COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: November 22nd, 2024
Time: 1:00PM
Location: Collin Higher Education Center (CHEC), Room 107 and via Zoom

<u>**Roll Call:**</u> Matthew Hamilton, Secretary

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

Linda Sears	Tinnen	HUMA	**Present**	X
Jason Smoot	Wang	MATH	**Present**	
Barbara Stern *Proxy: Dan Lipscomb*	Streater	PSYC	**Absent**	
Kristi Stevens	Adjunct Representative		**Absent**	
Dianne Stroman	Lee	ENVR	**Present**	
Mohammad Tahiro	Babcock	ECON	**Present**	
Jenny Warren	Tinnen	SPCH	**Present**	X
Fredie Williams	Powell	POFT	**Present**	

Motion to approve minutes made by Mike Brucia.
Seconded by Fredie Williams.
Minutes approved unanimously approved.

GUEST SPEAKERS

- o **None**

EXECUTIVE COMMITTEE REPORTS

Treasurer's Report – Mike Brucia

- o Current Balance: $2,719.65 (54.4% remaining of budget)
  - Expenses: $776.96

- o Sunshine fund - $482.92

- o Faculty Scholarship Fund

  - Full-time balance available - $5,324.34
  - Adjunct balance available - $1,318.83

Vice-President's Report –Kimberly Harris

- o **Updates**

  - Minutes Reminders

- Kimberely Harris reminded the chairs of Faculty Council committees and task forces to hold regular meetings and to submit any minutes and/or reports through the Faculty Council website.
- Absentee Reminders
  - There is a concern regarding committee members who do not attend meetings, as it prevents others who are willing to serve from participating.
    - Harris emphasized that there are many individuals who want to serve on committees but are unable to do so because of uncommitted members.
  - An informal decision was made that if a committee member misses a meeting, they may be replaced to allow others the opportunity to serve.
  - Harris indicated that a formal attendance policy for committee/task force members will be taken up for consideration in the Spring 2025 semester, as it is currently not documented in the procedures.
- Faculty Council Townhalls
  - The schedule is as follows (also in the newsletter). Times are TBD:
    - Frisco Campus – January 31st, 2025
    - iCollin Virtual Campus – ~~February~~ 7th, 2025 Revised to March 7 due to Spring 2025 Faculty Convocation.
    - Allen Technical Campus – February 28th, 2025
    - Wylie Campus – April 4th, 2025
    - McKinney Campus, April 25th, 2025

President's Report – Rebecca Orr

- **AGS**

  - Orr reported to AGS that there is a concern about whether faculty were adequately consulted in the review of district-wide scheduling, which indicates there is a potential lack of faculty communication and involvement.
    - Orr reported that a Faculty Council survey will be conducted of the Collin College faculty regarding this concern soon.
  - Orr also reported to AGS that there is another significant concern regarding identity theft and security breaches affecting faculty members, highlighting the need for improved security protocols

- Orr has requested Dr. Matkin to consider implementing additional security measures beyond the current protocols, indicating a proactive approach to address the issue.
  - **Updates**

  - ORP Updates
    - Per a request from faculty at the Faculty Convocation in October, Fidelity is currently being investigated by the district as another potential ORP partner.
    - Additionally, Orr noted that participants in the ORP will have a minimum of four weeks to select a new group for their funds, with the process not expected to occur until after Christmas.
  - Spring 2025 Graduation
    - There will be two ceremonies for the Friday graduation.
      - One will be held at 1:00PM and the second at 7:00PM.
      - If faculty have a final exam on Friday, those will be moved to either Monday or Wednesday of that week.
      - Faculty required to attend the Fall graduation will likely be allowed to choose which one to attend, but sign-ups will be first come, first served.
        - More information will be forthcoming.
  - Canvas Shell Availability, First Day Access, and Syllabus Issues
    - Orr reported that there is a concern regarding the late availability of Canvas shells and syllabi, which affects planning and preparation for the upcoming semester.
    - There were concerns about not having the right First Day Access materials loaded in the Canvas system, which affects the preparation for the first day of classes.
      - Orr urged those responsible for signatures and approvals to prioritize the completion of necessary documents by November to ensure timely access to resources.
  - Endowed Chairs Renewal
    - College Leadership has decided to renew the endowed chairs with a new nomination process that simplifies the application requirements for faculty members.
      - Information will be forthcoming.
  - CRASE Training
    - Faculty members are encouraged to complete CRACE training and confirm their participation through the provided link in emails, ensuring that they are up to date with the training requirements.

