

Collin College Faculty Council
CHEC 139
February 19, 2016

1. **Lunch 12:30 p.m.**
2. **Call to Order** at 1:02 p.m.
3. **Roll Call**

Executive Council

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

Central Park

Cindy Briggs (15-17)
Tiffany Cartwright (14-16) Proxy: Toni McMillen
Gina Perkins (15-17) (absent)
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) Proxy: Rachel Bzostek

Spring Creek

Betsy Brody (14-16)
Peggy Brown (14-16)
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) Proxy: Joan Kennedy

Associate Faculty

Ashok Kumar (14-16)

4. **Approval of January Minutes:** Tony Howard moved, Kim Nyman seconded to approve. Unanimously approved.
5. **Treasurer's Report:**
Sunshine fund: \$112.05
Scholarship fund for 2016: \$10,150.76
6. **Vice President's Report:** Amina El-Ashmawy
 - LMS: 2-1 faculty vote for Canvas. Administration will work out funding and timing for the switch from Blackboard to Canvas. Someone will be appointed to make the conversion happen.
 - Associate faculty pay in January: CFO Ken Lynn responded to question about associates not being paid in January: associates do not work during the break, and January 15 is the cut-off for payroll—classes begin after payroll closes. The census date is February 1, so teaching loads are not firm until then. February is the first possible pay period. The same applies to September (payroll cut-off in August comes before classes begin).
7. **President's Report:** Regina Hughes
 - **Innovation Challenge Grant Update**
 - Hughes reported on the Leadership Team's three-stage-selection process in the innovation grant proposals. So far, all presented were moved to next Phase of review.
 - Next is implementation:
 - how to transfer into the cost center
 - assessment needs to be built in to trace seed money
 - Dr. Kihl will send out email
 - there were 45 proposals (36 in the fall)
 - proposals have dropped off—call for proposals from faculty.
 - **Distance Learning Special Committee**
 - Dr. Matkin called for a committee to review Distance Learning.
 - A dean-faculty collaborative group will meet after Faculty Council (FC) to create a joint proposal that will be presented to all deans and faculty
 - See Appendices for a detailed committee report
 - **Hiring Grid Special Committee**
 - We are waiting to hear from Dr. Matkin as to next meeting date
 - He invited those on this committee to have input in ongoing tweaks of process
 - Faculty will have input/strong voice in process
 - The spring hiring committees will use the new process as a pilot. Based on the gaps identified, changes will be implemented for the next hiring process.

- **3-Peat Proposal:**
 - Recommendation of a \$50 per credit hour increase in tuition for students enrolled in courses for which the contact hours generated are not eligible for state contact hour funding, to become effective fall semester 2016.
 - There have been abuses in art: students continue to repeat classes for which the college does not receive payment.
 - Now students can repeat classes only twice before they either pay the increased amount or go to another college for the courses.
 - Now the state pays for completers.
 - Proposal: to repay for money lost, a new charge of \$50 for more than three classes,
 - This proposal will be presented on Tuesday night to the Board.
 - Question: will the \$50 be in addition to the tuition now charged? Yes. That way we will be able to keep students at Collin and not lose funding for the courses they take.
 - Feedback? rhughes@collin.edu by 5:00 p.m., February 22.
 - Under review by the Board of Trustees:
 - **Rewrite of Personnel-Management Relations-Employee Grievances Process DGBA (Local)**
 - **Term Renewal Contracts Nonrenewal DMAB (Local)**
 - **Term Contracts Renewal DMAA (Local)**
 - **LWP: 3 personal days are now available**
8. **Committee Reports: See Appendices for detailed committee reports.**
- **Committee on Technology** – Andrea Szlachtowski, Raja Khoury, Mervat Karout, Co-Chairs:
 - Google Apps for Education – This has been put on hold. Details need to be worked out. It will cost \$24/student to get self-service password recovered.
 - Instructor already has access (closed).
 - **Committee on Policy** – Nick Morgan, Chair.
 - Reported on the faculty survey
 - Feedback has been good
 - Final draft is out
 - Morgan requested permission from FC to present the survey to the associates.
 - Kim Nyman moved and Lupita Tinnen seconded to approve the survey as is. Unanimous approval.
 - Question: Should the committee see administration response to the survey?
 - Hughes informed the Leadership Team about the survey.

