

**Collin College Faculty Council
December 2, 2016 Meeting Minutes
CHEC Board room**

- I. Lunch 12:30 PM**
- II. Dr. Matkin gave some updates and was available for some questions and answers.**
- III. 1:44 PM Call to Order**
- IV. Roll Call**

Executive Committee

President: Regina Hughes

Vice President: Amina El-Ashmawy

Treasurer: Kat Balch

Secretary: Kelley Reynolds

Central Park

Joe Jaynes (16-18) – Judi Wohead proxy

Jeni Long (15-17)

Toni McMillen (16-18)

Gina Perkins (15-17)

Seema Endley (16-18) – Cathy Donald-Whitney proxy

Preston Ridge

Levi Bryant (16-18)

George Jackson (15-17) - Andrea Szlachtowski proxy

Nick Morgan (16-18)

Kim Nyman (16-18)

Debra St. John (16-17) – Lupita Tinnen proxy

Lupita Tinnen (15-17)

Spring Creek

Doug Boliver (16-18)

Peggy Brown (16-18) - absent

Mike Cohick (16-18)

Chris Grooms (15-17)

Tony Howard (15-17)

Joan Jenkins (15-17)

Lynn Jones (16-18)

Rebecca Orr (16-18)

Michael Phillips (16-18)

Steve Stallings (16-18)

Barbara Stern (15-17)

Roger Ward (16-17)

Associate Faculty

Patricia Coble (16-18)

V. Approval of October, 2016 Minutes

K. Nyman made a motion to approve the October minutes. The motion was seconded by J. Jenkins. The October 2016 minutes were approved unanimously.

VI. Treasurer's Report

K. Balch reported that there was \$201.00 in the Sunshine Fund, \$200.88 for development, and \$4700.00 in the budget. We do not have the final tally for the Full Time Faculty Council Scholarship yet.

VII. Vice President's Report

A. El-Ashmawy reminded everyone to sign in for lunch. She recently attended training on the "P card" purchasing card that was issued by the Business Office. We will need to amend the Faculty Council procedures to include the purchasing card.

VIII. President's Report

i. Committee of the Whole (COTW) Briefing

The Strategic Plan process is being streamlined and fine-tuned with specifics.

ii. Distance Learning Committee

The Committee is working in sub-committees to gather and present comparative data.

iii. Faculty Compensation Committee

No information yet. Dr. Matkin, Dr. Kihl and Kim Davison are putting together this committee to start work in the spring. The committee will be looking at all aspects of compensation, including compression issues, comparable salary, overloads, summer pay, step/rank system.

iv. Hiring Procedures Committee

Suggested changes were well received. In compliance with [Texas SB805](#), Collin College is committed to providing a preference in employment to eligible veteran or disabled veteran applicants who meet minimum qualifications and any special qualifications for the position to which they apply. For related information, please visit www.texas.gov or <http://www.dol.gov/vets/>

v. Personal Days/LWOP

Faculty input was presented on 11-17 and finalization of process is in progress. There was a discussion regarding the confusion surrounding use of personal days. Faculty are appreciative of the benefit.

vi. Time Clock Plus Off-Campus use

Coming soon. This will be for faculty only – there will be a free online mobile application.

vii. Open Educational Resources

L. Tinnen is chairing an ad hoc committee regarding the use of OER. The Committee will include the Barnes and Noble District Manager, LaTonya Pate. Please let L. Tinnen know if you are interested in serving on this committee. There are some current OER offered by Barnes and Noble:

<http://next.bncollege.com/courseware-solution-easy-adoption-oer/>

viii. Spring 2017

R. Hughes suggested a Campus Interdisciplinary Dialogue on First Amendment Meets Diversity of Thought: Where Ideas Collide - micro-aggressions, triggers, safe spaces, professor watch lists, intolerance, hate crimes, freedom of expression, etc. for Spring 2017.

ix. Board of Trustees Briefings

The November meeting was combined with the December meeting. Next meeting is December 6th.

