

COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: August 23rd, 2024

Time: 1:00PM

Location: CHEC and Boardroom and via Zoom

Roll Call: Matthew Hamilton, Secretary

Representative	Division	Discipline	Attending	Zoom?
Brett Adams	Carter/Evans	HIST	X	
Lauryn Angel	Richardson	ENGL	X	
Sofya Antonova	Wang	MATH	X	
Bill Ardis	Powell	MATH	X	
Josh Arduengo	Streater	PSYC	X	
Shannon Bates	Richardson	SPCH	X	
Lindsey Brown	Peruski	Nursing	X	
Mike Brucia	Coffman	HVAC	X	
Suzan Cameron	Adjunct Representative		X	
Misti Clark	Coffman	COSC	X	
Roberta Cravo	Buggs	BIOL	X	
Chris DuBois	Dual Credit (Moore)	GOVT	X	
Seema Endley	Buggs	BIOL	X	X
Diana Gingo	Richardson	ENGL	X	
Rhonda Green	Millen	SRGT	X	
Cynthia Gruver	Powell	LGLA	X	
Matt Hamilton	Buggs	HIST	X	
Lindsey Harris	Adjunct Representative		X	
Krystal Humphries	Babcock	HIST	X	
Joe Jaynes	Gainer	HIST	X	
Samantha Kyser	Adjunct Representative		X	
Lynn Jones	Streater	GOVT	X	
Katherine McKee	Adjunct Representative		X	
Alyna Nathoo	Adjunct Representative		X	
Monica Nicholson	Peruski	Nursing	X	
Karen Peterson	Millen	PSGT	X	
Ron Schaffner	Coffman	AUTM	X	
Linda Sears	Tinnen	HUMA	X	
Jason Smoot	Wang	MATH	X	
Barbara Stern	Streater	PSYC	X	

Kristi Stevens	Adjunct Representative		X	
Dianne Stroman	Lee	ENVR	X	
Mohammad Tahiro	Babcock	ECON		
Jenny Warren	Tinnen	SPCH	X	
Fredie Williams	Powell	POFT	X	

Motion to approve minutes made by Fredie Williams.

Seconded by Linda Sears.

Minutes approved unanimously approved.

EXECUTIVE COMMITTEE REPORTS

Treasurer’s Report – Mike Brucia

- Current Balance: \$1,124.53 (22.5% remaining of budget)
 - Expenses: \$723.78
- Sunshine fund - \$157.92

Vice-President’s Report – Kimberly Harris

- Committee Interest Survey
 - Should have received this in an email from FC asking for anyone who was interested in serving on a FC committee and/or task force.
 - If you want to serve or continue to serve, please fill out the survey.
 - Survey will close August 30th, 2024.
- Committee Reports
 - Frequency
 - Every committee will report at least once per semester.
 - If you are on FC, you do not have to serve.
 - Meeting updates
 - Committee report templates are available through the FC website.
 - Please use the reports to inform the college of your work. Please be descript and be sure to identify the contributions of members.

President's Report – Rebecca Orr

○ Updates

- Updates to appraisal after meeting with ADs
 - You may make comments and/or clarifications afterwards.
- Discipline search rubrics
 - Dr. Abe Johnson has requested more standardized hiring grids (or, rubrics) within each discipline.
 - This was announced toward the end of the 2023-2024 AY.
 - Each discipline is tasked with the following deliverable by December 1st, 2024:
 - Develop a screening grid with clearly defined criteria that is easily understood.
 - Grid may not favor any special group (i.e. individuals without terminal degrees should not be prevented from rising to the top).
 - Grid may not favor faculty or administrative favorites (i.e. it needs to provide the district with the best candidates regardless of professional or personal biases).
 - Grid needs to provide opportunities for adjuncts who maintain teaching excellence.
 - Dr. Johnson is cognizant that this is not a “one-size-fits-all” grid; rather, it is to be discipline specific. But, it will be used by the discipline across the college district.
 - There will be room to tailor the grid for each search to ensure that the needs of the campus or discipline are met (i.e. you may increase points for dual credit experience if the position is a dual credit position).
 - Process should not be done by 2-3 faculty in the discipline; rather, it should be completed by a wide representation of faculty in the form of a 8-10 person committee.
 - Grids will be periodically reviewed and revised by the faculty within each discipline.
 - Dr. Kyle Bellue (Associate Dean – Farmersville) will be contacting discipline leads soon to begin this process.
- Late registration
 - Soon, students may not be able to enroll in a course after the first class session.
 - Implementation may begin in the Spring 2025 semester, but certainly by the Fall 2025 semester.