- To assure vetting, Hughes/Morgan will suggest presentation of the survey to the Collin attorney and Institutional Research for vetting—allowing a two-week window for responses.
- Kelly Reynolds moved and Tiffany Cartwright seconded to do as Morgan suggested. Unanimously approved.
- **Committee for the Common Good;** Toni McMillen and Kat Balch, Co-Chair
 - Committee is working on showing gratitude for retirees.
 - Balch will work on the Balloon Festival in the fall to gain money for scholarships.
 - See Appendices for full committee report.
- **Committee on Faculty Council Procedures and Nominations – Dan Lipscomb, Chair.**
 - See appended report of Proposed Revisions to Faculty Council Procedures Manual.
 - Lipscomb presented the changes to Page 9 of the Procedures Manual (see attachment) and discussed the rationale for making the suggestions, each one having to do with timing.
 - He then presented the campus representatives language and showed the recommended amendment, as shown in the attachment.
 - El-Ashmawy commented that moving up the election dates would allow time before the end of the semester for another short election should anyone elected also be chosen for the associate dean position.
 - Making the changes approved by FC will resolve possible conflicts in Faculty Council and COE elections.
 - A proposed change in the associate faculty language is “no later than.”
 - Tinnen moved and Cohick seconded accepting the changes. Unanimous approval.
 - Next, Lipscomb reported that the various facets of electronic balloting are ready for initiating the expansion to 25 campus representatives. Consequently, those voting can under-vote but not over-vote in elections.
 - His committee also explored possibilities of how to integrate:
 - Phase over two years: 22 reps this year, others next year. Not the ideal option.
 - Implement all at once and deal with staggered terms: Will draw straws, or the like, to determine which of the elected reps will serve a one-year and who the two-year term.
 - Reps could serve one-year term and still be eligible for two two-year terms.
 - Cohick moved and Jackson seconded to allow the number of reps to be synchronized. Unanimous approval
- **Committee on Teaching and Learning – Marti Rosenfield, Chair**
No report.

- **Subcommittee on Labs:** Dealt with two issues, lab management and equal pay for teaching lab
 - Subcommittee came up with three recommendations (see attached report). Recommendations were shared with EVP and VPPs.
 - Kihl asked subcommittee to define lab.
 - Subcommittee came up with this definition: a lab is a learning environment where students through hands-on experience with material and/or equipment under faculty/staff direction and supervision. It constitutes any of the courses classified as labs or those with a required lab component.
 - Comment: English has a lab, but it does not require contact hours.
 - Comment: the State pays for labs the same as lecture, but pay at the college is not equitable (i.e., photograph gets full pay while sciences and other disciplines get 0.8 or less load).
 - Comment: Dallas Community College District pays the same for lab and lecture.
 - Hughes asked for feedback to go to El-Ashmawy, who named Williams as the one to contact. Subcommittee will consider the comments made and refine the recommendations accordingly.
 - **Committee on Academic Freedom** – Joan Jenkins, Chair – No report.
 - **Committee on Associate Faculty** – Ashok Kumar, Chair – No report.
 - **Student Handbook Committee** – Cathy Donald-Whitney and Kat Balch, Co-Chairs – No report.
9. **District Committees**
- **All College Council** – TBD
 - **Council on Excellence** – Mindi Bailey, Chair
 - Outstanding Professor nomination requests have been sent. Deadline is on February 26, by 5:00 p.m.
 - Dr. Matkin has asked COE to meet with him and Dr. Kihl on March 4 to discuss the COE function.
 - Multi-year contract information will be recommended to the Board in March.
 - Monica Barron will give contract status. All is on the COE site.
 - Question: should COE be expanded? Answer: COE representation is not by campus but by teaching field.
 - Tolleson commented that COE only makes recommendations on multi-year contracts, never making final decision.
 - Comment: internal transfers depend on candidates having a contract, and those decisions are made before the Board approvals are finalized.
 - Bailey responded to say that March is the deadline but she will investigate the possibility of taking this into consideration.
 - **COAT** – Mike McConachie, Co-chair
 - COAT will change the next meeting.
 - Discussed course assignment.

