Velamakanni; Rachel Bzostek, Luz Marina Escobar, Kathleen Keys-Wandover, Amira Shaham-Albalancy; Peter Calvin, Bridgette Kirkpatrick, Chaka

Gezahegn, Karen Hanvey, Fred Jury, Elizabeth Mellot, Carole Twichell, Byrd Williams

Lunch and Learn Subcommittee - [Stephen Whitley](#), chair
Lee DeBoer, Joe Jaynes, Jacqueline McCorkle, Alan Sauter, Rachel Bzostek, Suzanne Jones, Karen LaPanna, Meredith Martin, T.J. Pickens; David Cullen, Dulce DeCastro

Collin College Faculty Council **January Report**

Committee: **Academic Freedom**

Submitted by: **Joan Jenkins, Co-chair**

Last Meeting Date: (list date of last physical meeting or the dates of e-discussions)

Committee convenes as necessary when issues are referred to it. Last email communication was at the beginning of Fall '15 semester in response to Regina's request for current committee membership rosters. I contacted previous members to confirm their desire to continue on the committee, as well as others who had expressed their interest in serving.

Active Members: (in order of last name, list all members who attended meeting and/or contributed to work listed in this report)

Bryant, Levi	Rich, Nelson
Howard, Tony	Sherman, Greg
Jenkins, Joan – co-chair	Sullivan, Jerry
Jury, Fred	Tulloch, Sam
Mellott, Elizabeth	Ward, Roger
Nysan, Kim – co-chair	Williams, Byrd
Phillips, Michael	

Summary of Discussions/Activities: (list the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

N. At this time, the committee has had no cases regarding academic freedom referred to it.

Summary of Action Items: (list action items current under way)

G. (see above)

Next Meeting Planned:

As need arises

Collin College Faculty Council
January 2016 Report

Committee: Student Handbook *Ad Hoc* Committee

Submitted by: Cathy A. Donald-Whitney

Last Meeting Date: 12-11-15

Active Members: Kat Balch, Tiffany Cartwright, Cathy Donald-Whitney, Alaya Swann, Mary Weis

Summary of Discussions/Activities:

- O. Completed action item-our committee has completed the student code of conduct report, section 7-2.2 . We consulted with FC representatives at the November 2015 FC meeting and made edits to the draft report to create the final report.
- P. The final report has been submitted to Cheri Jack, Dean of Students and Regina Hughes, Faculty Council President (submitted via e-mail on 12-9-15)
- Q. The committee recommended that the FC invite a representative from the Dean of Students office to discuss processes and procedures. As a result, Terrence Brennen has been invited to attend the Jan 2016 FC meeting.

Next Meeting Planned: N.A

[Note: Committee work complete pending any comments from the Dean of Students at the Jan 22 Faculty Council Meeting. AKE]