IX. Committee Reports

Technology: See attached report in Appendix

Policy: M. Phillips presented the proposed Campus Carry Resolution (see attached in Appendix). The proposal is ready to go forward to the whole Policy Committee.

Common Good: No report

FC Procedures and Nominations: See attached report in Appendix

Teaching and Learning: No report

Academic Freedom: See attached report in Appendix

Associate Faculty: See attached report in Appendix

X. District Committee Reports

Council on Excellence: K. Harris reported that COE is also discussing distance learning. Refinement continues on the Faculty Annual Evaluation.

ACC: No report

CAB: See attached report in Appendix

COAT: M. McConachie reported that COAT is continuing its work regarding assessment.

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

XI. New Business

A resolution for a Collin College Intellectual Property policy (see document in appendix) was proposed. The proposal was created by the Faculty Council Intellectual Property *Ad Hoc* Committee. B. Stern made a motion to pass the resolution and M. Phillips seconded the motion. There was a discussion regarding the resolution. A. El-Ashmawy made a motion to table the resolution and L. Bryant seconded the motion. There was vote to table the resolution with 16 approving the motion to table, 5 were opposed and 1 abstention.

An Anti-Racism resolution will be sent out to Faculty Council members for review prior to discussion at the next meeting (see document in appendix).

L. Stern gave Faculty Council members some updates and information regarding Study Grant Proposals.

XII. Call to Adjourn

A. El-Ashmawy made a motion to adjourn at 3:10 pm. The motion was seconded by K. Balch.

XIII. The next Faculty Council meeting will be January 20, 2017 at CHEC in Room 139. Campus specific meetings will be as follows: CPC 1-10-17 from 10-11 am in H101, PRC 1-10-17 from 1-2 pm in the Conference Center, and SCC 1-11-17 from 10-11 am in C103

Meeting Minutes approved by Regina M. Hughes, 1/4/2017

Appendix

Faculty Council Committee Report

November 2016

COMMITTEE: Technology Committee

SUBMITTED BY: Karout, Mervat

Last Meeting Date: Meeting was held on Friday November 18th, 2016 at 1:00pm.

Active Members:

Member's names: Ann Blackman, Deborah Cardenas, Tebring Daly, Sue Furnas, Sharon Hirschy, Rajasree Kannampuzha, Mervat Karout, Elizabeth Pannell, Dustin Potter, Patricia Pierson.

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 discussed the "Smart Bar" details for Faculty conference day.
- The committee discussed adding student's academic major to the faculty assignment sheet in Banner to be able to track students' performance by major.
- The committee discussed a concern sent by Faculty to access "Time clock plus" remotely when a faculty member is sick or at a conference.
- The committee discussed a concern sent by CPC library in regards to the slow Wi Fi connection.

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

- The Smart Bar subcommittee will meet with eLC staff on 12/12/2016 for training to make sure its members are ready to help the faculty with the updated software during Faculty conference day on 01/06/2017.
- The committee contacted Mr. David Hoyt to ask for the addition of students' major to Banner next to the name and ID for every student under the class assignment for each professor.
- The Instructional Technology Committee will be notified to add the CPC Wi Fi issues to its agenda.
- The Faculty council was notified about the Faculty's concern in regards to "Time clock plus".
- Mervat Karout and Ann Blackman submitted a proposal to add the "Smart Bar" to the Faculty

conference presentations in January.

Next Meeting Planned: on Thursday 01/5/2017

RESOLUTION:

PROPOSED COLLIN COLLEGE CAMPUS CARRY POLICY

Whereas, since, the fall of 2015, a subcommittee of the Faculty Council Campus Carry Committee has been monitoring developments regarding implementation of Senate Bill 11 (the “campus carry” law) at public four-year institutions in Texas and;

Whereas the subcommittee made initial contacts with faculty leaders at the four-year institutions in the 2015-2016 academic year, and then followed up this fall when the campus carry policies of those institutions had been finalized and;

