

# COLLIN COLLEGE FACULTY COUNCIL MEETING

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**Date:** August 22<sup>nd</sup>, 2025

**Time:** 1:00PM

**Location:** Technical Campus, Kone Conference Room

**Roll Call** – Krystal Humphreys, Secretary

Representative	Discipline, Campus	Division	Present / Absent	Zoom ?
Brett Adams	History, Celina	Carter	Present	
Bill Ardis	Math, Frisco	Richardson	Present	
Josh Arduengo	Psychology, Plano	Tinnen	Present	
Mike Brucia	HVAC, Technical	Rajewa	Present	
Suzan Cameron	Adjunct Representative		Present	Yes
Henry Canfield	Psychology, Technical	Gainer	Present	
Casey Carter	Music, Plano	Tinnen	Present	
Jaclyn Cobb-Susa	Biology, Plano	Streater	Present	
Misti Clark	Computer Science, Technical	Rajewa	Present	
Roberta Cravo	Biology, McKinney	Buggs	Present	
Jillian DeShazo	Speech, McKinney	Buggs	Present	
Seema Endley	Biology, McKinney	Buggs	Present	
Diana Gingo	English, Frisco	Richardson	Present	
Rhonda Green	Surgical Professions, McKinney	Millen	Absent	No
Amanda Hogan	Nursing	Wilson	Present	Yes
Charlene Houston	Developmental ESL, Plano	Streater	Present	
Krystal Humphreys	History, Wylie	Babcock	Present	
Cyrus Malek	Math, iCollin	Lee	Present	
Katherine McKee	Adjunct Representative		Present	
Tonya McMillion	Video Production, Frisco	Powell	Present	Yes
Alyna Nathoo	Adjunct Representative		Absent	No
George Neal	Art, Frisco	Richardson	Present	
Monica Nicholson	LVN Nursing, Technical/McKinney	Wilson	Present	
Karen Peterson	Polysomnography, McKinney	Millen	Present	Yes
Christopher Redgraves	History, Frisco	Richardson	Present	
Serena Richards	English, Frisco	Richardson	Present	
Ron Schaffner	Automotive Service, Technical	Rajewa	Present	
Barbara Stern	Psychology, Plano	Tinnen	Present	
Diane Stroman	Environmental Tech, iCollin	Lee	Present	Yes
Mohammed Tahiro	Economics, Wylie	Babcock	Present	

Jenny Warren	Speech, Plano	Tinnen	<b>Present</b>	
Stephen Whitley	English, Plano	Streater	<b>Present</b>	
Fredie Williams	Management Development, Frisco	Powell	<b>Present</b>	
Julia Williams	HR Management, Plano	Streater	<b>Present</b>	

**Welcome from President, Matthew Hamilton.**

- Sharing of the Mission.
- Introduction of the Executive Council.
- What we are as a Faculty Council: We must be selfless and represent the interest of the faculty who sent us here. Your door must be open; you must make yourself available to your constituents. Bring those concerns to the Faculty Council.

**VOTE: To approve minutes from 2 May 2025.**

Motion to approve minutes made by Roberta Cravo.

Seconded by Jillian DeShazo.

Minutes approved unanimously.

**GUEST SPEAKER**

- **Dr. David Stephens**, Chief Information Officer (CIO), Technology Services
- **Update on Workday Issues**
  - **Resolution Process:**
    - What can we address? What do we need to send on to Workday?
    - We try to handle issues internally, but sometimes that is not possible
    - If it's an issue that needs to be fixed by Workday, they will try to give us a timeline.
  - **Identified Issues:**
    - List we received had 55 items: Class Roster, Dual Credit, Grades, Certifying Rosters, Mobile Application, Prerequisites, Viewing Courses, Emailing Students (the entire class), FERPA, Navigation, Streamline Access, Student Contact Info, Viewing Student IDs
    - Some of these we might not be able to fix. Many have been passed to Workday
    - See Addendum for PowerPoint Presentation
- **Questions/Answers:**
  - Can final grades be accessible by the ADs and Deans?/Canvas and Workday CAN talk to each other, but faculty are not required to calculate their grades in Canvas, only post them.
  - Is there a place where faculty can see issues that are being worked on? /We'll get back to you.