- Faculty Job Descriptions
    - Collin College is eliminating Collegiate Academy Professor and 180 contracts due to high schools no longer wanting to pay for additional teaching days, resulting in a new structure of only 170 and 260 contracts for faculty.
        - Due to the nature of this issue, time was needed for representatives to deliberate and vote through a survey that was emailed to all voting representatives on December 2nd, 2024, and closed on December 5th, 2024.
            - The results of this vote will be posted as an ADDENDUM at the end of the minutes.

- **Task Force Updates**

    - <u>Hybrid Class Observation</u> – Bob Whitaker

        - No report

    - <u>Student Surveys</u> – Amina El-Ashmawy & Mary Weis

        - No report

    - <u>DOS Task Force</u> – John Hoenig & Will Brannon

        - No report

    - <u>Gradebook Task Force</u> – Robert Brown & Marlo Ballard

        - Fall of 2022, the task force solicited faculty feedback on the potential requirement of the Canvas gradebook for all sections.
            - While very few faculty currently do not use the Canvas gradebook, the faculty were evenly split on whether it should be required.
        - The gradebook is only expected to be a repository for grades, not a place that grades are calculated.
            - Dr. Michelle Buggs (Dean of Academic Affairs – McKinney Campus) visited the Faculty Council to speak on this subject.
                - Dr. Buggs indicated that this will allow students to know their grades at any moment, no more requirement for

gradebooks to be downloaded and sent to AD offices and avoid having to create multiple forms of a gradebook.
- o Dr. Buggs continued that there is no question about how faculty choose to use the gradebook, but this will help streamline the grade reporting process for students and the college, as well as help to grade appeals.
  - After multiple questions about how the gradebook is to be used and what the gradebook can do, it was reiterated that it up to faculty how they use it, but that it is a place that grades are reported.
- o Dr. Buggs requested that FC consider supporting a general statement for adopting in the faculty handbook.
- Due to the nature of this issue, time was needed for representatives to deliberate and vote through a survey that was emailed to all voting representatives on December 2nd, 2024, and closed on December 5th, 2024.
  - o The results of this vote will be posted as an ADDENDUM at the end of the minutes.

- <u>Dual Credit Task Force</u> – Matt Hamilton, Chris DuBois (Co-Chairs)

  - No report

STANDING COMMITTEE REPORTS

- o **Academic Freedom** – Ryan Farrar, Diana Gingo (Co-Chairs)

  - No report

- o **Adjunct Faculty** – Katherine McKee, Alyna Nathoo (Co-Chairs)

  - Alyna Nathoo gave a short report on the role of the adjunct faculty at Collin College.
    - Nathoo reported that adjunct faculty supports a substantial portion of Collin College's teaching staff, bringing invaluable real-world experience and specialized skills to enhance student learning.

- The need to address adjunct faculty's specific needs is critical for strengthening Collin College's commitment to student success and engagement.
  - As a result, the Adjunct Faculty Committee aims to create a platform for adjunct faculty to voice their concerns and access timely information about college policies and resources, with regular communications and monthly open forums.
    - The committee plans to enhance the Faculty Resources Canvas shell to include specific resources for adjunct faculty, ensuring they have access to relevant information upon hiring.
    - The committee is also tasked with creating a centralized, user-friendly location for essential information for new adjunct members, which will be accessible across all departments.
  - Nathoo noted that there is a concern regarding the current election process for adjunct faculty representatives, as it has been ineffective and needs to be revised to ensure active participation from current adjuncts.
    - This concern stemmed from the fact that the Faculty Council meetings are poorly attended by the adjunct faculty representatives.
    - The committee supports the idea that the elections for adjunct faculty representatives will be conducted solely by the adjunct faculty committee rather than at-large among the adjunct faculty, which will simplify the election process and send to the Faculty Council adjunct representatives that are engaged.
- A motion was made by Kimberley Harris to hold elections for adjunct faculty will come solely from the Adjunct Faculty Committee and not from the adjunct faculty at-large.
  - The motion was seconded by Fredie Williams.
  - The motion was approved unanimously.

