

**Collin College Faculty Council**  
**CHEC 139**  
**March 18, 2016**

1. **Lunch 12:30 p.m.**
  
2. **Visit of Bill Taylor, Chief of Police**
  - Chief Taylor addressed the FC: there is a discussion about having two officers per campus per shift to protect people and property.
    - Some campuses do not qualify but will have a supervisor/decision maker
    - Two sergeants will serve as floaters
  - SCC apartments are on campus and will have staffing for control.
  - Chief Taylor spoke of Rice University as comparison of residential issues: City Police did not have staff to cover campus issues, so, today, colleges and universities need to be independent.
  - Two command centers (telecommunication) will function 24 hours a day, 7 days a week (the goal); college needs headquarters.
  - Three sergeants are now overworked.
    - The State requires coordination in the concealed carry plan.
    - He cited Arizona and other states that have had open carry for some time; their plan warranted few safety issues.
    - No need to base more officers
  - Question: Concerning safety, will there be locks on doors of classrooms?
  - Chief Taylor addressed the building lock-down problem—expensive now that the buildings are constructed.
  - Hughes suggested that we relay the question of locks on the classroom doors to the Concealed Carry Committee.
  - Chief Taylor gave the following contact numbers: 972.578.5579 (his isolated number that only he answers) and his cell phone: 713.858.7537.
  - His email address is wtaylor@collin.edu

2. **Call to Order** at 1:45 p.m.

3. **Roll Call**

**Executive Council**

President: Regina Hughes

Vice President: Amina El-Ashmawy

Treasurer: Kay Mizell

Secretary: Peggy Brown

**Central Park**

Cindy Briggs (15-17)

Proxy Frank Mayhew

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)  
Mike Cohick (14-16)  
Chris Grooms (15-17)  
Tony Howard (15-17)  
Joan Jenkins (15-17)  
Barbara Lusk Stern (15-17)      Proxy Michael Phillips  
Paula Miller (14-16)  
Kay Mizell (14-16)

**Associate Faculty**

Ashok Kumar (14-16)

4. **Approval of January Minutes:** Kat Balch moved and Kim Nyman seconded approval. Unanimous approval as submitted.
  
5. **Treasurer's Report:**  
Sunshine fund:      \$142.07  
Scholarship Fund: \$14,694.36 before scholarship disbursement of  
                                 (\$6,260).  
                                 Remaining: \$8434.36 towards the next scholarship
  
6. **Vice President's Report:** Amina El-Ashmawy
  - New lunch plan is working well: estimated numbers have proven the best way to order lunches. Only 34 participants need sign to zero-out the lunch order.

7. **President's Report:** Regina Hughes
- LMS: will go to the Board on Tuesday; Canvas will be recommended.
    - Michael Dickson has been hired to make the transition – April 1.
    - Associate Faculty will be accommodated in the timing.
    - The shell will be available April 8 if Canvas receives Board approval.
    - eLC will send out notices of training for 8:30 a.m. to 5:30 p.m. and Saturday. Will also have training online.
    - Question: When will the system be running? The April 8 shell will allow the transition.
    - Summer courses may or may not be created in Canvas, pending Board approval. More information to come as decisions are finalized regarding full Canvas implementation.
    - eLC will conduct training courses for cleanup workshops—too many entries in online courses need to be purged: two hours of training will be offered.
    - Szlachtowski explained that there are double documents in courses that need significant clean-up before copying into Canvas.
    - eLC will send out schedules next week.
    - Mark Garcia will help out.
    - For summer faculty, Summer Institute will be set up to help transition to Canvas.
  - Hiring Grid: individuals involved in Hiring Process Committee have been asked to serve on a current search committee and give feedback to HR for tweaking the process.
  - Deadline for volunteering to serve in the associate dean hiring process is March 18. The selection process has been divided among screening and interview committees; there will be a faculty chair and a dean as co-chairs for each of the committees (shared governance).
  - Innovation grants: moving forward. Hughes invited faculty to apply.
  - The associate faculty suggested that we have faculty present “best practices” for podcasts – the suggestion will be passed to the Technology Committee.
  - Maker Space survey deadline was March 18. The opportunity to utilize this space (an innovation grant) is unique in the Dallas area.
  - Marketable skills issue will be addressed in Austin April 12 and 13.
    - 60 x 30 State plan for higher education will require some outcome report from classes. Hughes acknowledged that Collin already has the practices in place, but the State language will be implemented in reports.
  - Collin College's Vision Statement – Feedback on strategic planning information has been collected by staff and faculty – there will be seven main categories in bullets for faculty review.
  - Contract renewal and multi-year contract recipients will be honored on March 22 at a reception before the Board meeting.

8. **Committee Reports: See Appendices for detailed committee reports.**
- **Committee on Technology** – Andrea Szlachtowski, Raja Khoury, Mervat Karout, Co-Chairs:
    - The committee will have a part in the new Canvas program.
    - The committee will make administration aware of faculty concerns and will influence output.
  
  - **Committee on Policy** – Nick Morgan, Chair.
    - The committee has made a lot of progress—will meet after the March 23 meeting with Dr. Matkin regarding the safety of the CCL. The issues will be reviewed by all levels of administration.
    - Meredith Martin gave a comprehensive account of safety issues. One question is the possibility of having carriers sign in. Morgan will give a report after the meeting on the 23<sup>rd</sup>.
    - Met with Dr. Matkin after faculty feedback on the survey questions; the question of more police on campus was deleted, since the issue had been resolved.
    - The survey already distributed has served to focus the debate on the issue of guns. The administration has been informed of the survey results.
  
  - **Committee for the Common Good** -Toni McMillen and Kat Balch, Co-Chairs.
    - Spoke of the issue of honoring retirees—the committee will find out what has been done in the past for faculty who retire.
    - Committee is working on “Attitude of Gratitude”: something more than a letter.
    - Committee is investigating outreach; email McMillen or Balch if you have any suggestions for volunteer opportunities or questions.
    - Comment: thus far, retirements have been celebrated by divisions.
    - The status of the emeritus question--has been passed on to Dr. Matkin.
  
  - **Committee on Faculty Council Procedures and Nominations** – Dan Lipscomb, Chair.
    - Lipscomb reported on elections: electronic ballots sent out on Tuesday.
    - One nominee for President: Regina Hughes
    - One nominee for Vice President: Amina El-Ashmawy
    - Three open seats at CPC – six candidates
    - Five open seats at PRC – ten candidates
    - Eight open seats at SCC with eight candidates.
    - In discussion, it was recommended to send out the ballot to SCC for information; questions were raised about opting in and how to increase participation in FC. Recommended that we accept the eight by acclamation and not open the nomination for more seats.
    - Miller suggested that the ballot be send out for awareness.

- Cohick moved and Balch seconded that we accept President and Vice President and eight SCC nominees by acclamation.
  - Discussion followed about how to grow interest in faculty—need to encourage faculty serving on FC.
  - Brown moved that all members recruit one other faculty member to come to the next FC meeting. Cartwright seconded. Passed. Hughes announced that all members will need to bring one new member to the FC meeting in April.
  - Associate Faculty has expressed interest in serving on FC—the number involved has grown from one to six candidates now.
- **Committee on Teaching and Learning** – Marti Rosenfield, Chair  
Hughes referred to the attached report.
  - **Committee on Academic Freedom** – Joan Jenkins, Chair – No report.
  - **Committee on Associate Faculty** – Ashok Kumar, Chair – No report.
    - Associate Faculty is interested in more involvement; Lipscomb reported that it would be difficult to have a rep. from each campus given that some faculty teach at multiple campuses.

## 9. District Committees

- **All College Council** – TBD
- **Council on Excellence** – Mindi Bailey, Chair.
  - CoE will hold workshops for faculty to facilitate their preparation of Board Reports for multi-year contracts. The process needs revision and perfecting before the Associate Deans begin.
  - CoE has discussed the MYC changes about teaching and past experience to allow for a one-page Board Report. Key is to prioritize.
  - Faculty on CoE perform appraisal of the self-evaluations. Evaluation for the multi-year contract after a three-year extension would be eliminated in favor of yearly Dean’s evaluation of the faculty performance.
  - Recommended that after the first multi-year contract process, there would be two three-year contract extensions to allow for professional development outside the usual service to the college. Dr. Matkin responded favorably to the prospect of giving faculty more time to introduce innovation into the classroom.
  - CoE will continue to be involved in helping faculty prepare Board reports for the multi-year contracts.
  - Question: will the changes result in a different contract review?
  - Response: having more Work Force programs and faculty means a change, and Dr. Matkin has mentioned hiring online teachers who aren’t even at our college.