- Can we have better photos of students? /You can make the images bigger, but not everyone has one.
- The search function is insufficient. Is Workday working on a more robust search function?/We'll get back to you.
- Help Desk assistance is slow with Workday, because it is new. /We are working on that.
- **If we think there is a problem, what is the best way to report it? / Call the Help Desk.**

## EXECUTIVE COMMITTEE REPORTS

### Treasurer's Report – Freddie Williams

- The Board will meet on August 26, 2025, to approve the College's proposed budget. We have no approved budget as of now.
  - Current Balance on Hand: \$\_\_\_\_\_ (\_\_\_\_\_ % remaining of budget)
    - Expenses: \$\_\_\_\_\_ for August meeting supplies
  - Sunshine Fund Balance on Hand - \$477.50
    - Expenditures: \$\_\_\_\_\_
    - Donations: \$\_\_\_\_\_
  - Faculty Scholarship Fund
    - Full-time balance available - \$6117
    - Adjunct balance available - \$1318.83

### Vice-President's Report – Katie A. Johnson

#### 1. Faculty Annual Appraisal Update

- Involved Deans, ADs, HR, and Faculty
- Biggest changes in the Teaching section (guidance questions, new competences for ADs, etc.)
- Added a Leadership and Awards section (optional)
- A more faculty-friendly section for review of Student Surveys of Instruction
- Included more details and context for faculty
- Once a final draft is approved, it will be reviewed by the Faculty Council Resource & Remuneration Committee and recommendations reported to Faculty Council.

#### 2. Faculty Hiring Manual Update

- Step by Step procedures for full-time, part-time, temp-full-time, and internal transfers

- We have not seen the final draft yet, but it will be used in the next major hiring cycle. When a final draft is available, it will be reviewed by Faculty Council. Hiring in the Fall will use the older version, but some changes are already in place
- Draft will be sent to FC Reps
- Training will be available for faculty who serve on search committees and ADs

### **3. Faculty Council Committee Interest Survey**

- Please complete the survey!

### **4. Faculty and Adjunct Scholarships/Sunshine Fund**

- Please donate! Links/QR codes are in the newsletter. For Sunshine Fund, please just bring cash or a check (Committee for the Common Good)
- Sunshine Fund:
  - If you know someone is struggling, please let us know.
  - Can we create a survey, email, etc. so we can report concerns?
    - We will work on creating a form to put on the FC website.
  - We cannot offer receipts. There is no paper trail. There is no bank account. It's literally just a box.
    - Kate will send Thank You cards to those who donate so they know the money was received in the black box.
  - Why can't we have an account? We were told no because the college cannot hold an account like the Sunshine Fund.

### **President's Report – Matthew K. Hamilton**

- Clarification to newsletter blurb about online teaching requirements:
  - Anyone interested in teaching online for the college needs to complete the two requisite courses BEFORE the staffing deadline for iCollin, which for Spring 2026 has already passed.
- Faculty Starting Line
  - This summer it was discovered that a faculty member had been volunteering their time to maintain the Faculty Starting Line course in Canvas.
  - To support the faculty member's efforts, Matt asked the Faculty Council to consider bringing the course under the control of the FC Technology Committee who would assume responsibility for ensuring it is accurate, relevant, and maintained.

**VOTE: To move Faculty Starting Line under Faculty Council control.**

Motion to move the Faculty Starting Line into Faculty Council control (Technology Committee) made by Freddie Williams  
Seconded by Serena Richards  
Approved unanimously.

## **1. Texas Education Code 51.3522 and Faculty Council**

- FC Leadership worked with Dr. Matkin, Dr. Johnson, and General Counsel all summer to bring us into compliance
  - It is the law, we must adjust.
  - The Board Policies go up for second reading on 26 August.
- Procedurally, very little will change. Discussions with Dr. Matkin reaffirmed that the faculty must have a voice.
  - Dr. Matkin will honor the outcome of our elections for Faculty Council officers and representatives and accept as recommendations from the faculty those he is required by law to appoint.
- The Procedures and Nominations Committee has been working on the FC Procedure Manual to make sure we are in compliance. These changes will be ready by the next meeting, 19 September
- Other institutions have seen their Faculty Councils disbanded and eliminated. We've just adjusted ours. We will move forward as we always have.

## **2. Dean of Students Updates**

- Penalties for Academic Dishonesty
  - First time, handled by (Dean of Students (DOS))
    - Found Responsible = one-year conditional probation
  - Repeat offenders, handled by the new Honor Council
    - Found Responsible = two-to-three-year conditional probation
  - Third Case, honor council
    - Found Responsible = Expulsion may be recommended with the final decision being made by the District President.
- Faculty Responsibility
  - If students are cheating in your course, it is your responsibility to report it. We owe it to the students and our colleagues.
  - There are concerns about different faculty approaches to scholastic dishonesty, concerns about implementation of these punishments.
  - Concerns that faculty will not report students.
  - Suggestion that we look for teaching moments if possible but report egregious cases.

