

Collin College Faculty Council

February 23, 2018 1:00, Pike Hall, CPC | 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) Proxy Kelly Martin	Tony Airhart (2017-19) Absent
Peggy Brown (2016-18)	Levi Bryant (2016-18) Absent	Seema Endley (2016-18)
Mike Cohick (2016-18)	Diana Gingo (2017-18)	Joe Jaynes (2016-18) Absent
Chris Grooms (2017-19)	Kim Nyman (2016-18) Absent	Frank Mayhew (2017-19) Absent
Tony Howard (2017-19) Proxy Scott Yarborough	Sunita Rangarajan (2017-19)	Toni McMillen (2016-18)
Lynn Jones (2016-18) Absent	Debra St. John (2017-19)	Michael Rose (2017-19)
Tonya McMillion (2017-19) Absent	Andrea Szlachtowski (2017-19)	DISTRICT ASSOCIATE FACULTY REPRESENTATIVE Patricia Coble (2016-18)
Kay Mizzell (2017-19)		
Rebecca Orr (2016-18) Proxy Kimberly Harris		
Michael Phillips (2016-18) Proxy Barbara Stern		
Dean Wallace (2017-19)		
Roger Ward (2017-19) Proxy Larry Stern		

Approval of Minutes

Minutes changed; place UTD in front of word scholarships. Debra St. John Motions; seconded by Barbara Stern.

Board

Treasurer Report: The total working funds for Faculty Council is 3413.01.

Vice-President Report: No Report

President's Report:

- The TCCTA Convention is one week from today at the Frisco Embassy Suites
- Faculty Appraisal and Performance Appraisal and Self-Evaluation Form: Faculty Council was given the opportunity to review the draft faculty self-evaluation form that has been crafted over the past two years. The Council will send the document out to the 26 representatives and have them review and submit recommendations to FC@collin.edu. The results will be compiled and forwarded on to leadership. The deadline for comments will be March 9. The document should not be shared among the

faculty right now as we have a short time frame to respond to a complex document. Rachel will send instructions to begin the process.

- Kimberly Harris adds that faculty will no longer have to do the long self-evaluation, and they will use the parts from the annual self-evaluations that already exist. This is designed to reduce the amount of work that has to be done on the multi-year process.
- Student Evaluation Resolution: A resolution concerning student evaluation of faculty was drafted by the Policy committee.
- One issue is that students are being asked questions about skills that they are not qualified to answer.
- Another concern is that this is a tool that is mainly used to assist faculty in improving teaching and not as a punishment. There will always be outlier classes that do not define or represent us as instructors. CoE does an excellent job of recognizing that fact.
- There was also concern about how to get the students to fill out the forms. The college is responsible for sending reminders to complete the evaluations.
- Motion to vote Barbara Stern; Angela Szlachtowski seconds, vote collected 19 yes; 2 no; Motion passes. The resolution will be sent to Dr. Kihl for administrative consideration.

Committees

Associate Faculty: Recap on training and development objectives-three different categories working on training working on a consistent training for Associate Faculty is as follows:

- Orientation for onboarding identification of orientation and onboarding. The sub-committee is learning about what is going on at Collin, and they have learned about some grants that are also studying the topic. We would like to see more centralized training and resources.
- Career Training to help Associate Faculty to transition to full-time. The committee is looking into who we have that can help in this process. Also, we are examining how we use our resources to help part-time faculty to become full-time faculty.
- Teaching Excellence-We hire people who are subject matter experts, but we are not always hiring people with teaching skills. How do we ensure that the teaching is what we provide for our students? It may be nearly another year before any resolutions are proposed.
- The associate faculty committee is focused on outreach and more communication between associate faculty and administrators. This requires a lot of management and resources. This has potential for development in creating a community.
- Feb. 24 is the Collaborations Conference beginning at 8:00 with Coffee with the Dean at CHEC. Michael Rose is the coordinator and tried to make drastic changes to the conference and incorporating a breakfast with the associate deans and an associate faculty committee. There were tracks created which include presentations by the Associate Faculty.

Academic Freedom: No report

Common Good: We are currently making a list of retirees. If you know anyone who is retiring now or through August 1st of next fall or before the fall semester begins, please let Toni McMillen know.

Classroom Recordings: Rachel reports that the Policy committee was given ten days to respond to a request for information on electronic recording devices in the classrooms. The committee looked at a list of 30 R1 Schools and came up with a list of policies enacted by multiple schools, including sample syllabi statement and student agreements regarding the use of recording devices in the classroom. Many of the elements included in the

research report were integrated into the draft policy written by the College administration. The policy will be reviewed by the Board, and hopefully voted on soon.

Policy: Seema Endly adds that the Technology Committee is also looking into the topic of how faculty should respond to recordings in the classroom. Should our two committees share the information? Nick says we can share information.

Procedures Committee-Representative Distribution: Usually this report is made in November. In October, we decided to postpone due to reconciling numbers and some changes from September to now. The numbers are now more consistent.

Dan Lipscomb presented the distribution of faculty by campus

- Last year: CPC 94; PRC 111; SCC 193 Total 398
- This year: CPC 95; PRC 125; SCC 188; Total 408
- PRC is underrepresented by 2.6% while SCC is over represented by 1.9%

Several options were proposed:

- Option 1: Move one representative from SCC to PRC. This change flips disparity but does not increase the overall number of representatives.
- Option 2: Add one representative to PRC. This option provides close to optimum representative distribution.
- Option 3: Take no action now--as there will be a major reevaluation when Wylie opens.
- After discussing the options, the majority agreed that option 2 seems to be the best choice for now.