- Discipline Lead will be the contact.
- **SOBI** – Gian Aryani –
 - Seminar will be held on Thursday at 2:00 p.m.

11. **New Business:**

- Next Faculty Council meeting is March 18, 12:30 PM, CHEC, Board Room 139.

12. **Motion to Adjourn:** Tony Howard moved and Peggy Brown seconded to adjourn. Unanimous approval.

Respectfully submitted,
Peggy Brown, Secretary

Minutes approved 3/7/2016 by *Faculty Council President, Regina M. Hughes*

Appendices

Collin College Faculty Council **February 2016 Report**

Committee: Special Committee on Distance Learning

Submitted by: Kimberly C. Harris

Last Meeting Date: Thursday, January 21, 2016

Active Members:

Adams, Brett, Allen, Amber, Bailey, Mindi, Black, Millie,
Cardenas, Deborah, De Rouen, Rich, Garcia, Mark, Harris, Kimberly
Karr, Rosemary, Masters, Shawna, Pannell, Elizabeth
Pierson, Pat, Putnam, Kelly, Stallings, Steve, Szlachtowski, Andrea
Tolleson, Martha, Wang, Meredith, West, Aaron

Summary of Discussions/Activities:

A. Learning Management System conversion from Blackboard to Canvas:

Committee met with President Matkin to discuss the LMS vendor presentations. A video was made available online to all faculty that were unable to attend the presentations and a survey deadline extended in order to give ample time for feedback. Feedback overwhelmingly supported a move from Blackboard to Canvas. Someone with Blackboard to Canvas conversion

experience may be hired on temporarily to help with the process.
Implementation timeline yet to be determined

B. Quality Assurance:

The committee briefly discussed the scope of the OAB. Currently, the OAB requires minimal standards based on best practices in distance learning. President Matkin would like to address quality issues that move past minimal standards towards excellence.

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

A. No action items at this time.

Next Meeting Planned: TBD

Collin College Faculty Council
February 2016 Report

Committee: Special Committee on Distance Learning

Submitted by: Kimberly C. Harris

Last Meeting Date: Thursday, January 21, 2016

Active Members:

Adams, Brett, Allen, Amber, Bailey, Mindi, Black, Millie, Cardenas, Deborah, De Rouen, Rich, Garcia, Mark, Harris, Kimberly Karr, Rosemary, Masters, Shawna, Pannell, Elizabeth Pierson, Pat, Putnam, Kelly, Stallings, Steve, Szlachtowski, Andrea Tolleson, Martha, Wang, Meredith, West, Aaron

Summary of Discussions/Activities:

C. Learning Management System conversion from Blackboard to Canvas:

Committee met with President Matkin to discuss the LMS vendor presentations. A video was made available online to all faculty that were unable to attend the presentations and a survey deadline extended in order to give ample time for feedback. Feedback overwhelmingly supported a move from Blackboard to Canvas. Someone with Blackboard to Canvas conversion experience may be hired on temporarily to help with the process.
Implementation timeline yet to be determined

D. Quality Assurance:

The committee briefly discussed the scope of the OAB. Currently, the OAB requires minimal standards based on best practices in distance learning. President Matkin would like to address quality issues that move past minimal standards towards excellence.