- Background
  - Frequent topic of concern in FC meetings, townhalls, AGS meetings
  - Due to the timing of this decision and the limitations for faculty input over the summer, the faculty council could not provide feedback on these changes. In the future, we would like to streamline communication to ensure that faculty are aware of upcoming policy changes:
    - Members of Policy Committee, VP, Treasurer will attend the Board readings (even in Summer)
    - Policy Committee will conduct full review of all DOS policies, prepare recommendations for FC to review
    - Call to Faculty on Monday to create a taskforce/work group to draw up procedure manual for the Honor Council to replace the interim manual created by DOS
- **Vote: To roll Organization, Education, and Policy Committee (OEP) back into the Policy Committee to make sure we have people at the Board readings, to streamline communication, and to ensure a faculty presence at the Board's OEP Committee readings.**  
 Motion to roll OEP Committee back into the Policy Committee made by Kate Johnson.  
 Seconded by George Neal.  
 Approved unanimously.

### 3. Faculty Ranks Updates

- Letter of intent due September 2<sup>nd</sup>, every full-time faculty is required to do this
- Portfolio Builder opens on September 8<sup>th</sup>, do it ASAP
- Rumors:
  - *If you do not opt in, you'll be demoted.* FALSE: if you do not opt in, you could receive a year-by-year contract OR stay on your current contract if you have one. If you do opt in, you could receive multi-year contracts. We are all still professors.
  - *We will lose pay.* FALSE: No one is losing money off your base salary. Rank = earning merit-based stipend. Base salary stays the same.
  - *If you do not opt in, you will lose overloads.* FALSE: this has never been discussed by the task force. If it is discussed, the task force would never recommend this.
  - *You will not get the General Pay Increase (GPI).* FALSE: You will still get the GPI.

- *If you apply for one rank and you do not meet the qualifications, you will be put on a teaching faculty contract OR stay on your current contract if you have one.* TRUE: The current Board policies will not allow you to be automatically granted the lower rank.
  - Guidance: With the criteria guide, you must be truthful and approach it in good faith. If you must force what you have done to fit a criterion, the ad hoc committee may not approve. Apply to the rank you KNOW you will qualify for.
- Questions:
  - *Is there due process, the ability to appeal ad hoc decisions?* YES.
  - *Is the criteria guide still being updated?* From now on, nothing will be taken off.
    - Yes, the medallion was taken off of the criteria guide. This was not recommended by the taskforce. Moving forward the medallion will have clear criteria and may be re-added.
    - Taskforce is moving into the next phase of creating/forming ad hoc committees
  - *Is more information/or more documents going to be added to the Ranks Website? Will we miss information if we submit our portfolios early?* Documents may be updated throughout this semester as the process evolves, but not to the extent it would affect a faculty member's portfolio.
  - *Can we edit our letter of intent?* Email Regina Hughes BEFORE September 2<sup>nd</sup>.

#### **4. Discipline Lead Compensation**

- Academic Only: One course release per year and \$1750 stipend
- Academic with Field of Study/Workforce: One course release per year and \$2000 stipend

#### **5. Course Caps**

- As of today, only the English proposal has been accepted (cap at 27)
- There is concern over the number of new sections that will need to be added if some discipline recommendations are accepted
- 1-3 students over the cap will not see pay per head, however, AD/Director is required to ask you if you will accept students over the cap. If you say no, that should be respected. Please contact Matt Hamilton at fc@collin.edu if that does not happen.
- For iCollin courses, every student over the cap will be compensated per head.

#### **6. Faculty Handbook Committee Appointments**

- This committee is responsible for ensuring the Faculty Handbook is accurate and relevant. Faculty Council makes recommendations for appointments to this committee. Over the summer Kate and Matt recommended five faculty members: Keith Elphick, Samantha Kyser, Zach Shipley, Tammy Kincy Cain, and Julia Williams.
- **VOTE: to approve the new member recommendations to the Faculty Handbook Committee**

Motion to approve the recommendations to the Faculty Handbook Committee made by Casey Carter.

Seconded by Bill Ardis.

Approved unanimously.

## 7. Outstanding Professor of the Year winner

- Accolades for Paul “Levi” Bryant and all the nominees.

## 8. Task Force Updates

- **Student Surveys of Instruction:**
  - A new SSI that was two years in the making involving over dozens of faculty and administrators.
  - New version of the survey in Fall 2024 and Spring 2025 with around 70 faculty.
  - Focuses on five key areas:
    - course expectations
    - instructor communication
    - feedback
    - coursework
    - encouragement to participate.
  - It now uses a five-point scale with a neutral option, and students can leave comments after each question.
    - Pilot results showed the new version is more reliable and more useful
  - Starting in Fall 2025, all course sections will use this updated SSI.
- **Gradebook Standards:**
  - Working on SOP for gradebook submissions. Nothing has been formally submitted to FC yet. Hopefully we'll have more at the next meeting.
- **Student Reinstatement SOP:**
  - This deals with students who are dropped from a course for any reason other than not attending before the census date.
- **Late Registration SOP:**
  - Every course will now have a registration deadline prior to the start date.