Whereas the subcommittee contacted the 33 following four-year institutions: Angelo State University, Lamar University, Midwestern State University, Prairie View A&M University, Sam Houston State University Stephen F. Austin University, Sul Ross State University, Tarleton State University, Texas A&M University – College Station, Texas A&M University – Central Texas, Texas A&M University – Commerce, Texas A&M University – Corpus Christi, Texas A&M International University, Texas A&M University – Kingsville, Texas A&M University – San Antonio, Texas A&M University – Texarkana, Texas Southern University, Texas State University, Texas Tech University, Texas Women’s University, University of Houston – Clearlake, University of Houston – Downtown, University of Houston – Victoria, University of North Texas, University of Texas at Arlington, University of Texas at Austin, University of Texas at Dallas, University of Texas at El Paso, University of Texas at Permian Basin, University of Texas at Rio Grande, University of Texas at San Antonio, University of Texas at Tyler, West Texas A&M University and:

Whereas the subcommittee met to formulate policy recommendations for Collin College based on the “best practices” of the four- year colleges researched in the state, therefore:

The subcommittee asks the Faculty Council to forward the following recommendation to Collin College President Dr. Neil Matkin:

That the president appoint a permanent Campus Carry Committee that includes representatives of the administration, two faculty members from the Spring Creek, Preston Ridge, and Central Park campuses, staff members, representatives of the student government, and students from the police academy;

That the following methods be used to gain feedback from the college community regarding Collin College's Campus Carry Policy:

1. Anonymous surveys designed to protect the identity of respondents should be made available to Collin College students, faculty, and staff no later than February 2017; that the survey allow respondents to indicate preferences regarding gun exclusion zones, and also include open-ended questions that allow feedback on how the campus community feels about the state's campus carry law and other issues related to the law; and that these surveys be conducted in the early spring and be conducted subsequently every two years;
2. A dedicated email address that the campus community can use to make suggestions, express concern, or pose questions about the college's campus carry policies and that the comments should be forwarded to the college administration;
3. Forums sponsored by the Faculty Council open to the entire Collin College community at the Preston Ridge, Central Park, and Spring Creek campuses and that these forums begin no later than early February 2017 and that the forums be video-recorded, with the videos posted on a new Collin College Campus Carry webpage.

That Collin College exclude guns from the following areas:

- Stadiums, and other sports facilities where intercollegiate and other sports activities will take place
- Counseling Centers and Other Mental Health Facilities

- Premises for Events Involving Minors and Classes and Daycare Facilities Involving Minors
- Laboratories with Volatile Chemicals
- Premises Where Student, Staff, or Faculty Disciplinary Hearings are Being Held
- Polling Places
- Premises leased by a 3rd Party that has requested the exclusion of Guns, including Dining Facilities
- Gymnasiums, Physical Education. Facilities, Tennis Courts, and Locker Rooms
- Premises Used by Groups Holding Religious Services.
- Testing Centers
- Any Special Event Where Alcohol is Being Served
- Police Facilities
- Emergency Locations
- Solely Occupied Offices Where The Occupant Has Given Oral Notification in Addition to Signage
- Large scale events
- Bursar's And Accounts Receivable Offices
- Campus Residences
- Faculty Offices Occupied by Faculty Who Have Filed a SOBI Complaint with the Administration upon the Request of the Faculty Member

That Collin College should not provide lockers for gun storage and;

That Collin College create a Campus Carry Information webpage that includes information on Senate Bill 11, the college's policy, a history of how the policy was formed, frequently asked questions, an instructional video that explains the policy and where guns are excluded, the dedicated comments email address, and videos of the campus's open forums on guns;

That Collin College's campus carry policy should be reviewed by a permanent Campus Carry Committee annually to allow the college to change policy based on new laws passed by the Texas State Legislature, legal decisions by state and

federal courts, and experience in the previous year regarding enforcement and implementation of the law.

Finally, that the Faculty Council formulate a required syllabus statement to be used by all faculty members.