- **Common Good** – Vijaya Velamakanni, Seema Endley (Co-Chairs)

  - No report

- **Policy Committee** – Jason Morgan (Chair)

  - No report

- **Teaching and Learning** – Serena Richards & Kevin Suber

  - No report

- **Procedures and Nominations** – Rhonda Green, Rebecca Burton (Co-Chairs)

  - No report

- **Technology Committee** – Mervat Karout, Sunita Rangarajan (Co-Chairs)

  - Mervat Karout gave a brief report to the Faculty Council.
    - The Technology Committee's goal for this year is to create a series of videos to help faculty locate the appropriate links in Workday. This month, we will release a video providing guidance on submitting grades at the end of the semester.
    - Karout also indicated that There is an ongoing issue with faculty not being included in technology-related decisions, which has been acknowledged as a persistent disconnect.
      - There is concern that the current TAC Committee operates differently from the previous Instructional Technology Committee, which was more inclusive of faculty input.
      - There is doubt that the TAC Committee will listen to faculty concerns moving forward.
    - The Technology Advisory Committee (TAC) has not met since the beginning of the semester. Our representative has contacted the chair to inquire about the next meeting date, and we are currently awaiting a response.

- **Organization, Education, and Policy Committee (OEP)** – Matthew Hamilton, Fredie Williams (Co-Chairs)

  - The Collin College OEP Committee has not met since November and does not appear to be meeting until December 10th, 2024.

- **Newsletter Committee** – Casey Carter, Rebecca Orr (Co-Chairs)

  - No report

- **Resource and Remuneration Committee** – Sofya Antonova, Kaycee Washington (Co-Chairs)

  - Sofya Antonova gave a report concerning face-to-face course enrollment caps and enrollment compensation at Collin College.
    - The R&R Committee submitted the following proposal designed to enhance the effectiveness of course cap determinations and enrollment-based protocols at Collin College by integrating pedagogical expertise, safety considerations, student completion, and alignment with institutional goals. By adopting these recommendations, Collin College will support student success and create a conducive learning environment that meets the needs of students and the institution while eliminating inequities in faculty compensation based on the number of students enrolled over the proposed standardized enrollment cap.

      - Proposal:

        - Consistent District-Wide Standards for Course Capacity:
          - Objective: Establish uniform course capacity standards within disciplines/specific courses, irrespective of campus/location or available seating per room, to ensure equitable learning conditions and effective student-teacher ratios.
          - Implementation: Barring a pedagogical limitation, the Standard Course Capacity for a single class will be 30 students. Pedagogy-based course caps will be set within each department in Spring 2025 based on discipline and course-specific considerations to accommodate diverse space requirements while maintaining a standardized approach. Disciplines who advocate for a lower course cap due to pedagogical requirements needed to meet student learning outcomes will

provide data and a rationale to support the lower course cap. In courses without pedagogical course caps, scheduled enrollment may be higher based on room capacity; however, faculty will be compensated for any additional students above the standard enrollment of 30 students. (See chart below).

- Note: Course Capacity Standards are not intended to apply to online course offerings where Quality Matters recommendations and research into best practices in distance learning support current levels of enrollment.

- Faculty and Administrator Engagement for Additional Seats:
  - Objective: To ensure any deviation from discipline approved pedagogy-based course caps is justified and aligns with educational objectives. Deviation should only be used in exceptional circumstances.
  - Process: Prior to adding seats beyond the pedagogy approved cap or original section enrollment limit, faculty of record and their associate dean/director must evaluate the impact on educational outcomes and the existing cohort. This step ensures that additional enrollment enhances rather than compromises the learning experience.
- Prioritization of Student Learning and Safety:
  - Objective: For all courses, create safe and accessible learning spaces that accommodate students of all abilities.
  - Guidelines: Ensure sufficient ingress and egress, appropriate row spacing according to ADA Minimum Clearance Standards, and prevent overcrowding

that could compromise safety standards daily and in emergency situations.
- Considerations: Classroom layouts and resource availability should be factored into class size determinations to maintain quality learning environments that support student needs, while maintaining class cap consistency across the discipline. These classroom layouts should be made available to discipline leads and faculty upon request.
- Alignment with Legislative Goals (House Bill 8):
  - Objective: Support student success and institutional benchmarks outlined in House Bill 8 through effective class size management and student completion.
  - Implementation: Course cap considerations will align with the legislative goals to enhance student achievement and completion rates.
- Standard Course Enrollment Capacity Compensation Framework:
  - Objective: Overcome compensation inequities for courses in which students are added above the standard course enrollment cap of 30 students.