- For 16-week classes that start Monday through Thursday, the deadline for registering is Tuesday of the first week of classes by 11:59PM.
  - Canvas will be running roster updates daily, sometimes twice a day.
  - For transparency, a task force recommended Friday before classes began. But this is better than what it used to be, which was the Thursday of the first week of classes.
- **Teaching Assignment Preference (TAP):**
  - Matt and Kate met with the DOSI team to give input on the new system that was created based on faculty and admin feedback from last year.
    - To be clear, this is to capture faculty preferences only.
    - This new form is more thorough and captures more of what faculty prefer.
    - We're going to be asked to fill out this form each semester.
  - For the Spring/summer 2026 semesters, we've already done it.
  - For Fall 2026 semester, the form will be available from Nov. 3 to Nov. 25, 2025.
  - For Spring/Wintermester it will be available from April 1 to April 22, 2026.
- **Hybrid Course Language:**
  - Developed hybrid course language that was added to the Fall 2025 course builds. Current focus is on developing more detailed syllabus guidance and calendar examples for faculty.
  - Currently being reviewed by the Provosts group.

## STANDING COMMITTEE REPORTS

- **Academic Freedom Committee** – Co-chairs: Ryan Farrar, Diana Gingo
  - Questions: *Do ADs and Deans get any training on Academic Freedom?* There will be more in the future.
  - Presented “Guidance on Syllabus Content and the Development of Course Policies”
    - SB37 establishes a reporting mechanism (a state Ombudsman) to investigate alleged violations of this law.
    - To avoid unwanted scrutiny, the committee recommended faculty syllabi should only contain information that is critical for students to succeed in the course.

- Faculty will still advocate for academic freedom in the classroom, but the committee recommends erring on the side of caution with public-facing publications.
- Questions:
  - *Does this apply to what we teach in the classroom or online?* No. Your classroom is your classroom. *Students recording and sharing class materials online?* This is not allowed under the Student Code of Conduct. Class presentations are intellectual property of Collin College.
- This is the final draft, having been presented to Dr. John Hardesty (Vice-President of Academic Affairs) on Monday, 4 August, 2025.
- **VOTE: To approve the “Guidance on Syllabus Content and the Development of Course Policies”**  
 Motion to approve the document made by Roberta Cravo.  
 Seconded by Jillian DeShazo  
 Accepted unanimously.
- **Adjunct Faculty Committee** – Co-chairs: Katherine McKee, Alyna Nathoo (Co-Chairs)
  - No report
- **College Policy Committee** – Co-chairs: Jason Morgan, Jillian DeShazo
  - SB 37 compliance Board policies
  - Faculty Council Organization, Education, and Policy Committee (OEP)
    - We want to be proactive. If there are any policies that we need to review, please let us know. We will be at the Board OEP meetings.
- **Common Good Committee** – Co-chairs: Seema Endley, Vijaya Velamakanni
  - No report
- **Dual Credit Committee** – Co-chairs: Laura Clark, Chris DuBois
  - No report
- **Newsletter Committee** – Co-chairs: Casey Carter, Matthew Hamilton
  - No report

- **Procedures and Nominations** – Co-chairs: Tiffany Cartwright, Irene Bowen
  - No report
- **Resource and Remuneration Committee** – Co-chairs: TBD
  - No report
- **Teaching and Learning** – Co-chairs: John Hoenig, TBD
  - No report
- **Technology Committee** – Co-chairs: Mervat Karout, Sunita Rangarajan
  - No report
- **Workforce Committee** – Co-Chairs: TBD
  - No report

## **DISTRICT COMMITTEE LIAISON REPORTS**

- **Faculty Handbook Committee** – TBD
  - No report
- **Council on Excellence (COE)** – TBD
  - No report
- **Curriculum Advisory Board (CAB)** – TBD
  - No report
- **Core Objectives Assessment Team (COAT)** – TBD

- No report
- **Online Advisory Board (OAB)** – TBD
  - No report
- **Strategies of Behavioral Intervention (SOBI) Care Team** – TBD
  - No report

## **NEW BUSINESS**

Next Meeting, 19 September 2025

## **ADJOURNMENT**

Movement to adjourn was made by Barbara Stern.  
Seconded by Jillian DeShazo.  
Meeting adjourned at 3:01 PM.