Faculty Council Committee Report

November 2016

COMMITTEE: Procedures and Nominations

SUBMITTED BY: Lipscomb, Dan

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

No issues were brought to or generated by the committee since the last FC meeting and therefore no committee meetings or e-discussions occurred in the month of November 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:

Peggy Breedlove

Amina El Ashmawy

Laura Hicks

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.)

Click here to enter current discussion items

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

In January 2017, the committee will review the election procedures and make recommendations for refining election procedures if needed.

Next Meeting Planned: As of this date, no future meetings are planned.

Collin College Faculty Council **December 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 |
| Nyman, 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.)

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

B.

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

A. (see above)

B.

Next Meeting Planned:

As need arises

Faculty Council Committee Report

November – December 2016

COMMITTEE: Associate Faculty

SUBMITTED BY: Coble, Patricia

Last Meeting Date:
November 15, 2016

Active Members

Attending: Blackman, Ann/ Coble, Pat/ Ford, Bonnie / Owens, Susan/ Sowell, Stephen
Correspondence: Jennifer Rice

Summary of Discussions/Activities

- 1) Meeting schedule – AFC will meet in person (face to face live or via online real time conference) twice each long semester. **Spring 2017 = February/April, Fall 2017 September/November, Spring 2018 February/April**
AFC will meet via e -discussions/email other months unless a face to face is needed. To remain active on the committee, monthly communication with the AF Faculty Council representative is requested.
- 2) Associate Faculty Hub –By the end of January 2017 AFC will develop an online hub for communicating to and from all associates who opt in. At least one mass email welcome and introduction of AFC and the hub at the beginning of each semester when the updated AF mail list becomes available.
- 3) Outreach to Associate Faculty who have expressed interest- By the end of February 2017, Associate Faculty will be notified of opportunities to serve on AF committee or possible subcommittees addressing (voicing) issues and concerns of AF to be presented to the Faculty Council.
- 4) Polling and Surveys- By the end of March 2017 AF will present position on polling and surveying of AF. Focus on how collection of data is related to Collin core values.
- 5) Professional Development – By the end of November contact Collin Training and Development and clarify if Feb. 25 Collaborations conference meets same time as the Texas Community College Teachers Association and American Association of

Adjunct Education conferences (conflict for some AF). Will verify that the date of the Collin associates conference. AFC would like to participate at Collin's conference either with an information table about FC or a brief presentation. Also, we may schedule our committee meeting on the same day and use that location.

- 6) Review of proposed resolution- Discussed argument and premises for requesting FC to survey AF. After compiling notes and input, PC will advise on whether to go forward at Dec. meeting or postpone.
- 7) Discussed comparison of known differences in compensation and benefits in the region for adjunct professors. Discussed need for supporting data to advocate for resources to be allocated to associate faculty in order to recruit and retain quality associate faculty, to communicate value and regard to AF, and to further pay homage to Collin's Core Values.
- 8) Misc. Discussion – AF services to college, innovation grants, AF association.

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

See previous notes for discussion and related goals.

Communications - A Canvas course/group is being set up as the vehicle for an AF online hub.

Preparation of position on surveying AF and related sources particularly in regards to addressing compensation/benefits/value.

Next Meeting Planned:

January – February 2017

Faculty Council Committee Report

Nov 2016

COMMITTEE: 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: November 4, 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](#)

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.)

- Changed ENVR SLO's
- Program name change of Office Systems Technology
- Reviewed curricular proposal for welding

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

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Next Meeting Planned: December 2, 2016 1:30pm CHEC 139

Intellectual Property Proposal

Whereas it is in the interest of the students, faculty, administration, and taxpayers that Collin College faculty produce original scholarly research, articles, monographs, textbooks, works of art, inventions, films, television productions, patents, and other works and;

Whereas such works enhance the reputation of the Collin College and the experience gained producing these works enhances the knowledge and skill that Collin County faculty bring to the classroom and;

Therefore Collin College should enact a policy that encourages faculty scholarship, inventiveness, and innovation;

Be it resolved that Collin College adopt the following policy on Intellectual Property Rights which brings this institution in line with peer institutions such as San Jacinto College, Austin Community College, Lone Star College, and Alamo College:

PROPOSED INTELLECTUAL PROPERTY RIGHTS AT COLLIN COLLEGE

Intellectual Property

This policy governs the ownership of Intellectual Property produced by faculty, staff, and students of Collin County Community College District.

