

Collin College Faculty Council

January 19, 2018 1:00, CHEC 107 | Meeting called to order by President Nick Morgan

Attended: President Nick Morgan; Vice President Rachel Bzostek

SPRING CREEK	PRESTON RIDGE	CENTRAL PARK
Doug Boliver (2016-18)	Kat Balch (2016-18) absent Proxy Alaya Swann	Tony Airhart (2017-19)
Peggy Brown (2016-18)	Levi Bryant (2016-18)	Seema Endley (2016-18)
Mike Cohick (2016-18)	Diana Gingo (2017-18) †	Joe Jaynes (2016-18)
Chris Grooms (2017-19)	Kim Nyman (2016-18)	Frank Mayhew (2017-19)
Tony Howard (2017-19)	Sunita Rangarajan (2017-19)	Toni McMillen (2016-18)
Lynn Jones (2016-18) Absent	Debra St. John (2017-19)	Michael Rose (2017-19) Absent
Tonya McMillion (2017-19)	Andrea Szlachtowski (2017-19)	
Kay Mizzell (2017-19) Proxy Kyle Wilkinson		
Rebecca Orr (2016-18)		
Michael Phillips (2016-18)		
Dean Wallace (2017-19)		
Roger Ward (2017-19)		

DISTRICT ASSOCIATE FACULTY REPRESENTATIVE

Patricia Coble (2016-18)

Special Presentation

Dr. Matkin stopped by the meeting to provide some follow up concerning many of the issues discussed at All College Day. Specifically, he noted that he is interested in finding ways to streamline the administrative tasks that faculty are asked to complete. In this respect, if you have suggestions about any administrative tasks required of faculty that can be streamlined, please send them to fc@collin.edu to be forwarded to the Leadership Team.

Approval of Minutes

Minutes approved and seconded.

Treasurer's Report

Treasurer Operating Budget 4,412.01

Vice-President's Report:

A. Faculty Website

- a. There is a new area for viewing Faculty Statement of Ethics and a prior Faculty Council document on academic freedom. These documents are posted on the Faculty Council page in CougarWeb.

B. Wylie Campus Committee

- a. Fifty-seven people expressed interest in serving on the committee reviewing plans for the Wylie Campus. These names have been sent to Brenda Kihl. Nick recognizes Michael Phelps for starting the initiative for getting the idea started to get more faculty feedback for the formation of Collin committees.

C. Student Evaluation of Instruction

- a. The drafting of a new faculty evaluation tool is in progress:

- i. This evaluation survey and tool is proposed to be an online process for face-to-face classes, and a version of this tool is already being used online
- ii. The students will not see the evaluation until the process begins toward the end of the semester. When you look at the evaluations, you can see that short semesters, such as summer and Wintermester/Maymester, do not show up in the cumulative groups and feedback.
- iii. A bonus to this process is that instructors can go through and look at all of the previous evaluations.
- iv. As discussions developed, the faculty raised concerns about the student response rate. However, as another faculty stated, some research exists that states found that there is little to no difference in the outcomes for completing the evaluations.
- v. Rachel informs the group that the faculty can generate their own individual query and report. We can look at what is changing over time and how it changes over time. One can download a PDF and raw data into excel.
- vi. As required, the responses are not revealed until after the semester is over. The only data you see during the final exam week is how many students have completed the survey.
- vii. Currently, people have difficulty sometimes getting copies of their evaluations. With this process, you will have access to the results after the semester ends through Canvas.
- viii. Instrument Questions types: Discussion was held over the use of demographic questions and a consist set of evaluation questions.
- ix. Deployment –Evaluation Kit in Canvas is a tool that the both the College and the faculty member can use.
- x. The committee's concern was that more of a focus is placed on questions like, "Did the course help you to learn will be the main focus." Currently, the tool only has 18 questions

- b. The Faculty responds and discusses concerns about online evaluations:

- i. The faculty expressed a great concern over the document and the potential implementation of the tool. As this is a tool that will be used by COE to determine their

yearly evaluations and may influence longer-term contracts in a negative manner, the tool itself and the implementation is very important.

- ii. One instructor reports that an 8-week class (during a long semester) was allowed to evaluate after a class ended. The actual ending of the time to submit evaluations was after the class ended. This is not comparable to other classes where they are finished before the end and they know their grade. This is a major concern as students might respond strictly to their reaction to a grade. Students should respond to the performance of the instructor and not their grade.
 - iii. Another professor reported that a student who was not currently enrolled in his or her class was asked to evaluate her performance in a specific class. This perhaps is an issue when people not currently enrolled are responding.
 - iv. Some faculty were concerned that the electronic copies may have less information. The students tend to write less and the font is so small. A concern about who would move them from Canvas to the COE packets was raised. Logistical issues such as font size can be worked out through collaboration with other stakeholders involved in the deployment and reporting of the Student Evaluation of Instruction instrument.
 - v. Nursing Instructors: Some of the questions here are not relevant to their courses.
- c. Nick Morgan affirms that we need to pay attention to Faculty concerns about evaluation tools and that we as a body can request or propose changes, and we can create a resolution if we deem one necessary in the future. Rachel asks the FC to please send us your thoughts as they come to mind. We have a lot of innovative ideas and an opportunity to respond and send those to Rachel. Let me know by February 12th if you have questions, concerns, and comments.