- One consideration of relieving long-time faculty—those who remain involved in running FC and CoE—from intensive college service to allow time for innovative teaching and professional development.
  - Miller added that Dr. Matkin is interested in expanding our online presence.
- **COAT** – Mike McConachie, Co-chair
    - No report.
  - **SOBI** – Gian Aryani –
    - When SOBI contacts professors about someone’s behavior, there will be an attachment of a description of behavioral problems.
11. **New Business:**
- Professor Jennifer Rice, now running for Associate Professor rep, was introduced.
  - Drs. Matkin, Kihl, and Schumann will be at the April FC meeting to discuss major changes in advising and mandatory new student orientation at Collin.
  - Next Faculty Council meeting is April 15, 12:30 p.m. at CHEC.
12. **Motion to Adjourn:** Howard moved and McMillen seconded that the meeting be adjourned. Approved. Meeting adjourned at 2:45 p.m.

Respectfully submitted,  
Peggy Brown, Secretary

*Minutes Approved by FC President, Regina M. Hughes 4/4/2016*

## Appendices:

### ***Collin College Faculty Council*** **[March] Report**

***Committee: Technology Committee***

***Submitted by: Andrea B. Szlachtowski***

**Last Meeting Date:** (list date of last physical meeting or the dates of e-discussions)  
March 4, 2016

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

Mark Garcia will be the new Chair for 2016-2017 and 2017-2108 school year  
Andrea B. Szlachtowski will stay on as co-chair to help with transition.

Members attended 3/4/16

Elizabeth Pannell, Gwen Miller, Linda Thompson, Pat Pierson, Sue Furnas, Raii Kannampuzha

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.)

- A. Google Apps for Education- Instructional Technology Committee is looking into a few other options. Look to see having options except email.
- B. Talked about BB to Canvas at this time we have not been informed of the changes and when they take place. Continue in BB. You can get free access to Canvas.
- C.

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

- A. None at this time
- B.

Next Meeting Planned: March 25, 2016 zoom 12:00 -12:30pm moving meeting to April 1, 2016 12:00 12:30pm due to Holiday March 25-27, 2016

## ***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:

- D. 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.
- E. 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. .
- F. 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.
- G. Faculty Survey: Lead: Rachel Bzostek: 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.
- H. 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:

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

Next Meeting Planned: After March FC meeting.



## ***Collin College Faculty Council***

### **March 2016 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 month.
- e-discussions occurred throughout the month.

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
- Laura Hicks [new member]
- Dan Lipscomb
- Sammer Tekarli

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.)

- I. **Spring 2016 Election:** Preparations continue for the spring 2016 election. An email message including a call for nominations for president and vice president, as well as for self-nominations for campus representative was sent by the election judge to full-time faculty on February 22, 2016. A second reminder message was sent Thursday March 3, 2016. A final reminder will be sent March 14, 2016. Periodic update messages regarding the status of received nominations were sent to the executive committee through March 4. Nominations close Tuesday March 15, 2016. Ballot preparations will begin Wednesday March 15, with the election tentatively scheduled to begin Monday March 21 and run through Friday April 1, 2016.
- J. **Changes to Election Dates:** At the recommendation of the FC executive committee, the procedures committee discussed a plan to move the election dates a few weeks earlier in the semester to help establish officers for the following year sooner in order to facilitate a smoother transition for the incoming executive committee. A set of new dates were discussed by the committee and proposed at the February 19 council meeting. The proposed changes were discussed and approved by the council. A copy of the approved date changes were sent to the FC secretary. The approved changes were as follows:

## **February 19, 2016 / Approved 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.

#### **Approved 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.

### **[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.

#### **Approved 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.

### **[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.

#### **Approved 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.

#### **[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.

#### **Approved 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.

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

- I. Continuing contact with Institutional Research to set up the electronic ballot for the upcoming election.
- J. In passing, some committee members also briefly discussed a question regarding proxy members filling in for elected members at monthly FC meetings. The procedures manual does not currently address a maximum number of meetings an elected campus representative may miss while sending a proxy to fill in. The committee will soon discuss proposing a maximum number of meetings an elected representative may miss using a proxy representative.

