

**Collin College Faculty Council
February 17, 2017 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. 1:10 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)

Jeni Long (15-17)

Toni McMillen (16-18)

Sally Haas (15-17) – Brandy Jumper proxy

Seema Endley (16-18)

Preston Ridge

Levi Bryant (16-18)

George Jackson (15-17)

Nick Morgan (16-18) – Rachel Bostick proxy

Kim Nyman (16-18)

Debra St. John (16-17)

Aaron West (15-17)

Spring Creek

Doug Boliver (16-18)

Peggy Brown (16-18)

Mike Cohick (16-18)

Chris Grooms (15-17)

Tony Howard (15-17)

Joan Jenkins (15-17)

Lynn Jones (16-18) - absent

Rebecca Orr (16-18)

Michael Phillips (16-18)

Steve Stallings (16-18)

Barbara Stern (15-17)

Roger Ward (16-17) - absent

Associate Faculty

Patricia Coble (16-18)

V. Approval of January, 2017 Minutes

D. St. John made a motion to approve the minutes with the correction. P. Miller seconded the motion. The January 2017 minutes were approved unanimously.

VI. Treasurer's Report

K. Balch reported that there was \$201.00 in the Sunshine Fund, and \$3640.73 in the operating budget.

VII. Vice President's Report

A. El-Ashmawy attended the Board of Trustees meeting on January 24th. The Board voted to hold a Bond Election on May 6, 2017 to support the future growth of the district. There were first and second readings of revised local Board policies. The groundbreaking for the Public Safety Training Center will be March 3rd. The Faculty Council executive committee met February 15th to work on updates to the Faculty Council Procedures Manual. These updates have been forwarded to D. Lipscomb. The annual Soul Food Luncheon will be held at the Spring Creek Campus on February 24th at noon.

VIII. President's Report

- i. Faculty Compensation Committee**
Committee met the 2nd time on 2-10-17
- ii. Faculty Evaluation Committee**
A second meeting has been scheduled to discuss suggested improvements to the annual evaluation tool.
- iii. Board of Trustees Candidate Forum**
Forum has been set for March 17, 2017 after the Faculty Council meeting. Look for an e-mail from R. Hughes soliciting questions. Places 1, 2, 3, and 5 are up for election.
- iv. Outstanding Issues**
R. Hughes will follow up with Dr. Kihl and others on outstanding issues.
- v. Survey**
Look for survey in April asking about concerns for next year's Faculty Council
- vi. Board of Trustees briefing**
A. El-Ashmawy already reported.

IX. Committee Reports

Technology: See attached report in Appendix

Policy: K. Balch reported for N. Morgan that the Committee is looking at expanded Gun Exclusion Zones and will present their full recommendations at the March meeting.

Common Good: T. McMillen reported that the Committee is busy planning the retiree recognition event in April. There is a group of students that are interested in participating in positive experiences that may assist with the event.

FC Procedures and Nominations: D. Lipscomb reported that the call for nominations of officers and representatives will go out on Monday and close on March 14th or 15th. The plan is to distribute ballots on Friday 3-17 and the election will close on March 31st. The President and Vice-President spots are open. Six of twelve representative spots are open at SCC, three of seven are available at PRC, and three or four spots are open at CPC.

Teaching and Learning: This committee does not have a chair. K. Martin reported that she is working on a Summer Institute with a focus on applications or programs for the classroom.

Academic Freedom: no report

Associate Faculty: See attached report in Appendix. P. Coble reported that there is an Associate Faculty conference on February 25th. She appreciates the full-time faculty that have agreed to present.

X. District Committee Reports

Council on Excellence: K. Reynolds reminded everyone that the deadline for Outstanding Professor nominations is 2-18-17. The nominations must be signed and delivered to the Provosts office. There are still some travel funds available.

ACC: no report

CAB: G. Miller reported that CAB continues to review proposals

COAT: R. Bostick reported that COAT is revising rubrics and is working on a revised policy manual.