Peggy Brown motions to add an additional representative to PRC; Debra St. John Seconds; Motion passes to add an additional representative to PRC.

Procedures Committee-Election Procedures:

1. Should officer candidates also self-nominate? Nominations for district-wide officers have traditionally been submitted to the officers by other faculty and not by a candidate. When officers in the past were nominated, they had to have a colleague stand up in person during a Council meeting for them. The Council decided not to make changes to the process.
2. Should the Election Judge open the call for and receive all nominations? After discussion, a motion to send nominations to the Election Judge as process was made and seconded. Motion Passed
3. Should a neutral judge to handle the call for the nomination? Yes. It appears more objective to have someone who is not running for office to handle the call for nominations.
4. Should the ballots go out on the following Monday rather than during Spring Break? Motion to email ballots on March 19th instead of March 18; Rachel; Andrea; Motion Passes.
5. The associate faculty procedures are being worked on and will be completed in time for the election.

Teaching and Learning: No Report

Technology: Working on Verisite versus Turnitin.com. The recommendation of the committee was to go with Verisite. However, Turnitin.com bought Verisite and the research may no longer be valid. Several instructors expressed a concern about connections between Turnitn.com and CANVAS have not been resolved either. Also, there has been a glitch in CANVAS where inactive students can evaluate instructors accidentally by having been once enrolled before dropping. The committee will be looking into both issues.

Summer Institute: Kimberly Harris reports that proposals for summer workshops should be submitted soon.

Technology Concerns: Larry Stern expressed a complaint that several iPads at SCC were warped. Even though they keep their iPads stored in a cooling cart, they still were warped. Andrea pointed out that iPad carts that

are plugged in too long may get over heated and the iPads may become warped; however, there should be a warranty with that group of iPads.

District Committee Reports

ACC: Nick Morgan representing FC: Staff Council will replace ACC maintaining the same responsibilities without members of the faculty. There will be liaison for the Staff Council from the Faculty Council. The organization of the new Staff Council is being led by Samantha Dean.

CAB: Gwen Miller-Cindy is our new director and there are now three different engineering categories. Tracey Ramsey is the new Interim Dean at SCC.

COAT: Rachel Bzostek reported on informational rubrics along with assessment rubrics. They are creating a list of types of items we will see in those assessments. There are also two days of assessing that you can participate in during this summer on May 30th and 31st with breakfast and lunch provided. You can learn a lot, and we usually have 30-40 people there. No need to sign up. Volunteers can just show up to work. Associate Faculty is welcome to attend. The required norming session is in the morning.

COE: Kimberly Harris reports that in February we still had approximately \$60,000 for travel. The nominations for outstanding professor are open. You can email the nomination, but you still have to deliver it to the President's office. When the ballot comes, you respond to the link to opt out of COE nominations. Kimberly was asked CoE's position on extending the current three-year contract to the five years. Kimberly's response is the system we have now helps us to keep up with information compared to a longer period of time. She does not find the new proposed board report to be burdensome.

SOBI: Rachel Bzostek-No Report

Other Business:

Committee recruitment was a successful call for the Wylie blueprint reviews. The concept of more Committee Formation was a good idea.

Concur Review is targeted for replacement. We do not have a timeline.

Faculty Representatives:

- Faculty members are discussing the lack of opportunities for leadership experience as required in new administration job descriptions or postings.
- Now, we have been told that Turnitn.com was selected over Verisite and there are concerns that decisions were made without faculty consultation. We want to make sure this is not something that happens in the future and that concerns with entail district wide faculty need to include faculty. Nick responds saying that we do need to have these concerns brought forward and he will bring this to the leadership team.
- Ideas for gaining leadership experience were discussed:
 - Nick Morgan: We have evening and weekend administrators. We could propose having faculty to serve as weekend/evening administrators. Another way to gain experience is to become a Discipline Lead.
 - Peggy Brown: In the past we had a course which was a training (perhaps the ACE training) which gave people the ability to gain experience.
- We can send these ideas and other ideas to FC@collin.edu.

Travel Questions:

Faculty members have questions about being paid to go to meetings supported by third-parties (i.e. publishers). From the faculty perspective, the faculty member is asking for permission to complete a role that will ultimately benefit enrollment. A discussion was held and a hypothesis was discussed. Some members discussed that accepting a trip or workshop invitation is perhaps like an acceptance of a gift which may or may not be seen as in conflict by the specific employer and perhaps the employer wants approval to make sure there is no conflict. This is one proposal as to why an employer might not approve of a request for time off related to such engagements. However, this seems to be an ongoing issue and perhaps we do need to seek clarification. When these questions come up reach out to Floyd Nickerson, VP of HR and try to get more formal answers from him.

Insurance Questions:

Nick Morgan reports that Floyd Nickerson said some of the doctors who rejected our insurance are being reviewed. An aggregation of issues and complaints flowing to HR has generated some action.

New Business There are still some study grants. However, the funding is ending after this round. This came from Dr. Khil's office and the funds may be moved to other innovative grants.

Adjournment

Call to Adjourn motion made by Angela; seconded by Rachel and approved.

Minutes taken by: Toni McMillen, Secretary

Approved by Nick Morgan on March 20, 2018

Next Meeting

Friday, March 23, CHEC 107

Faculty Council Spring Meeting Schedule

Friday, April 20, CHEC 107

Friday, May 4, CHEC 139