

COLLIN COLLEGE FACULTY COUNCIL MEETING

Date: September 19th, 2025

Time: 1:00PM

Location: Collin College Higher Education Center (CHEC), Boardroom

Roll Call – Krystal Humphreys, Secretary

Representative	Discipline, Campus	Division	Present / Absent	Zoom?
Brett Adams	History, Celina	Carter	Present	
Bill Ardis	Math, Frisco	Martin	Present	
Josh Arduengo	Psychology, Plano	Tinnen	Present	
Mike Brucia	HVAC, Technical	Baweja	Present	
Suzan Cameron	Adjunct Representative		Present	Zoom
Henry Canfield	Psychology, Technical	Walker	Present	Zoom
Casey Carter	Music, Plano	Tinnen	Present	
Jaclyn Cobb-Susa	Biology, Plano	Streater	Present	
Misti Clark <i>Proxy: Elizabeth Pannell</i>	Computer Science, Technical	Baweja	Present	
Roberta Cravo	Biology, McKinney	Buggs	Present	
Jillian DeShazo	Speech, McKinney	Buggs	Present	
Seema Endley	Biology, McKinney	Buggs	Present	
Diana Gingo	English, Frisco	Martin	Present	
Rhonda Green	Surgical Professions, McKinney	Millen	Present	Zoom
Amanda Hogan	Nursing	Wilson	Present	
Charlene Houston	Developmental ESL, Plano	Streater	Present	
Krystal Humphreys	History, Wylie	Babcock	Present	
Cyrus Malek	Math, iCollin	Lee		
Katherine McKee	Adjunct Representative		Present	
Tonya McMillion	Video Production, Frisco	Richardson	Present	Zoom
Alyna Nathoo	Adjunct Representative		Present	
George Neal	Art, Frisco	Martin	Present	
Monica Nicholson <i>Proxy: Sarah Barton</i>	LVN Nursing, Technical/McKinney	Wilson	Present	Zoom
Karen Peterson	Polysomnography, McKinney	Millen	Present	Zoom
Christopher Redgraves	History, Frisco	Martin	Present	Zoom
Serena Richards	English, Frisco	Martin	Present	
Ron Schaffner	Automotive Service, Technical	Baweja	Present	

Barbara Stern	Psychology, Plano	Tinnen	Present	
Diane Stroman	Environmental Tech, iCollin	Lee	Present	
Mohammed Tahiro	Economics, Wylie	Babcock	Present	Zoom
Jenny Warren	Speech, Plano	Tinnen	Present	
Stephen Whitley	English, Plano	Streater	Present	
Fredie Williams	Management Development, Frisco	Powell	Present	
Julia Williams	HR Management, Plano	Streater	Present	

Motion to approve minutes made by Kate Johnson.

Seconded by Jillian DeShazo.

Minutes approved unanimously

GUEST SPEAKER - Dr. Neil Matkin, Collin College District President

Asked to speak on current political climate, threats against faculty, SB2615, AGS, future of Faculty Council

- Advice to Faculty Considering Current Political Climate:
 - Stick to learning objectives and do not use the classroom to push a personal agenda.
 - Build rapport with your students to create a safe environment for discussion.
 - Faculty at Collin have a very low rate of turnover.
 - Ignore what you see happening around you and focus on your job.
 - Do not walk around in fear. We have extensive security measures in place, thanks to the Board.
 - Questions:
 - *How should we handle students who denigrate any groups or ideas they disagree with?*
 - Dr. Matkin encouraged faculty to use their best judgement but not allow students to malign groups of other students. Students should have dignity and respect for all groups represented at Collin College. If students pose an active threat to another student, faculty should call campus police or file SOBI as necessary.
 - *Can I be disciplined for expressing my own personal or political opinions on my private social media?*
 - Faculty should be mindful of the things they say and post online because even in a private setting they can be mischaracterized by those who seek to malign us, since it can be difficult for people to separate the things we post online from who we are as faculty of Collin College.

- *If we have a hostile student, how should we handle it?*
 - Campus police. We want that situation handled as soon as possible. SOBI forms are also useful for concerning behavior.
- SB 2615
 - If you are hired to teach five face-to-face courses, plus service, plus office hours, plus grading then you're doing what is required.
 - If you're teaching two or three face-to-face and filling out your load with online courses, then that may change.
 - We have not addressed this question fully; there are more conversations expected in the future.
- AGS (Academic Governance and Strategic Planning Council)
 - Explained what it is, where you can find membership, and minutes from each meeting ([link](#)).
 - The purpose is to facilitate communication to faculty.
- Future of Faculty Council
 - We'll never agree on everything, but we have a great thing going on right now.
 - *What advice would I give to my successor (when the time comes)?* Don't judge the majority of the faculty by a few who are unwilling to work together.
- Questions:
 - *Any new BA degrees in the works?* We're trying, but there is resistance from the four-year schools.
 - *Austin has stopped funding some workforce programs, can you shed light on this?*
 - We want our local workforce commission to have a say in these decisions
 - There is a “critical fields list” that changes, we are monitoring this very closely
 - We don't want Collin County's needs decided by a commission in Austin

