

Collin College Faculty Council

**Sept. 29, 2017
Meeting Minutes
CHEC 107**

- I. Lunch 12:30 PM**
- II. Call to order 1:00 PM**
- III. Roll Call**

Executive Committee

President: Nick Morgan

Vice President: Rachel Bzostek

Treasurer: Kat Balch

Secretary: Toni McMillen absent

Central Park

Tony Airhart (17-19)

Seema Endley (16-18) absent

Joe Jaynes (16-18)

Frank Mayhew (17-19) Proxy- Judi Wohead

Toni McMillen (16-18)

Michael Rose (17-19)

Preston Ridge

Kat Balch (16-18)

Levi Bryant (16-18)

Diana Gringo (17-19)

Kim Nyman (16-18)

Sunita Rangarajan (17-19)

Debra St. John (17-19)

Andrea Szlachtowski (17-19)

Spring Creek

Doug Boliver (16-18)

Peggy Brown (16-18) Proxy Regina Hughes

Mike Cohick (16-18)

Chris Grooms (15-17)

Tony Howard (15-17)

Lynn Jones (16-18)

Tonya McMillion (17-19)

Steve Stallings (replacing Kay Mizell (17-19) sabbatical)

Rebecca Orr (16-18) -absent

Michael Phillips (16-18)

Steve Stallings (16-18)

Roger Ward (16-17)

Associate Faculty

Patricia Coble (16-18)

IV. Approval of Minutes Approval

Adjustments made via email earlier, move to accept, Joe Jaynes, second; Debra St. John, motion carried.

V. Treasurer's Report

Scholarship Banquet reports an impressive event with over 600 students granted scholarships!

Sunshine Fund has \$310.00; The operating Budget has \$5155.00.

Foundation Scholarships for full-time faculty as annual campaign will begin in October.

VI. Vice President's Report

Beginning use of MS Teams. This software facilitates group collaboration while allowing for better document storage and distribution. Rachel Bzostek will email screenshots of how to use software. She notes that although everyone may upload and modify documents, not everyone can delete them.

A pilot program initiated at PRC for campus representatives to contact and to stay in touch with the faculty based on each representative's office location. At PRC, this plan works out to approximately one representative per building. The idea of have representatives communicate directly with a small group of faculty while still being available to all faculty members of their respective campus originated with Regina Hughes's concept of contact via alphabetical lists.

VII. President's Report

- A. Compensation Committee: President Neil Matkin wishes to convene the Compensation Committee every two weeks until there is resolution on the issues. Nick Morgan reports that many of the concerns raised by FC are being addressed in the committee meetings.
- B. Safety Committee: The Safety committee received emails at the new safety@collin.edu address. The district is examining setting physical plants and mechanical rooms as gun free zones. Lingering concern over gun exclusion zones (GEZ) for faculty offices raised a concern social media pictures of such offices opening up avenues of criticism for faculty and placement on watch lists. Additional GEZs are being evaluated and the campus safety plan is being developed.
- C. Ethics Committee: Nick Morgan gives accolades to Aaron West for chairing the initial ad hoc committee on a code of ethic for faculty members. Dr. West was requested to remain as chair. Materials created by ad hoc committee are being forwarded to Policy committee for next steps. Updated document (for review) is in MS Teams document cloud under "Committee on Collin Policy"
- D. Electronic Devices in Classrooms: The Leadership Team requested Faculty Council conduct research on electronic devices in the classroom. Specifically, what policies related to the use of electronic devices in the classroom, are being used at universities. Should faculty be able to prohibit devices in the classroom if these devices are disruptive to the learning environment. Debra St John, Rachel Bzostek, and Aaron West have been asked to undertake this research project.
- E. Student Evaluations: Trends suggest that online evaluations will become the norm. The question remains how to make implementation effective to maximize student responses. The rationale for changing to online system is both financial and efficiency. Concerns were raised on the use of "percentage readings" of current evaluations by leadership. Faculty members expressed concerns on how the effectiveness of online evaluations and how they will be used. Rachel Bzostek will form a committee to develop recommendations.

- F. Associate Faculty Training: Patricia Coble will form a subcommittee with Michael Rose to create modules generalized for all associate faculty.
- G. Student Handbook Review: Will be referred to the Teaching and Learning Committee and materials will be distributed via MS Teams. This will become an annual task for Faculty Council.
- H. Associate Dean Policies: Concern has been raised regarding inconsistent implementation of policies by Associate Deans. There is also a concern that if there is a public “push” for uniformity negative reactions may be forthcoming. Complaints to this end need go “up the chain of command,” but Nick Morgan is available as a “sounding board” and a voice. Nick Morgan stated that anyone having issues needs keep documentation on incidents immediately and send issues forward. Concerns may also be sent to FC@collin.edu our new email address.

VIII. Committee Reports

- A. Technology: The technology committee is looking at a less expensive program to integrate into Canvas to detect plagiarism which may save up to 50,000 dollars. The IWS for faculty is changing with more information to follow.
- B. Policy: No report.
- C. Common Good: The Committee of the Common Good will celebrate the employment of New Faculty at the beginning of the next FC meeting. Additionally, the Balloon Fest Half-Marathon volunteer drive was a resounding success. This activity garnered \$3000 for the Faculty Scholarship Fund. Another half marathon opportunity will be forthcoming in April at PRC. More details will be sent out campus wide.
- D. FC Process and Nominations: No report.
- E. Teaching and Learning: This committee needs a chair.

F. Academic Freedom: No report at this time.

G. Associate Faculty: Pat Coble said that perhaps this could be the year of the Associate Faculty as we consider ways to help connect Associate Faculty with full-time Faculty. We need to develop more programs for Associate Faculty. She reports that there are still issues with associates who are not informed about door codes and other materials needed for the first day of class.

IX. District Committee Reports

A. COE—There is \$158k left in COE travel funds. This year fall, \$67k was distributed in the first 29 days of this term. Please let Paula know if travel does not happen so that promised funds may be made available to others. Even if you use own funds, you must log your travel plans in Concur.

B. ACC: No report.

C. CAB: No report.

D. COAT: The discussion expressed that an assignment rubric is not in the Canvas Commons.

E. SOBI: No Report.

X. New Business

A. A quick poll revealed that FC members prefer meeting in the Board Room as opposed to CHEC 107.

B. The Plano International Festival is to be held October 10, 2017.

XI. Call to Adjourn

Motion Tony Howard. Seconded by Levi Bryant. Motion carried.

XII. The next Faculty Council meeting will October 27th in CHEC 139.

Minutes taken by: Kat Balch as substitute and edited by Toni McMillen

Approved by Nick Morgan on October 23rd, 2017.

Approved by Faculty Council: