

**Collin College Faculty Council  
October 21, 2016 Meeting Minutes  
CHEC, 107**

- I. Lunch 12:30 PM**
- II. 1:04 PM Call to Order**
- III. Roll Call**

**Executive Committee**

President: Regina Hughes

Vice President: Amina El-Ashmawy

Treasurer: Kat Balch

Secretary: Kelley Reynolds

**Central Park**

Joe Jaynes (16-18)

Jeni Long (15-17)

Toni McMillen (16-18)

Gina Perkins (15-17)

Seema Endley (16-18) - absent

**Preston Ridge**

Levi Bryant (16-18)

George Jackson (15-17)

Nick Morgan (16-18)

Kim Nyman (16-18)

Debra St. John (16-17)

Lupita Tinnen (15-17)

## **Spring Creek**

Doug Boliver (16-18)

Peggy Brown (16-18)

Mike Cohick (16-18)

Chris Grooms (15-17) - absent

Tony Howard (15-17)

Joan Jenkins (15-17) – Paula Miller proxy

Lynn Jones (16-18)

Rebecca Orr (16-18) - absent

Michael Phillips (16-18) – Larry Stern proxy

Steve Stallings (16-18)

Barbara Stern (15-17)

Roger Ward (16-17)

## **Associate Faculty**

Patricia Coble (16-18)

### **IV. Approval of September, 2016 Minutes**

G. Jackson made a motion to approve the September minutes. The motion was seconded by L. Tinnen. The September 2016 minutes were approved unanimously.

### **V. Treasurer's Report**

K. Balch reported that there was \$972.00 in the operating budget and \$111.00 in the Sunshine Fund – please donate. The Faculty Council Scholarship (not including the updated Uplift donations) donation is up to 1467.00.

### **VI. Vice President's Report**

Amina El-Ashmawy reminded everyone to sign in for lunch. This is the last meal that will be provided by American Food and Vending (AFV). Meals for meetings will need to be ordered from outside vendors for now.

The Committee of the Whole (COTW) met on 9-23-16 to discuss the Strategic Plan. The next meeting will be 11-4-16 to hear input from the Associate Deans and Program Directors. The Plan will then move forward for fine tuning.

The Grade Change process is being automated – the workflow process is being defined.

## **VII. President's Report**

### **i. Food Service Update**

Cafeterias at SCC and PRC are temporarily closed but will reopen with limited service until Spring 2017. Vending machines will be serviced by AFV until 11-15-16.

### **ii. Texas A&M Commerce Announce 2+2 Program at PRC**

This program has a limited scope for now but they are open to ideas. Collin is looking forward to more 2+2 programs.

### **iii. PRC Roundtable Discussion**

Regenia Phillips was introduced as Director of Auxiliary Services and Bill King was introduced as the Executive Director of Facilities.

Abe Johnson asked what was going on at Faculty Council and R. Hughes relayed questions needing clarification regarding Barnes and Noble. (see questions in appendix)

R. Hughes reported that she has been informed by Meredith Martin (via Abe Johnson) that Faculty cannot provide information or links in writing to students directing them to go to publisher websites or other book providers. If you have language in your syllabi that sends students anywhere but to the bookstore you will be asked to remove it.

There was discussion regarding how Faculty were being informed of this requirement and what is our liability. Faculty need to be informed of what language can be used in syllabi. There were questions regarding the use of Open Educational Resources (OER). What would be the impact to our contract with Barnes and Noble if Faculty use OER? There are concerns that the Barnes and Noble contract may not put "Students First". Send further questions to R. Hughes.

**iv. TCCTA Fall Faculty Leaders Conference**

There was an introduction to “Guided Pathways” – a seamless transition from Dual Credit to an Undergraduate Degree. M. McRae will be forming a committee to review the information.

Campus Carry seems to be going fairly smoothly per a report at the conference.

**v. Faculty Compensation Committee**

R. Hughes anticipates that the committee will be appointed and anticipates its first meeting in November.

**vi. Hiring Committee**

Awaiting follow-up. There may be a survey or a meeting with the original committee.

**vii. Personal Days**

More follow-up is needed regarding the appeals process.

**viii. Distance Learning Committee**

Sub-committees are working to gather comparative data.