In order to promote the creation of creative and original work, all Personal and Scholarly Works produced by Faculty, Staff, or Students inclusive of incidental use of College resources remains the Intellectual Property of the creator(s). An exception is Works that are produced for the college as a scope of the employment when specifically requested to create the Work, or directly commissioned by the College. The college retains copyright of materials produced within an employee's scope of employment or in which Collin College supplies or equipment played a dominant role.

Definitions:

Intellectual Property refers to inventions, discoveries, patents, patent applications, scientific or technological developments as well as copyrightable instructional materials such as books, articles, artistic works, movies, and television programs.

Incidental Use is defined as utilizing resources commonly encountered in the course of one's daily job. This includes, but is not limited to, one's office, office computer, telephone, library resources and other college resources.

Scholarly Works are defined as Works that are created to further scholarly or artistic activity. These include but are not limited to manuscripts, scholarly articles, documentaries, websites, monographs, works of art, and other research based productions.

Personal Work is defined as Intellectual Property that is created and unrelated to the creator's responsibilities to the College.

Proposed Anti-Racism Resolution

Whereas, the Southern Poverty Law Center reported nearly 869 "hate incidents" after the presidential election as of November 29 and 140 have taken place at colleges and universities, and another 183 at public schools and;

Whereas, racist fliers were posted at the Spring Creek, Central Park, and Preston Ridge campuses in the wake of the recent national election, and;

Whereas racist graffiti was drawn in chalk on the campus of Plano East High School and a young woman wearing a hijab at that campus was bullied, and;

Whereas fliers were placed on the doorsteps of residents of the Craig Ranch neighborhood in McKinney. which, according to a local television station, called for the country to "get rid of Muslims, Indians, Blacks, and Jews," telling residents of that neighborhood to not sell or rent their homes to those groups, and warning that, "We are everywhere and watching every move," and;

Whereas on November 29 Collin College President Neil Matkin issued the following statement in response to incidents at this institution: "It is the mission of Collin College to be a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. We believe that higher education has a profound duty to expand wealth of knowledge, empower critical thinking, and create a safe environment to expand learning beyond the invisible silos of typical experience. Collin College welcomes and celebrates faculty, staff, and students from all backgrounds and cultures regardless of similarities or differences. In fact, it is a baseline expectation that the people of our college community uphold the Core Values of Collin

College and honor each other with respect and mutual deference for the common good. By embracing our diversity, we become stronger, wiser, and better equipped to conquer the challenges ahead together.”

And whereas, the Faculty Council fully supports Dr. Matkin’s statement,
be it resolved that:

The Faculty Council condemns these recent acts of intimidation motivated by racism, anti-Semitism, xenophobia, and Islamophobia as an affront to the deeply-held founding principles of Collin College; that the faculty of Collin College believes that diversity is a strength, not a weakness; that we believe in a fundamental right to education for all, and that our students should expect that they can learn here in an atmosphere of respect and tolerance; that this faculty is committed to welcoming all regardless of race, nationality, creed, sexual orientation, gender identity, and immigration or disability status; and that, as a faculty, we believe, in the words of Martin Luther King, Jr., that injustice towards one is injustice towards all. We furthermore stand resolutely against intolerance and discrimination and will insist on a classroom atmosphere in which all are treated with dignity and encourage all faculty to express these principles to their students, and;

Be it furthermore resolved that the following statement to be included in the generic syllabi for all courses at Collin College:

“Collin College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, national origin, disability, veteran status, or on any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, national origin, disability, veteran status, or on any other basis prohibited by law, that adversely affects the student.”