Proposed Compensation schedule for additional students:

20% Load Standard Enrollment Compensation Cap = 30	
Enrolled Students	**Compensation**
15 - 30*	1.0 Load
31 – 40	1.0 Load plus per head compensation for additional students
41 - 60	2.0 Load
61 - 70	2.0 Load plus per head compensation for additional students
71+	3.0 Load

*Note that exceptions for below 10-per head exist due to specialty courses. Courses may run 10-14 as 1 section for 20% load by exception as needed and will be determined on a case-by-case basis. See below for other exclusions:

- Team-taught courses are excluded from the recommended enrollment-based compensation structure.
- Courses with pedagogy-based caps below 30 will have enrollment limited and are not eligible to earn per-head compensation unless an exception has been made under Section Two of this proposal. This should only occur in extraordinary circumstances with Associate Dean/Director and Faculty Approval.
- Course Capacity Standards are not intended to apply to online courses due to unique pedagogical limitations and regulatory requirements.

- There was a lengthy discussion on various components of the above proposal.
  - There are concerns regarding the inconsistency in class size caps across different subjects, as some classes have a cap of 30 to 35 while others are set at 25.
  - It was agreed that faculty/disciplines should have the autonomy to set course caps based on pedagogical considerations, which will be a significant shift in policy.
  - There are concerns regarding the fairness of compensation for faculty teaching larger classes, as currently, those teaching over 30 students do not receive additional pay per head, which raises issues of equity among faculty workloads.
    - The current compensation structure indicates that faculty teaching 35 students do not receive additional pay, while those teaching 41 students receive compensation for two sections.
  - There are concerns among some faculty/disciplines that they cannot manage larger class sizes.

- A motion was made by Mike Brucia to adopt the committee's proposal for face-to-face enrollment caps and enrollment compensation.
  - The motion was seconded by Fredie Williams.

- ▪ The motion passed unanimously.

- o **Workforce Committee** – Cope Crisson, Aparna Godbole (Co-Chairs)

  - Aparna Godblade provided a short report from the Workforce Committee.
    - ▪ The Faculty Council Workforce Committee developed a Faculty Ranks survey and shared with all Workforce Discipline Leads for distribution to full-time faculty on October 21st, 2024.
    - ▪ The distribution email also included two attachments:
      - 1) Faculty Rank Task Force Recommendations, and
      - 2) Faculty Ranks Presentation (Revised) following the Faculty Convocation of October 4th to ensure that faculty had the opportunity to review the documents before completing the survey.
    - ▪ The purpose of creating this survey was to enable Workforce faculty to share their thoughts on the proposal in the form of questions/concerns.
      - The committee received a total of 73 responses in a period of two weeks and the results from the survey are as follows:
        - ▪ 30% of those surveyed indicated they had questions or concerns about the proposed faculty ranks after the faculty convocation; 70% indicated they did not.
          - 12% indicated their concern was related to rank criteria for promotion
          - 11% indicated their concern was related to eligibility; 10% indicated their concern was related to the application and portfolio process; 10% indicated their concern was related to the promotion process and review committees.

DISTRICT COMMITTEE LIAISON REPORTS

- o **Council of Excellence (COE)** – Diana Gingo

  - No report

- ○ **CAB** – Marli White and Karina Taylor

  - • No report

- ○ **COAT** – Sarah Fish

  - • No report

- ○ **OAB** – No liaison currently

  - • No report

- ○ **SOBI Care Team** – Kim Gerber

  - • No report

NEW BUSINESS

- • **CO-AID Update**

  - ○ Shannon Bates solicited feedback from the members of the Faculty Council regarding a potential syllabi statement concerning the use AI for assignments and the potential of students under 18 who cannot access certain AI platforms due to age verification and/or cannot gain the consent of their parent/guardian.
  - ○ This statement is to align course syllabi with the SCOPE Act.
    - ▪ The SCOPE Act, which stands for the Securing Children Online Group Parental Empowerment Act, mandates that digital service providers register the age of users under 18, although higher education is currently exempt from this requirement.
  - ○ Shannon provided the following draft of an AI syllabi disclosure statement:
    - ▪ *"NOTE (For students under the age of 18): AI technologies that require you to create an account may ask you to verify your age or require consent from your parent/legal guardian. If due to your age or your lack of consent, you are unable to access certain forms of AI technologies, then please meet with your professor ahead of a project deadline to discuss alternative assignment options. Completing alternative assignments that do not require the use of AI technologies will not adversely affect your grade."*