SOBI: no report

XI. Unfinished Business

M. Phillips made a motion to bring the Proposed Intellectual Property Rights Resolution to the table. K. Nyman seconded the motion.

J. Morgan presented the resolution. There was a brief discussion regarding the resolution. M. Phillips made a motion to accept the resolution as presented.

The motion was seconded by M. Cohick. The resolution was accepted unanimously. R. Hughes will communicate with the appropriate parties regarding the resolution.

J. Jenkins made a motion to bring the Anti-Discrimination Resolution to the table. M. Phillips seconded the motion. R. Hughes recognized M. Phillips so he could point out changes that had been made to the resolution. There was a discussion regarding the wording in the document. Should the statement be required or encouraged. This information is in the student handbook and will be covered in orientation. State law does not protect everyone. Why isn't sexual orientation mentioned in the resolution?

J. Jenkins made a motion to accept the resolution with the following amendment: add "or college policy" after "prohibited by law" in paragraph four. M. Phillips seconded the motion. A. El-Ashmawy made a call to question. Fourteen voted in favor of the resolution with the above amendment, ten abstained. The motion carries.

M. Phillips made a motion to add an additional amendment to the document. "Sexual Orientation" needs to be added to the list of persons that may not be discriminated against in paragraph four. The motion was seconded by S.

Stallings. Twenty one voted in favor of the motion and three abstained. The motion carries.

XII. New Business

R. Hughes noted that there is not a Professional Code of Ethics posted in the Faculty Handbook. Should there be an Ad Hoc Committee to create a Code of Ethics for Collin Faculty? K. Nyman made a motion to create the committee, P. Brown seconded the motion. The motion was carried unanimously. A. West will Chair the Committee. They will try and be ready for presentation in April.

R. Hughes reminded everyone about the upcoming Faculty Council election.

XIII. The next Faculty Council meeting will be March 17, 2017 at CHEC in Room 139. The meeting will be followed by the Collin BOT Candidate Forum.

XIV. Call to Adjourn

T. Howard made a motion to adjourn the meeting at 2:25 pm. The motion was seconded by K. Balch.

Minutes Approved by Faculty Council President Regina M. Hughes, 3/9/2017

Appendix

Faculty Council Committee Report

February 2017

COMMITTEE: Technology Committee

SUBMITTED BY: Karout, Mervat

Last Meeting Date: Meeting was held on Friday February 3rd, 2017

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, Tebring C.Daly, Sharon Hirschy, Rajasree Kannampuzha, Mervat Karout, Tonya McMillion, Gwen Miller, Elizabeth Pannell, Pat Pierson, Dustin Potter, Mary Weis.

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 support the Associate Faculty by holding a day long presentations on Microsoft Office 2016, Windows 10, Office 365/Outlook and Canvas during the Associate Faculty Conference day on February 25th, 2017. Members of the Technology committee will be present at the conference alongside the eLC to help answer any questions or concerns that the Associate Faculty might have in regards to the Technology in the classroom.
- The committee created a subcommittee that will investigate possible software options to be used to edit faculty's websites.

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

- The Faculty websites subcommittee has created a survey to assess the needs of the faculty in regards to editing and maintaining their websites. The data collected from the survey will help the committee understand the needs of the faculty. The members will also research the software used by other educational institutions then come up with recommendations that will be presented at the upcoming Instructional Technology meeting.

Next Meeting Planned: on Friday 03/03/2017

Faculty Council Committee Report

Jan/Feb 2017

COMMITTEE: Associate Faculty

SUBMITTED BY: Coble, Pat

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

February 8, 2017 3:00 pm Preston Ridge Campus Room LH 113

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

Blackman, Ann
Coble, Pat
Essary, Andy
Ford, Bonnie
Owens, Susan
Rice, Jennifer
Sowell, Stephen* e-meet

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 project datelines. Everything looks on track to completion.
2. New member added to committee, sub committees to be formed with additional members. Focus initially on Training and Development (e.g. AF Conference), Associate Faculty Community on Canvas, Compensation and Benefits, Communications, and Current Topics of the Faculty Council (5 C's)..
3. Discussion on Questions and Concerns in the field (via emails received, attendance at open meetings, outreach and committee member statements)-

-*Communications* with Academic Affairs: How are AA divisions and discipline leads working toward communications with associates? *Inclusion/engagement*: In what ways are associates involved in AA division events, meetings, discipline planning, and course assignments? *In class evaluation vs. on line teaching evaluations*: What is the validity and reliability of different types of student evaluations. *Parking*: What solutions exist to the time-consuming cruising for parking, especially for the adjuncts that are going campus to campus in short periods of time with large loads? *Course assignments*: How are decisions made? Are there uniform procedures? Can experienced Associates have "first right of refusal" in course assignments? *Orientation for new associates*: Is there a uniform and clear orientation/welcome packet for new associates? (Jennifer and Andy will help collect information). How are new associates introduced into the discipline

community of faculty? Do current FT/PT faculty know when there are job opportunities both FT and PT in their disciplines (without having to watch HR)? How are new AF welcomed? *Campus Carry*: When is final district policy implemented?

4. **Planning for participation in Associate Faculty Collaborations Conference.** Each committee member will introduce themselves, we will then have a panel discussion, introduce the idea of the online community and what it could include, solicit input for what to include, request people to opt in for a beta period while the online community is under construction. The following description was reviewed for inclusion in the program:

Associate faculty are a vital part of Collin College. Last Fall, they accounted for 68% of the faculty population. The Faculty Council represents faculty members in college matters and is seeking more input from the associate faculty. As such the Faculty Council's Associate Faculty Committee is initiating an online Associate Faculty Network or "Community". The Associate Faculty Community will be made up of associate faculty who opt in to the group. Members of the AF Community will then serve as a type of focus group providing perceptions, opinions, beliefs and more in regards to the professional role of the associate faculty at Collin College. The AF Community is expected to benefit associate faculty and the college in other ways as well. Please join us for a discussion on forming this AF Community, learn about possible benefits and the value of engagement with other associates, opt in, and meet the members of the Associate Faculty Committee.

We will help promote the event. Susan and Ann will request, pick up and distribute flyers. We are grateful that Academic Services; Judy James and Mike Rose allowed us to be a part of the Conference planning.

5. **AF Community on Canvas** – Discussed monthly polls, discussions, keeping the 'site' managed and up to date. Each committee member has been sent an invitation to opt in. The roles on canvas are the only misleading component in using this platform for nonacademic purpose. (The pros far out way that). Committee members are listed as TAs, Managers Pat and Ann are listed as teachers, and the community members are listed as students. Pat will get with Ann and Stephen to develop further.

6. Other:

Bonnie responded to questions about the All College Council food drive. We will plan to do a box do donate from the committee.

Summary of Action Items: See above.

Next Meeting Planned: February 25, 2017

Collin College Faculty Council **[February 2017] Report**

Committee: Faculty Council Ad Hoc Student Code of Conduct

Submitted by: Cathy A. Donald-Whitney

Last Meeting Date: (list date of last physical meeting or the dates of e-discussions) Meeting via e-mail, several times since given our charge on 1-31-17 (Regina via e-mail)

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

Committee members: Cathy Donald-Whitney & Kat Balch (Co-Chairs), Tiffany Cartwright, Mary Weis, Alaya Swann...

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. Our tasks is to review section 6.1 of the student handbook which is what we are discussing via e-mail. This review is in progress and we are on track to meet our March 1, 2017 deadline.

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

A. Active review and discussion as noted in the summary of discussion section

B. We will submit a final report when we have completed our task.

Next Meeting Planned: N.A. –We have completed our task as noted... We plan to correspond virtual unless we feel a face to face meeting is needed