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

B. No action items at this time.

Next Meeting Planned: TBD

Collin College Faculty Council

March 2016 Report

Committee: College Policy

Submitted by: Nick Morgan

Last Meeting Date: November 20, 2015

Active Members: These members were actively involved in committee work in the past month

Giant Aryani
Meredith Martin
Kat Balch
Rachel Bzostek
John Glass
Michael Phillips
Marti Rosenfield
Alaya Swann
Andrea Szlachtowski
Aaron West
Kim Nyman

Summary of Discussions/Activities:

- E. Concealed Handgun Policy for Faculty: Lead: Aaron West. Reviewed policy recommendations of UT Austin and UNT. Crafted faculty specific policies to discuss with working group.
- F. Syllabus statement: Lead: Alaya Swann: A draft syllabus statement was approved by FC in February meeting. Slight updated was suggested by administration. Ready to submit to FC for inclusion in Faculty guide. .

- G. Proposed Restricted/Gun Free Zones: Lead: Michael Phillips. Gathering policy information from other colleges and universities. Will also use the results of the Faculty survey to make recommendations.
- H. Faculty Survey: Lead: Rachel Bozstek: Survey approved by FC in Feb meeting. Administration had several recommendations including how to administer the survey. FC president and Nick Morgan will meet with the Dr. Matkin after spring break. The survey may become a district-wide survey for faculty and staff. Rachel did an outstanding job of incorporating recommended changes.
- I. Safety: Building Information & Room Number in Classroom; Classroom Door Locks; Panic button in Classroom Lead: Lead: Meredith Martin: Submitted working group report. Report was then sent out to the entire committee and will be considered at the next committee meeting.

Summary of Action Items:

- A. Survey: FC approved
- B. Survey: Updated with comments from administration
- C. Survey: meeting setup with Dr. Matkin
- D. UT Austin and UNT policies under review
- E. Syllabus statement approved by FC
- F. Safety working group report submitted to committee for consideration

Next Meeting Planned:

After March FC meeting.

Collin College Faculty Council
February 2016 Report

Committee: Committee for the Common Good

Submitted by: Toni L. McMillen

Last Meeting Date:

The committee of Kat Balch and Toni McMillen met briefly on January 22 at the CHEC center before the Faculty Council meeting to discuss recruiting of members. The committee is working toward establishing standard meeting day and time. Toni and Kat recruited additional members during the meeting.

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

- Kat Balch
- Rachel Bzostek
- Bob Benavides
- Toni McMillen
- Marta Moore
- Cathy Thurman
- Julie Turnbow

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. Online discussion to determine meeting dates and times
- K. The committee will discuss the possible need for more volunteers
- L. Discussions and planning for service support for the Balloon Festival begins
- M. The committee is working on a project to show appreciation for retirees
(Example: A Whereas Statement or an appreciation letter for retirees).
- N. Discussing and planning a gratitude project for faculty and staff members

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

- G. After the committee discusses the above items in the next meeting, action items will be implemented.

Next Meeting Planned: Late February--Toni McMillen will have a specific date by Friday, Feb. 12th, 2016.

Collin College Faculty Council

February 2016 Report

Committee: Faculty Council Procedures and Nominations

Submitted by Dan Lipscomb

Last Meeting Date: February 2016

Proposed Updates to Faculty Council Procedures Manual [1]

- **Page 9, Elections**
- No later than March 1, the President will open the nomination process for the following year's President and Vice President. Nominations for President and Vice President will cease no later than March 31.

Proposed Revision:

- No later than **February 20**, the President will open the nomination process for the following year's President and Vice President. Nominations for President and Vice President will cease no later than **March 15**.

Proposed Updates to Faculty Council Procedures Manual [2]

- **Page 9, Elections**
- No later than March 1, the Election Judge will open the self-nomination process for full-time faculty opting to run in the election for campus representatives. Self-nominations for campus representative will cease no later than March 31.

Proposed Revision:

No later than **February 20**, the Election Judge will open the self-nomination process for full-time faculty opting to run in the election for campus representatives. Self-nominations for campus representative will cease no later than **March 15**.