President's Report:

Please attend TCCTA, March 1-3, Frisco, TX.

Andrea-The process for applying to TCCTA should be expedited. If you are not requesting funds, you can just use Time Clock Plus. This may not apply to all deans.

Toni McMillen-Reminder, please attend the meeting next Friday at PRC with Richard Moore.

Committees

Associate Faculty: No Report

Academic Freedom: No Report

Common Good: No Report

FC Process and Nominations:

1. The percentage of representatives by campus is being discussed. A report on full-time proportional representation of elected representatives by campus will be presented at the February meeting. The accurate number of full-time faculty by campus will not be available from HR until after January 2018 payroll has processed.
2. The committee discussed the implementation of additional associate faculty representatives as was approved by FC at the November 2017 meeting. An initial question regarding the ability to conduct an electronic election for associate faculty reps by campus was resolved. The committee also discussed how to handle a situation in which an associate faculty member based on two different campuses might run for a campus-specific AF seat. In this case, the AF faculty member would simply declare a campus when nominated.

3. Because the motion approved to expand associate faculty representation on FC noted adding "at least one representative per campus," the committee also discussed proportional AF representation on the council in which there would be two SCC seats, one CPC seat and one PRC seat for a total of four AF reps. President Morgan noted that the plan presented to leadership was to start by adding two new AF reps with one AF rep per campus.
4. Finally, the committee discussed and recommends staggering terms for AF reps in order to provide better continuity of AF representation on the council. The committee will discuss various options for staggering terms soon.

Policy: All reports have been sent forth, and all the documents on intellectual property are on Brenda Kihl's desk. Intellectual Property was mailed to Brenda Kihl, and we had to change legal definition policy. Two big changes defining and allow us to have incidental uses of college resources, and we now have a better definition of college time.

Teaching and Learning: NO REPORT

Nick notes that this committee will go through the current student handbook to identify areas of improvement.

Technology: NO REPORT

District Committee Reports

COE—Paula Reports that we have 80,000 in travel funds—get your request in; Look for email from Kimberly Harris on scholarships for faculty

ACC: They are disbanding ACC and replacing it with a Staff Council. More information will follow.

CAB: Cab is discussing the following changes:

1. Computer Systems – new level 2 certificate course changes and program revisions
2. Health Information Management – new level 2 certificate, program revisions and course changes
3. Biotechnology – new level 1 certificate, revised level 2 certificate, new courses and course revisions
4. DE Math – change in numbering of courses that will be linked (per legislation) to credit math courses
5. Diagnostic Medical Sonography – change in program classes based on advice of program director
6. Health Professions – removing, changing the prerequisites to classes to help students complete
7. Interior Design – name change of program and change to required courses.

COAT: No Report

SOBI: No Report

Other Business:

Review of new Ethics Statement

A faculty member suggests that we need to review the newest version of an ethics statement created by the subcommittee of the College Policy Committee. The faculty leadership has a discussion on why we put it online that it was just for only the Faculty Council at this point in time. Nick Morgan explains that this is why we have time to let these ideas percolate. So, we can continue to discuss and revisit this statement. The faculty is asked to formulate any concerns in an email so they can be addressed in future meetings.

Insurance

Nick opens the floor for any more responses on the changing of our insurance:

1. Some faculty report that their insurance coverage changed which doctors they could see as medical providers.
2. Nick advises the group members to respond individually to HR to make them aware that the new insurance's selection of providers had impacted our Faculty in some inconvenient ways.

Concur Review Levi Bryant –No update other than what President Matkin announced.

New Business

Next Meeting February 23, CPC Pike Hall C-106

Adjournment

Call to Adjourn motion made; seconded, and approved.

Minutes taken by: Toni McMillen, Secretary

Approved by Nick Morgan on February 15, 2018

Next Meeting

The next meeting will be held at the Central Park Campus due to the Soul Food Luncheon.

Please join us there. Friday, February 23, CPC Pike Hall C-106 Central Park Campus

Faculty Council Spring Meeting Schedule

Friday, February 23, CPC Pike Hall C-106-Right after the Soul Food Lunch

Friday, March 23, CHEC 107

Friday, April 20, CHEC 107

Friday, May 4, CHEC 139