#### Next Meeting Planned:

No physical meetings are planned at this time.

## ***Collin College Faculty Council*** **March 2016 Report**

**Committee:** *Faculty Online Commons Sub committee*

***Submitted by: Smriti Anand***

Last Meeting Date: (list date of last physical meeting or the dates of e-discussions)  
*02/11/2016 – Face to Face meeting*

Active Members: (in order of last name, list all members who attended meeting and/or contributed to work listed in this report)  
*Smriti Anand, Dulce deCastro, Wendy Commons, Lisa Hull Forrester, Sharon Hirschy, Melissa Johnson*

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.)

*K. Sub Committee came up with a mission statement*

*L. Members have taken a closer look at the FOC website and changes to the FOC website have been suggested.*

*M. John Lenoard (Librarian PRC) is helping the committee in making changes to the website*

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

*K. Changes to the FOC website are being reviewed by the sub-committee*

*L. Plans are under way to think about ideas to promote and market the new and improved website.*

Next Meeting Planned:

*Sub-Committee plans on conducting all its future business via email or zoom. Physical meetings will be on an as needed basis.*

## **Faculty Online Commons (FOC) Subcommittee Meeting**

**1/11/2016**

**Room U143, PRC**

**2:30 PM**

**In Attendance**

Smriti Anand, Lisa Forrester, Sharon Hirschy

Guest attendee: John Leonard (Librarian, PRC)

Wendy Commons joined the meeting over phone for the first 30 min,

Dulce De Castro and Melissa Johnson could not make it.

### **Meeting Minutes**

1. The committee was grateful that John Leonard was able to attend the meeting.
2. It was suggested that the committee can meet on an ad-hoc basis from now on. Most of the committee business can be conducted via email. If necessary, the committee members will meet in person.
3. Prominence of the FOC page: Could the page be moved to a better / more prominent location on the College website? John Leonard mentioned that WebServices would be best able to answer this question.
4. John Leonard also provided the committee with statistics showing the number of visits to the FOC website (including the number of hits for each tab and link).
5. The members then went over the FOC website and some changes were suggested. John Leonard will assist in making the changes. (The details about the suggested changes are outlined on the next page)
6. The next step will be to think about promoting and marketing the new and improved FOC website.

Respectfully submitted,

Smriti Anand

## **Suggested changes to be made to the FOC website.**

1. The mission statement will be posted on the welcome page  
  
*“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”*
2. a. Rename the ‘Academic Programs’ tab as ‘Student Resources’
  2. Move ‘Study Guides and Strategies’ and ‘Study Skills Information’ from the Teaching and Learning tab to this ‘Student Resources’ tab
3. Remove the ‘CHE (Chronicle of Higher Education)’ tab and place it as a link under the ‘Professional Development’ tab. Include information about accessing the Chronicle from an off campus computer.
4. Under the ‘Class Prep’ tab
  1. Change the ‘Book in Common’ link to the ‘Book in Common Faculty Guide’. This guide was sent out to Faculty as a word document.
  2. Move the ‘Dignity Initiative’ link to the ‘Student Resources’ tab
5. Keep the ‘Conferences’, ‘Faculty Award Winners’, ‘Faculty Handbook’ and the ‘Finals Schedule’ tabs as is
6. Remove the ‘Multimedia Resources’ tab.
7. Keep ‘Twitter and Newsfeeds’ tab for now.
8. Under ‘Professional Development’ tab
  1. Remove the link to NISOD
  2. Provide a link to the Chronicle of Higher Education (See item 3 above)
9. Under the ‘Teaching and Learning’ tab

1. Copy the link for Undergraduate Interdisciplinary Student Research Conference to the Student Resources tab
2. Move the 'Brown Bag Teaching Colloquium', 'Lunch and Learn', and 'Pedagogy of Creativity' links to the 'Professional Development' tab
3. Under the 'Classroom Management' link, rename 'Travel Orientation' as 'Travel Orientation for Students' and move this link to the 'Student Resources' tab
10. Under 'Travel' tab, <sup>[Symbol]</sup> 'Travel Information' : Check the link under

"Faculty traveling with students as a faculty advisor must complete the Online Orientation once each academic year (Sept. 1-Aug. 31) at <http://www.collin.edu/studentresources/deanofstudents/onlinetravel.html>"

This link is broken and needs to be fixed.