- 12-week courses
 - Grades are currently scheduled to be due the day faculty return from the Thanksgiving break.
 - College Leadership has agreed to extend the due date to December 4th, 2024.
- FC Dual Credit Task Force
 - There are some questions as to why this task force exist when there is a DC Advisory Committee?

○ **Task Force Updates**

- Student Surveys – Amina El-Ashmawy & Mary Weis
 - In 2023-24, the Faculty Council’s Student Survey of Instruction (SSI) Committee gathered feedback from faculty, administrators, and the IRO.
 - The task force identified five criteria that guided their work.
 - 1) The revised survey should have less than 8 questions, but less is better.
 - 2) The survey items should be applicable to all types of courses (academic, workforce, etc.).
 - 3) After each question’s rank scoring, there should be a response box to gain more insight from the student on that question’s scoring.
 - 4) They will be piloting and tweaking the survey in the Fall 2024 and Spring 2025 semesters.
 - 5) The 2025-2026 academic year is the target date for full implementation of the revised student survey.
 - The new survey designed by the task force is composed of an introduction to the survey, five ranked items pertaining to the course and instructor, and a final item asking for any additional comments they have.
 - Each of the first five ranked items is followed by a free response box inviting the respondent to expand on their ranking, if they so choose.
 - Responding to the comment box for each is not required to continue to the next item.
 - For the ranked scoring, the task force discussed several options.
 - Based on IRO’s recommendation, they decided to go with a Bipolar Semantic Differential Scale where “Fully Agree” and

“Fully Disagree” are the two endpoints and the two middle points are not labeled, listing “Fully Agree” on the left.

- **A draft revised survey can be found below at the end of the minutes as APPENDIX A.**
 - After a brief comment session, the survey was referred to the committee for slight adjustments in voice, focus, and ensuring differences between modalities.
 - Motion was made to move this survey forward to be piloted this Fall 2024 semester.
 - A motion to advance the survey and pilot it this Fall 2024 semester was made by Chris DuBois.
 - The motion was seconded by Lauryn Angel.
 - 21 yeas, 7 nays
 - The motion carried.
 - FC would like to thank Amina El-Ashmawy and Mary Wiess for their above and beyond work to this project.
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- DOS Task Force – John Hoenig & Will Brannon
 - No report
 - Gradebook Task Force – Robert Brown & Marlo Ballard
 - No report
 - Dual Credit Task Force – Matt Hamilton
 - No report

STANDING COMMITTEE REPORTS

- **Academic Freedom** – Ryan Farrar & Diana Gingo
 - Anniversary Resolution
 - College Leadership submitted a resolution recommitting the faculty and college’s commitment to academic freedom.
 - Motion to adopt resolution made by Lynn Jones
 - Seconded by Brett Adams
 - The motion was adopted unanimously.

- Resolution will be referred to AGS for approval.
- **Adjunct Faculty** – Stephanie Tyson & Tammy Cain
 - No report
- **Common Good** – Vijaya Velamakanni and Seema Endley
 - No Report
- **Policy Committee** – Joan Hunsaker
 - No report
- **Teaching and Learning** – Serena Richards & Kevin Suber
 - No report
- **Procedures and Nominations** – Rhonda Green & Rebecca Burton
 - No report
- **Technology** – Mervat Karout and Sunita Rangarajan
 - No report
- **OEP** – No Chair at this time
 - No report
- **Resource and Remuneration Committee** – No Chair at this time
 - No report was given by the committee, but Dr. Abe Johnson did address a policy proposal produced by this committee and approved by Faculty Council last academic year.

- Faculty Council’s proposal for LGI (Large Group Instruction) needs to be simplified and avoid a pay-per-head and 1.5 of faculty load elements.
 - Dr. Johnson urged Faculty Council to focus on trying to devise a proposal where X number of students would be 1.0 of faculty load, and one student over X would be 2.0 of faculty load.
 - Second,
- **Workforce Committee** – Cope Crisson and Aparna Godbole
 - No Report

DISTRICT COMMITTEE LIAISON REPORTS

CoE – Diana Gingo

- **COE Travel:**
 - Budget allocations for 2024-25 are \$2,000 per faculty, \$2,200 presenters, \$500 additional for the Outstanding Professor winner, and \$250 additional for the Outstanding Professor finalists.
 - Travel dates for the academic year run from Sept. 1-Aug. 31st, 2024.
 - Faculty should submit COE travel funding requests 42 days, or more, in advance of travel.
- **Outstanding Professor and Faculty Emeritus Winners**
 - Outstanding Professor, Casey Carter, Professor of Music, Plano
 - Professor Emeritus, Rosemary Karr, Developmental Education
 - This year's Outstanding Professor process will begin in September.
- **Multi-Year Contracts**
 - Faculty who are up for their MYCs need to submit their Board Report and Summer/Fall Addendum (now a form for applicants to fill out and submit). Due the last Friday of August—August 30, 2024.
 - For future MYC cycles, COE's College Service and Board Report Committee has a new form to handle faculty requests for college service additions to the Board Report app. The College Service and Board Report Committee is *not* approving whether an item can be put on the Board Report, but whether a specific line item should be added to the Board Report app. Faculty may use existing generic committee listings on the Board Report App to include their service items and put the specifics in their annual

appraisals. The items on the Board Report app can be general or specific—specific committees listed by name must be submitted and approved through this form and application process—submission requests must be for Board Report additions that are 1. significantly different than current generic listings and 2. existing long-term committees and initiatives only. [Application: Request for College Service Addition to the Board Report App for MYCs](#)

- Please visit the COE website for more information.

CAB – Marli White and Karina Taylor

- CAB met on July 19th, 2024. The following report was submitted to Faculty Council:
 - New Curricular Proposals
 - CE Law Enforcement Academy
 - Award Revisions - Certificate Level 1 – Basic Peace Officer
 - Increase contact hours from 752 to 768
 - Course Revisions - CJLE 1006, Basic Peace Officer I, CJLE 1012, Basic Peace Officer II, CJLE 1018, Basic Peace Officer III, CJLE 1024, Basic Peace Officer IV, CJLE 1029, Basic Peace Officer V (adjustments to contact hours)
 - No Expedited Proposals
 - No New Business
- CAB also me on August 21, 2024. The following report was submitted to Faculty Council:
 - Annual Training
 - No New Curricular Proposals
 - Expedited Proposals
 - Fine Arts
 - Add ARTS 1311 as an alternative pre-requisite to ARTS 1316 for ARTS 2316
 - Informational Report
 - 2 New CE OSAs – Lash Extension Specialist and Real Estate Sales Agent
 - New Business
 - Approved updated CAB Operational Guidelines to match district language for a Districtwide Scheduling Liaison ex-officio member

- Elected two new Faculty Council Liaisons for the coming academic year due to high number of overlapping scheduled meetings – Marli White and Karina Taylor
 - Elected new CAB Chair-Elect – Christine Millard
- **COAT** – Sarah Fish
 - No report
- **OAB** – No liaison at this time
 - No report
- **SOBI Care Team** – Kim Gerber
 - No report

NEW BUSINESS

- District-wide Scheduling Panel
 - Panel consisting of Michael McConachie and Tiffany Cartwright gave a brief report on the progress of the district-wide scheduling.
 - The college is looking at increasing enrollment in the courses that are created; decrease the number of cancelled courses.
 - The point is to streamline the course offerings and maximize the college's space.
 - If a room seats 32, but caps are traditionally 30, the cap will be raised to 32.
 - This does not apply to dual credit or iCollin.
 - MWF courses will not be cut as they comprise 10% of the district's schedule – could make it more difficult to make load.
 - Question was asked whether faculty's input was solicited during the process?
 - Panel reported that the initial plan seemed to be already in place, but that faculty will be consulted moving forward.
 - Data presented is available on the District-wide Scheduling website, which can found at the following url:
<https://cougarweb.collin.edu/pages/scheduling>

- Faculty Ranks Taskforce Panel

- In June, FC President Rebecca Orr was informed that *"Collin College will be moving to a Faculty Rank/Title structure pending the development of processes and approvals. The purpose of this move is to offer the faculty a progressive promotion structure, resulting in the top tier receiving the highest compensation and benefits, perks, etc. This is a way to celebrate, recognize, and care for faculty in a way that is common in higher education, setting Collin College apart in the community college space,"* and that a proposal was due at the end of this August.
- Dr. Matkin and Dr. Johnson inquired as to whether FC would prefer a small group of staff appointed by college leadership to work on the framework of this ranking system for FC to review in the fall, or if faculty would be willing to meet over the course of the summer and spearhead the effort.
 - FC chose the latter of these options, and the Faculty Council Executive Committee recommended the following faculty to serve on the Taskforce based on representation by campus, discipline, and experience at the college:

Faculty	Discipline	Campus	Date of First Appointment
Brett Adams	History	Celina	2004
Benedict Lee	Biology	Farmersville	2017
Dan Lipscomb	Psychology	Plano	1990
Katy Musashi	Math	McKinney	2015
Kelley Reynolds	Respiratory Care	McKinney	1991
Kimberly Harris	Music	Wylie	1998
Lindsey Brown	Nursing	McKinney	2018
Matt Hamilton	History (dual credit)	McKinney	2021
Mike Brucia	HVAC	Technical	2022
Nadia Bilal	CIS	Frisco	2021
Rebecca Orr	Biology	iCollin	2002

- In addition to the above faculty, the Task Force worked alongside 5 staff and administrators from July through August to develop the requested proposal.

- The task force was asked to design and deliver: "*A detailed proposal of processes and definitions and all other items related to the faculty rank structure at Collin College.*"
- The Task Force sat for a Q&A Panel with faculty who attended the Faculty Council meeting in person and via Zoom.
 - The panel addressed concerns and answered questions related to the faculty rank proposal.
 - An outline of the proposal made by the Task Force can be reviewed at the end of the minutes in APPENDIX B.

ADJOURNMENT

Movement to adjourn made by Joe Jaynes.
Seconded by Casey Carter.
Meeting adjourned at 3:45PM.

APPENDIX A

Revised Student Survey of Instruction

This survey is designed to capture your experience in this specific course with this instructor. When completing the survey, focus on your learning as well as the course content and activities (such as assignments, readings, topic presentation, discussions, projects, etc.). This survey is anonymous so answer honestly and respectfully. The survey results will be available to instructors only after final grades are submitted. Your responses cannot affect your grade. Thank you for your feedback and the valuable perspective you provide.

1. Course expectations were clearly defined.
 - a. Ranked scoring (“Fully Agree” and “Fully Disagree” are the two endpoints and the two middle points are not labeled, listing “Fully Agree” on the left)
 - b. Open response box prompt: “Provide your comments here.”

2. The instructor communicated effectively.
 - a. Ranked scoring
 - b. Open response box prompt: “Provide your comments here.”

3. I received helpful feedback on my work.
 - a. Ranked scoring
 - b. Open response box prompt: “Provide your comments here.”

4. The coursework helped me understand the main concepts.
 - a. Ranked scoring
 - b. Open response box prompt: “Provide your comments here.”

5. I felt encouraged to participate in course activities.
 - a. Ranked scoring
 - b. Open response box prompt: “Provide your comments here.”

6. Please make any specific, constructive comments about your experience in this course that may be helpful.
 - a. Open response box prompt: “Provide additional comments here.”

APPENDIX B

FACULTY RANK TASK FORCE RECOMMENDATIONS

ASKED TO CONSIDER FIVE DELIVERABLES

- FACULTY RANK AND PROMOTION ELIGIBILITY
- APPLICATION FOR PROMOTION
- RANK CRITERIA FOR PROMOTION
- TIMELINE FOR PROCESSES
- PROCESSES OF REVIEW COMMITTEES
- RECOMMENDED PROPOSED BENEFITS

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IMPLEMENTATION OF RANK AND PROMOTION PROCESS RECOMMENDATION FOR CURRENT FACULTY

- Faculty on a multi-year contract, or applying for a multi-year contract during this academic year are eligible to apply for promotion
- Faculty currently on their first or second year contract will hold rank as Teaching Faculty
- Faculty awarded a multi-year contract in this academic year or who have been awarded at least one multi-year contract (have had at least one peer review) are
 - Eligible to apply in this implementation year for either Assistant Professor or Associate Professor Standards and criteria for rank will be applied
- Faculty who have had three multi-year contracts (3 peer reviews)
 - Eligible to apply for Assistant, Associate, or Full Professor. Standards and criteria for rank will be applied