Proposed Updates to Faculty Council Procedures Manual [3]

- **Page 9, Elections**
- No later than April 7, the Election Judge will distribute ballots for each campus, including candidates for President, Vice President, and faculty opting to run in the campus representative election. Ballots returned to the Election Judge by April 21 or designated date will be counted.

Proposed Revision:

No later than **March 18**, the Election Judge will distribute ballots for each campus, including candidates for President, Vice President, and faculty opting to run in the campus representative election. Ballots returned to the Election Judge by **April 1** or designated date will be counted.

Proposed Updates to Faculty Council Procedures Manual [4]

- **Page 9, Elections**

- A separate election for the associate faculty representative will be held when required. By March 1, the Election Judge will open the self-nomination process for associate faculty opting to run in the election. Self-nominations will cease March 31. No later than April 7, ballots will be distributed to current associate faculty. Ballots returned to the Election Judge by April 21 or designated date will be counted.

Proposed Revision:

A separate election for the associate faculty representative will be held when required. **No later than February 20**, the Election Judge will open the self-nomination process for associate faculty opting to run in the election. Self-nominations will cease **no later than March 15**. No later than **March 18**, ballots will be distributed to current associate faculty. Ballots returned to the Election Judge by **April 1** or designated date will be counted.

**Election Procedure for
Expanding to 25 Campus Reps**

- **Options**
 - Phase in additional members over two years
 - 21 reps for 2016-17, 25 reps for 2017-18
 - Low vote-getters serve one-year terms
 - ‘Draw straws’ [or pick a number] determines one or two-year term

Collin College Faculty Council

February 2016 Report

**Faculty Council Teaching and Learning: Mindfulness and Well-Being
Subcommittee**

Minutes from Friday, February 5, 2016

SCC BB106, 12:00 PM

Chair: Marti Miles-Rosenfield

Members: Jennifer O’Loughlin Brooks, Susan Evans, Frozina Goussak, Diana Harmon, Marta Moore, Kim Nyman (absent), Traci Ramsey, Ryan Rynbrandt, Tanya Sanchez (absent), Candace Thomas-Cooper (absent), Jenny Warren (absent), Whitney Pisani (absent), Shannon Marie Kearns (absent), Rebecca Kaye Harris (absent), Sherry Rhodes (absent)

Thinking that a majority of our members might be able to attend, I called this meeting on short notice (earlier in the week) to meet one hour prior to Dr. Matkin’s Friday meeting on 2/5/2016. However, we knew some people would not be able to attend on such short notice. Candace Thomas-Cooper asked that we remove her from the committee at this

time, but she would like to join us at a later time when she is not overcommitted. Tanya Sanchez expressed interest in this group back in the fall, but since that time, she has not responded to any emails, so I will remove her name from our group. I hope the rest of you are still eager to participate. If not, please send me an email to let me know.

Vision Statement: To make mindfulness and mindful practices an integral part of the culture at Collin College.

Mindful practices increase attentiveness in the classroom, deepen the quality of teaching and learning, and encourage creativity and innovation. They improve our ability to collaborate effectively, enhance physical and mental wellness, increase workplace happiness, and lower stress. This group will organize training, faculty workshops, media resources, research, and special events.

I. Our purpose

As we continue to define our purpose at the college, we are searching for a common ground among committee members. We discussed just what mindfulness means for each of us, as well as what each of us can offer the group.

<http://collin.libguides.com/mindfulness>

We will continue to add information to our Lib Guide. Please feel free to share this link with your students and colleagues. You may even want to include it on your faculty web page, link it to your own lib guide, or include it in your syllabus.

II. Preparation for Innovation Challenge

Justification: The faculty members of the Mindfulness and Well-Being Committee at Collin wish to serve as a vanguard in creating a mindful environment with programming at the community college level.

<http://ccweek.com/article-4265-mindfulness:-the-case-for-community-colleges.html>

www.linkedin.com/pulse/mindfulness-meditation-helping-community-college-focus-jim-mcalhaney

III. Action Plan

Please send me links to articles and others pertinent information, so I may add materials to our Lib Guide. Is anyone interested and able to create a website for our cause? Please consider the benefits of having a website for our group.