**ix. Board of Trustees Briefings**

L. Tinnen was featured on WFAA Channel 8 for her photography series focusing on migrant workers.

FT Professor of the Year is Dr. Salena Brody, and the Associate Professor of the year is Kris Springate.

The next Board of Trustees meeting is 10-25-16.

**VIII. Committee Reports**

Technology: See attached report in Appendix

Policy: N. Morgan reported that the first Campus Carry information session was held at PRC – there are 5 more scheduled. Please attend and encourage your students to attend. M. Phillips and his sub-committee are reviewing policies of 33 institutions in Texas. L. Stern read a statement from M. Phillips regarding some findings from his sub-committees work

Common Good: See attached report in Appendix

K. Balch reported that 237 volunteers worked at the Plano Balloon Festival Half Marathon on 9-25-16. Currently the committee is working on a template for the Retirement Reception.

FC Process and Nominations:

D. Lipscomb asked that everyone consider donating to the Sunshine Fund. A long-time colleague has suffered a serious injury.

D. Lipscomb presented the current breakdown of FC representation by campus. It appears the balance is good at this time.

	16-Oct25 Reps	10/17/2016			
	Faculty	Percent	Representatives	Percent	Difference
CPC	94	23.6%	6	24.0%	0.4%
PRC	111	27.9%	7	28.0%	0.1%
SCC	193	48.5%	12	48.0%	-0.5%
Total	398	100.0%	25	100.0%	

There will need to be a refinement of Faculty Council President and Vice-Presidents role in the future

Teaching and Learning: L. Tinnen has agreed to head this committee. She will be contacting sub-committee members. A suggestion was made that there be a sub-committee to investigate OER.

Academic Freedom: no report

Associate Faculty: See attached report in Appendix

P. Coble discussed the difficulty in having an Associate Faculty meeting.

**IX. District Committee Reports**

Council on Excellence: K. Reynolds reported that COE is meeting today after FC. The multi-year contract review process starts next week.

ACC: P. Gregory and L. Haberberger will take turns reporting ACC activities to FC. There are currently two open seats on ACC – one for Associate Faculty and one for PT Staff. Current activities include reviewing a Student Employee Recognition process and “Wild West” at CPC. L. Haberberger also reported that students can begin filling out their FASFA (for Federal Student Aid) now – they do not have to wait until January.

CAB: See attached report in Appendix

COAT: **NAME?** reported that COAT is revising Critical Thinking and Social Responsibility rubrics. There will be a timetable for the updates.

SOBI: G. Aryani reported that SOBI is planning a training session for the Faculty Development Day in January.

**X. New Business**

No new Business

**XI. Call to Adjourn**

A. El-Ashmawy made a motion to adjourn at 2:20 pm. The motion was seconded by K. Nyman.

**XII. The next Faculty Council meeting will be December 2, 2016 at CHEC in Room 139.**

**Minutes taken by:** Kelley Reynolds

*Approved by President Regina Hughes: November 17, 2016*

**Approved by Faculty Council:**

## Appendix

### Faculty Council Bookstore Questions

#1. Who is responsible for informing faculty members that they may not communicate to their students, either in writing (syllabus or otherwise), that their particular textbook may be purchased outside the bookstore? In other words, who is going to inform faculty that doing so is a violation of the B&N contract?

#2. In keeping students first and in the case where a textbook option can be purchased for much less outside the bookstore, what language can faculty use within their syllabi and/or within their course to relay this information to students without violating the B&N contract?

#3. If a faculty member includes the mention of alternative sources for acquiring the course textbook, what is/are the result/liability/legal consequences? (Keep in mind the only way to communicate to online students is via email/chat/discussion board/technology.)

#4. Can Associate faculty adopt an Open Education Resource (OER) for their students? If so, is any OER acceptable or will full-time faculty be asked to vet the OER selections for Associates in their discipline?

#5. What are the ramifications/impacts on the College District budget (and the B&N contract requirements) should 10%, 25%, 50%, 75%, 100% of faculty decide to move to OER adoptions?

#6. If faculty decide to use an OER textbook for their course, can they put this information in their syllabus and/or in any other written form of communication?

#7. In an effort to help defray the soaring costs of textbooks, some colleges are actually encouraging faculty to adopt OER selections and in fact, are providing small stipends to faculty to convert their courses from the traditional textbook to the OER source. Would Collin College consider doing so? If so, what is the role of B&N in helping faculty adopt OER options?