11. Move the 'Why I Teach' tab as a link under 'Professional Development'. One suggestion was to have the current three separate links/profiles as three paragraphs on the same page. Ask faculty to contribute to this tab (May be Amina El-Ashmawy and Martha Tolleson)

***Collin College Faculty Council***  
**March 2016 Report**

***Committee:*** Faculty Council Lab Sub committee

***Submitted by:*** Byrd Williams

**Last Meeting Date:**

February 5, 2016 met in BB128

Email correspondence/discussion:

February 8-12

February 15-19

22-26

May 2-4

**Active 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

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. Define laboratory

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

P. Equity in Lab Compensation

Summary of Action Items:

M. Definition:

*A lab is a place for practice, observation, and/or testing, where either faculty or support staff directly supervise and help students apply course concepts with hands-on experience, materials, and equipment. It is a component of any courses described as laboratories or those that require a laboratory component.*

The committee discussed the myriad of lab tasks and the diversity of differing systems. We will need to talk to every discipline with a lab and ask them if there are any problems with the running of their labs. Not every discipline is represented by our committee. A survey instrument may be called for to ascertain lab diversity and management systems. Possibly the grouping of departments with similar issues can be grouped separately

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

The lab subcommittee recommendation is to design an ergonomic laboratory management system that maximizes student educational advancements while *providing for faculty input.*

We want to stress that there are no individuals or particular positions that are directly responsible for the long-term inefficiencies. Many of the programs based around labs have been through different deans, different staff manager/personnel configurations, different faculty generations and the same problems persist. The malady is systemic and based on inefficient management protocol and misguided hiring principles.

The most detrimental aspect to efficiency is the system in place for planning, managing and operating laboratory service for students and faculty. The lab staff manager answers to the Dean only which means everything from capital equipment/supply acquisitions to lab hours and operations is primarily between



these two factions. Faculty should have critical input in all lab operations.

We would like to suggest a system based on a democratic faculty committee vote where pertinent lab issues and classroom needs are discussed by full time faculty with input from adjuncts and then presented directly to lab personnel for scrutiny and implementation. Any disagreements or problems that cannot be worked out can then go up the chain to deans. Faculty members are in the lab and classroom daily and, indeed, the educational outcomes are dependent on lab operations. Adequate input by a faculty contingency is crucial. In addition, a system of checks and balances will be provided by student/faculty evaluations.

Action Item #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.

Action Item #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. 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. 5 4 3 2 1 0 N/A
2. Materials for my lab were ready when needed. 5 4 3 2 1 0 N/A
3. Materials for my lab were ready in sufficient quantities. 5 4 3 2 1 0 N/A
4. Lab personnel were available during my lab time. 5 4 3 2 1 0 N/A
5. Laboratory was properly stocked with essential materials (paper towels, bactericide spray, soap, etc.) 5 4 3 2 1 0 N/A
6. Lab personnel prepared specific requests in a timely manner. 5 4 3 2 1 0 N/A
7. Lab personnel were respectful, professional, and courteous. 5 4 3 2 1 0 N/A
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)
- O. 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.

#### Action Item #1

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

#### Justification:

Health sciences, nursing and science labs are paid at 0.8. Student remuneration and financial aid do not treat these hours separately. It is reported that associate faculty may be reimbursed at full rate. This will require confirmation with HR.

Most labs require more preparation and planning, more hands on work by the faculty member, and more work is involved in grading. In other words, the work done by a faculty member in a lab setting is either equal to or more than what is done in a lecture setting.

Common committee member response, *"The equal pay issue is important- I teach 5 classes for my teaching load, but 3 of them are labs. Each lecture meets a total of 2.5 hours a week, but each lab meets a total of 3 hrs. and 40 minutes a week. So I'm teaching 16 hours a week and making the same amount of money as someone making load teaching 5 lectures (12.5 hours)."*

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

#### Next Meeting Planned:

Third week of March 2016.