- It is assumed this statement, or an edited one, will be auto populated in all syllabi across the district, regardless of whether the course is taught on a campus of a partnering ISD.
- Additionally, the recommendation is for students to indicate their need for an alternative assignment within the first two weeks of the course, which is considered a reasonable timeframe for faculty to prepare alternatives.
    - A discussion ensued concerning this statement:
        - There is a concern that without a clear statement, faculty may inadvertently encourage students under 18 to use AI tools without parental consent, which could lead to issues of compliance and responsibility.
        - Concerns were raised about how alternative assignments would be handled in courses specifically designed to train students in using AI, suggesting that there should be provisions for such cases.
            - It was agreed that opting for an alternative assignment will not result in a grade penalty, ensuring that students can complete the class without negative consequences on their grades.
        - The Faculty Council generally agreed that including a statement in the syllabus is a good idea to protect faculty and clarify the use of AI technologies in courses.
            - But, faculty need to be informed within the first two weeks of the semester if they require an alternative assignment, ensuring timely communication for accommodations.

- Discipline Lead Update
    - Faculty Council and College Leadership are in the early phases of designing a plan to address discipline lead compensation in the upcoming Spring 2025, as it has been noted that discipline leads are currently overburdened with work.
    - More information will be coming the Spring 2025 semester.

ADJOURNMENT

Movement to adjourn made by Dianne Stromann
Seconded by Fredie Williams.
Meeting adjourned at 2:48PM.

ADDENDUM

Canvas Gradebook

There was quite a bit of concern expressed regarding for what the Canvas Gradebook would be used. Specific comments/concerns/conclusions included:
- There are a variety of grading strategies that are not supported by the Canvas gradebook. If use of the gradebook is required, all administrators must be aware that some faculty *will* disable the feature that calculates averages/letter grades/etc.
- There was some concern about if this requirement is added, it could result in considerable student confusion, specifically when faculty must record grades in Canvas, in spite of the grading scheme being unsupported by Canvas. Students are responsible for calculating their grades using the grading scheme posted in the syllabus.
- Concern was expressed about sufficient support being provided to faculty less confident or familiar with Canvas. We suggest that this requirement be delayed until there is sufficient time for faculty development. Perhaps Fall 2025 is reasonable?
- Some faculty expressed grave concern about this being a move in the direction of the mandatory use of the Canvas gradebook for grade calculations and suggested that we are moving down a "slippery slope."
- One Rep indicated: "While I like the grade book in Canvas, it should be up to the individual instructor to decide what works best for them. This seems like an issue of academic freedom."

The Faculty Council ***does not support*** requiring the use of the Canvas gradebook for the *calculation* of grades.

That being said, the FC does understand that having an official repository of grades in Canvas is valuable and could prevent student work from "disappearing" if an instructor gradebook became unavailable. The overwhelming (but not unanimous) consensus of the Council is:

1. Does FC support the use of Canvas as the official grade book repository for Collin College? **Yes (81% support) for *recording* grades, not calculating grades**
2. Does Faculty Council support the required use of the Canvas gradebook by all instructional faculty at Collin College? **Yes (77% support) for *recording* grades, not calculating grades**
3. Does FC support adding a statement to the Faculty Handbook to address the requirement for using the Canvas gradebook? (Statement will be developed in collaboration with Academic Administration and the Faculty Council Gradebook Taskforce) **Yes (85% support)**

Faculty Job Descriptions

There is concern about the "and other requirements" part of the faculty job description where things that faculty are unaware of are required. This lends itself to a constant "adding" of responsibilities that are based purely on an individual administrator's needs and their creative interpretation. One example happening now involves a dean requiring faculty to develop multiple OAB templates that are *not* part of their teaching load and stating this is a "part of their job."

There was a comment about some lack of clarity about graduation.

- From the summary regarding the FT WF 170 "· Added expectation to dress in full regalia in graduation ceremonies"- The only reference to graduation in the actual job description was in this blurb near the middle of page 2: "Attend scheduled discipline, division, and districtwide meetings, including All College Day and department/college graduation ceremonies."

FC also suggested that we not state a faculty dress requirement in the job description.

With these caveats in mind, **the FC supports (96%) the proposed changes in the faculty job descriptions**.