TASK	PERSON IN CHARGE

Contact Mary Ann Underwood, Dean of Graduate Studies for Brain Research at UTD	Marta Moore
Create a list of mindfulness practitioners and brain experts in the DFW area	Marta Moore
Form relationships with other departments	
Wellness-Linda Muysson	Traci Ramsey, Susan Evans
Counseling-Linda Qualia	(Shannon Kearns, can you help here?)
Creating destressing opportunities around campuses for students, faculty, and staff (EX: Dogs during week of finals) What else can we do throughout the semester?	Jennifer Brooks, Frozina Goussak
Locate information on medical benefits of mindfulness; securing a medical program (from one of the area hospitals, etc.) to give a talk on campus	Diana Harmon
Meditation sessions at SCC	Ryan Rynbrandt
Art, mats, chime, etc.. Please check comparable prices of items to place in the Honors classroom at SCC (per J.D. Isip)	Ryan Rynbrandt
Yoga	Jenny Warren and Ryan Rynbrandt
Contact Sunstone Yoga	Jenny Warren
Research "mindfulness" at colleges and universities to support the following statement: "Mindful practices increase attentiveness in the classroom, deepen the quality of teaching and learning, and encourage creativity and innovation." Check to see if any community colleges in the nation offer mindfulness programs.	Frozina Goussak Another volunteer needed
Extend invitation to participate to associate faculty on 2/20/2016	Jennifer O'Loughlin Brooks
Gather information from universities with established programs; keep Mindfulness LIB GUIDE up-to-date	Marti Miles-Rosenfield
Begin writing the Innovation Challenge Proposal	Marti Miles-Rosenfield and Jennifer O'Loughlin Brooks, volunteer needed

Secure space for programming at CPC	Susan Evans
Secure space for programming at PRC	Need a volunteer

Mindfulness Programs in Higher Education (short list; will be expanded)

Thorough List from Mindful Magazine

<http://www.mindful.org/resources/cat/university-programs-events/>

Brown University

<https://www.brown.edu/campus-life/health/services/promotion/general-health-emotional-health/mindfulness>

Brown University Medical School <https://www.brown.edu/academics/medical/student-affairs/wellness-program/mindfulness-meditation-wellness-program>

George Mason University

<http://wellbeing.gmu.edu/>

Harvard

<http://www.cw.uhs.harvard.edu/programs/special.html>

<http://www.cw.uhs.harvard.edu/mindfulness/index.html>

Penn

<http://www.vpul.upenn.edu/caps/mindwksinfo.php>

Penn Medical School

<http://www.pennmedicine.org/mindfulness/>

UCLA Mindful Awareness Research Center

<http://marc.ucla.edu/>

University of California-Berkeley Greater Good Science Center

<http://greatergood.berkeley.edu/topic/mindfulness/definition>

UCSD

<https://ucsdcfm.wordpress.com/>

USC

<http://mindful.usc.edu/>

University of Kentucky-Human Resources

<https://www.uky.edu/hr/wellness/bewell/mindfulness-based-stress-reduction>

University of Miami- UMindfulness

<http://mindfulness.miami.edu/>

Vanderbilt University-Center for Teaching

<https://cft.vanderbilt.edu/guides-sub-pages/contemplative-pedagogy/>

University of Vermont

<http://www.uvm.edu/~chwb/psych/?Page=mindfulness.html&SM=mindfulnessmenu.html>

University of Washington

<https://www.washington.edu/ima/sports-fitness/mindfulness-info/>

Mindful Living Programs

<http://www.mindfullivingprograms.com/whatMBSR.php>

There are many phone apps available for mindfulness. Here are some that you could try.

Simply Being

Headspace

Calm

NEXT MEETING: 12:00 noon on Friday, March 18th at CHEC (room to be announced)
Please let me know if you will be able to attend. Faculty Council meets at CHEC at 1:00 that day.