# Faculty Council Committee Report

October 2016

**COMMITTEE:** Technology Committee

**SUBMITTED BY:** Karout, Mervat

**Last Meeting Date:** Meeting was held on Friday October 7th, 2016 at 1:00pm.

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

Member's names: Ann Blackman, Deborah Cardenas, Mark Garcia, Sharon Hirschy, Rajasree Kannampuzha, Mervat Karout, Gwen Miller, Elizabeth Pannell, Dustin Potter.

**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.)

- The committee will send out an email to the Faculty on all Campuses informing them of the update and providing them with tutorials on the new software.
- The committee is working in conjunction with eLC staff to have a "Smart Bar, Faculty edition" set up during the 2017 Faculty conference to answer any questions that the Faculty might have on Microsoft Office 2016, Windows 10, Office 365/Outlook and Canvas.

**Summary of Action Items:** (List action items current under way.)

- The committee will meet with eLC staff to discuss the "Smart Bar" details.

**Next Meeting Planned:** on Friday 11/18/2016



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

***Committee:***    **Committee for the Common Good**

***Submitted by:*** Toni McMillen

Last Meeting Date: After conducting hours of work for the Balloon Fest event, this month's meeting was held online to review the current tool for asking retirees for information for the spring reception.

Active Members: Toni McMillen, Kat Balch, Sarah Lynch, Cathy Thurman, Robert Benavides, and Marta Moore.

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.)

1. Kat Balch managed the list for the Balloon Fest. A total of 237 volunteers showed up for the event.
2. Committee members, other interested faculty, and administrators managed Balloon Fest parking and race information packets for pick-up at three campuses.
3. The committee has begun the assessment of the tool for documenting yearly retirees for the preparation of the retirement celebration.

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

- A. The committee has a goal of releasing the reception and retirement form by January 2017.
- B. The committee is looking for active members of the FC who would like to volunteer to help prepare the spring retirement reception that day.
- C. The committee has already taken on the Balloon Fest Marathon for 2017.

Next Meeting Planned: Nov. 11, 1:00 CHEC

# Faculty Council Committee Report

October 2016

**COMMITTEE:** Associate Faculty

**SUBMITTED BY:** Coble, Pat

**Last Meeting Date:** (List date of last physical meeting or the dates of e-discussions.)  
10-19-16

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

Coble, Pat

Owens, Susan

Rice, Jennifer

**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.)

1. Review of August and September FC meetings including responses to AF compensation questions.
2. Discussion of AFC meeting times and means.
3. CC Strategic Plan town hall meetings participation and input by associate faculty.
4. Developing collegial activities among AF such as adjunct association to increase communications and representative actions.
5. Use of AF mail list for communication. What types of communications? Does list include AF who are also staff?
6. In kind contributions (no cost to college) made by AF. Tracking? Recognition?
7. Encouragement of AF donations to Lift Up campaign.

**Summary of Action Items:** (List action items current under way.)

Discussions 4, 5, 6 to continue.

**Next Meeting Planned:** November 2016

# Faculty Council Committee Report

Oct 2016

**COMMITTEE:** Curriculum Advisory Board (CAB)

**SUBMITTED BY:** Miller, Gwen

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

Click here to enter dates: September 23, 2016

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

Click here to enter members names: Kerry Loinette, Traci Ramsey, Rodney Boyd, Pete Brierley, Will Geisler, Sean Geraghty, Cynthia Gruver, Chris Morgan, tom Ottinger, Barry Piazza, Charles Ring, Michael Rose, Pam Saywer, Diane Schull, Greg Sherman, David Weiland, (Joe Butler presented on HVAC)

**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.)

- CAB reviewed a new curricular proposal for a HVAC Program to start Fall 2017 – it was tentatively approved pending the hiring of a curricular expert
- Created a checklist for faculty/administration/CAB members that will be used to evaluate new program proposals.
- Photography proposals going before board

**Summary of Action Items:** (List action items current under way.)

- Waiting to hear about status of HVAC, photography recommendations
- New Curricular Proposal for welding will be held on Oct 21<sup>st</sup> with any additional proposals.

**Next Meeting Planned:** October 21<sup>st</sup> –CHEC Room 107