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RANK CRITERIA FOR PROMOTION DELIVERABLE #3 DEVELOPED ACADEMIC AND WORKFORCE OPTIONS AND ALIGNMENT

Teaching Excellence - Summary of Menu Items	Excellence in Service - Summary of Menu Items	Professional Development, Scholarly, Industry, Professional, and Artistic Works – Summary of Menu Items
Excellence Across All Ranks (Required)	Evidence of service with multiple options in college, community, and professional discipline categories	Wide-variety of professional development and professional engagements serve as evidence
Evidence of excellence in additional areas at higher levels as rank increases	Emphasis on college service	Menu reflects the diversity in opportunities and contributions to discipline and program fields
Progressive Master-Teacher Professional Development opportunities leading to certification	Evidence of engagement at higher levels as rank increases. Leadership reflected as rank increases	Demonstration of excellence at higher levels as rank increases
Consideration of Honors and existing National Certifications as evidence of Excellence	Menu reflects the diversity of roles and engagements across all faculty	

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INITIAL PROPOSED BENEFITS

	Prof Dev Funds	Contract Length	Peer Review Cycles	Course Bank	Compensation	Compensation Alt Rec	Other
Teaching	80% of COE Funds	1	First after 3 years, 5 thereafter				
Assistant	COE funds	3	Extension Length of contract, Peer Review		Base + 5K	Base + 3K (+3)	
Associate	+ 10% over COE limit	4	Extension Length of contract, Peer Review		Base + 10K	Base + 7K (+ 4)	
Professor	+20% over COE limit	5	Extension Length of contract, Peer Review	Course Banking	Base +15K	Base + 12K (+5)	Email after retire

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Other benefits recommended for consideration: course releases, additional personal day benefits, etc.

APPLICATION FOR PROMOTION DELIVERABLE #2

- Letter of Intent (*according to timelines*)
- Promotion Proposal Form (*including signatures of support*)
- Portfolio
 - Narrative – basis for consideration
 - Current CV
 - Evidence of **Excellence in Teaching**
 - Evidence of **Excellence in Service**
 - Evidence of **Professional Development, Scholarly, Industry, Professional, and Artistic Works**
 - Evidence of Student Support
 - Letters of support – Discipline Lead, Peers, Supervisor, Students
 - Supplemental documentation for consideration

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Faculty Rank and Promotion Criteria - Deliverable #1

Job Title	Rank	Eligibility	Contract	Opt-in to Faculty Rank and Promotion process	Opt-out of seeking promotion (maintain rank) Opt-out (completely – 1 year contract)	Peer Review Cycle
Prof. FT	Teaching	At hire	1 yr.	3 Annual Appraisals, submit for 1st peer review, and intent to apply for Assistant	Annual Appraisal, 1 year contract	First in 3 rd year, every 5 years thereafter
	Assistant	After 3 years at teaching professor, 1 peer review with positive recommendation	3 yrs.	Last year of Assistant contract, submit for 2 nd peer review, and intent to apply for Associate	Annual Appraisal, Maintain rank	Contract extension equal to length of contract, peer review, extension
	Associate	At end of Assistant Contract or later; 2 peer reviews with positive recommendation	4 yrs.	Last year of Associate contract, submit for 3 rd peer review, and intent to apply for Full	Annual Appraisal, Maintain rank	Contract extension equal to length of contract, peer review, extension
	Full	At end of Associate Contract or later; 3 peer reviews	5 yrs.	5 year contract, eligible to move to maintenance level	Annual Appraisal, Maintain rank	Contract extension equal to length of contract, peer review, extension

PROPOSED TIMELINE FOR PROCESSES AND REVIEW COMMITTEES
DELIVERABLES #4 AND #5

- Recommended processes and timelines for implementation and standard years
- Process flow (in progress): Intent to apply, application and portfolio submission, dean and ad-hoc committee review, recommendation to Provost and SVPCO with final approval by District President
- Peer Review Committees and Rank and Promotion Ad-hoc Committees included in process
- Proposed Rank and Promotion Ad-hoc Committees (8-10 members) comprised of Faculty and Administration including
 - Representatives of Faculty Council and Council on Excellence, Subject Matter Experts, Faculty at-large
 - Associate Deans/Directors, Deans
- Promotions approved during one academic year will become effective at the beginning of the fall semester of the following academic year