Minutes respectfully submitted by Marti Miles-Rosenfield

Faculty Council Teaching and Learning: Lab Subcommittee Friday, February 5, 2016 SCC BB132, 2:15 PM

Organizer: Amina El-Ashmawy

Chair: Byrd Williams

Members: Smriti Anand, Peter Calvin (absent), Gezahegn Chaka, Luz Escobar, Karen Hanvey (absent), Fred Jury, Kathleen Kayes-Wandover, Bridgette Kirkpatrick, Elizabeth Mellott (absent), Tanya Sanchez, Carole Twitchell, Vijaya Velamakanni (absent)

Mission: Review and make recommendations related to improving the student learning environment in laboratories

I. Lab Management and Its Impact on the Quality of Labs and Student Learning

Recommendation #1: For labs with lab managers, the dean will establish discipline-specific full-time faculty committees where pertinent lab issues and classroom needs for the discipline are prioritized by the full time faculty with input from associate faculty, as appropriate. These priorities would then be communicated directly to the lab director and staff for implementation.

In the event that issues brought forth by the faculty committee are not dealt with satisfactorily, a summary of unresolved issues will be brought to the dean's attention for final resolution. In addition, a method of checks and balances will be provided by faculty evaluations of the laboratory personnel.

Recommendation #2:

Give full-time faculty who are teaching labs the opportunity to complete evaluations of lab personnel and the lab manager at least once per year, if not each semester. Completed lab personnel evaluations will go to the lab manager for consideration. Completed lab manager evaluations will go to the dean for consideration.

Suggested Lab Personnel Evaluation Survey

- | | |
|--|-------------|
| 1. Required equipment was available and working.
N/A | 5 4 3 2 1 0 |
| 2. Materials for my lab were ready when needed.
N/A | 5 4 3 2 1 0 |
| 3. Materials for my lab were ready in sufficient quantities.
N/A | 5 4 3 2 1 0 |
| 4. Lab personnel were available during my lab time.
N/A | 5 4 3 2 1 0 |
| 5. Laboratory was properly stocked with essential materials (paper towels, bactericide spray, soap, etc.)
N/A | 5 4 3 2 1 0 |
| 6. Lab personnel prepared specific requests in a timely manner.
N/A | 5 4 3 2 1 0 |
| 7. Lab personnel were respectful, professional, and courteous.
N/A | 5 4 3 2 1 0 |
| 8. Please comment on any issues not addressed above. (open ended question) | |

Lab manager evaluation should be similar in content and tone to the annual library survey. Some suggested survey questions follow.

Lab manager:

- | | | | | | | | |
|--|---|---|---|---|---|---|-----|
| 1. Was responsive to faculty and student needs. | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| 2. Was respectful, professional, and courteous. | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| 3. Was helpful. | 5 | 4 | 3 | 2 | 1 | 0 | N/A |
| 4. What are the strengths? (open ended question) | | | | | | | |
| 5. What are the areas needing improvement? (open ended question) | | | | | | | |

II. Equity in Lab Compensation

There are some disciplines that do not receive 1:1 compensation for FTEs while others do. There should be consistency and fairness in compensation of laboratory teaching.

Recommendation #3:

It is recommended that all laboratories are compensated at 1:1 FTE across the district and across disciplines. (1 FTE = 1 contact hour)

Justification:

The instructor performs the same professional activities in teaching labs that are equivalent to or in excess of teaching lecture. These activities include, but not limited to:

1. Student supervision
2. Face-to-face interaction
3. Homework
4. Grading
5. Lab safety

III. Action Plan

The subcommittee will meet on an *ad hoc* basis when issues related to labs arise.

IV. Next Steps:

Byrd Williams will take over as chair of this subcommittee.

Respectfully submitted,

Amina K. El-Ashmawy

Collin College Faculty Council **February 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.)

O. 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)

H. (see above)

Next Meeting Planned:

As need arises