EXECUTIVE COMMITTEE REPORTS

Treasurer's Report – Freddie Williams

- **Current Balance FY26:**
 - Events - \$5,000.00
 - Supplies - \$1,500.00
 - Total: \$6,500.00
- **Expenses:**
 - \$524.22 for August Meeting (from FY25 funds)

- **Sunshine Fund Balance:**
 - August - \$477.50
 - Donations - \$20.00
 - Total balance: \$497.50
- **Faculty Scholarship Fund:**
 - Full-time balance - \$3,179.70
 - Adjunct balance - \$1,468.83

Vice-President's Report – Katie A. Johnson

- **Faculty Hiring Manual Feedback**
 - We sent that out to faculty council representatives for review and feedback.
 - No feedback given.
 - Will be ready for use for the next hiring cycle.
- **Annual Appraisal Revamp**
 - Still working on this.
 - Still the same requirements, just more detailed and with examples.
 - There will be new training.
 - More information forthcoming (maybe October/November).
 - Questions:
 - Any commentary on use of AI in appraisal process?
 - The committee briefly discussed it and agreed Faculty should use good judgement. The issue of privacy and personal data protection is on HR's radar, and it will be addressed in future training.
 - An FC Representative requested this issue be discussed during New Business at the next FC meeting.
 - The request was granted.
- **Cougar Book Bundle**
 - This will replace First Day Access.
 - All Collin College students are enrolled in the program and have to opt out each semester.
 - Faculty can choose the textbook version that students will have access to.
 - Information will be entered into the AIP system along with our textbook orders.
 - Students must return the book at the end of the semester.
 - If you are teaching a class at the last minute or taken over from another instructor, this platform will be much easier to use.
 - Students will have the opportunity to opt out, but it's all or nothing, can update until census date, there will be transparency for the students and a price comparison.

- Some school districts are opting out.
- Students are automatically enrolled in it when they register.
- 100% digital will be included in the course if that's what the professor requires, but they could pay an additional amount if they want to own rather than rent the book.
- You are not limited to one textbook company.
- We can't answer all the questions right now, but an FAQ can be found [here](#).
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- **Sunshine Fund Form**
 - A form has been created and placed on the homepage of the Faculty Council website.
 - There is a QR code.
 - Hopefully this will increase donations and requests for support.

President's Report – Matthew K. Hamilton

- **Current Political Climate for Higher Education**
 - Across the country faculty have become targets. These efforts are meant to erode trust in education.
 - Advice to Faculty:
 - Be mindful of your public comments as they could be taken out of context. That does not mean you should self-censor, simply recognize the reality of the situation we are living in.
 - We are seeing an increase in frivolous complaints and online harassment. So be aware.
 - If you encounter disturbing behavior or feel threatened, turn to SOBI, Campus Police, etc.
 - It might be wise to meet in-person with students or require that their camera be on for virtual meetings and to create a set of rules/guidelines for Zoom meetings. Be mindful of emails, paper trails, and recordings.
 - Help each other and spread the word.
- **Academic Governance and Strategic Planning Council (AGS) Updates**
 - Student reinstatement SOP:
 - AGS approved it and it should be implemented in the Spring.
 - It only affects students who are dropped for non-census related issues.
 - Late Registration:
 - Hard stop is now at 11:59 pm on Tuesday of first week of classes.

- We are tracking the effect that this will have on success and completion rates.
 - It may be adjusted further.
- Guidance on Syllabus Content and the Development of Course Policies
 - This resolution was unanimously adopted by Faculty Council at the August 22, 2025, meeting.
 - It was approved by AGS and will be communicated to faculty and ADs and Directors.
- Scholastic Dishonesty Board Policy Changes:
 - Provided AGS an update on the structure of the Honor Council and what it's going to look like moving forward.
 - Discussion focused on how to alter current Board policies to ensure the Honor Council is not overloaded and students are better protected from capriciousness.
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- **Honor Council (HC) Updates**
 - Matt and Kate have worked with the Dean of Students Office (DOS) to create a structure for the HC:
 - Faculty
 - Chairperson
 - Panel Chairs (6)
 - Honor Council Representatives (22)
 - Honor Council Panel
 - Panel Chair
 - 3 representatives
 - 2 DOS staff
 - 1 student
 - *Question: Will the HC report to DOS?* The HC makes a final decision and reports that decision to DOS, but is an independent decision-making body.
 - Procedures Manual Work Group is currently writing a full manual for the Honor Council, as of now it is working from an interim manual (final draft expected at October meeting).
 - We were asked to review and make recommendations for the Honor Code, and it is currently with the Academic Freedom Committee.
- **FC Standing Committees**
 - Committees have all been finalized, chairs should be reaching out.
 - Chairs have been instructed to report any members who are not actively participating in the work so they may be replaced.
- **SB 37 and FC Membership**

- With FC now under Board policy and state law, it is imperative that FC representatives perform their duties and responsibilities as members of this council.
- From BGC (LOCAL) on Faculty Council Membership: “Any member of Faculty Council may be immediately removed from Faculty Council for failing to conduct the member's responsibilities in accordance with Board policy or within Faculty Council's parameters, failing to attend meetings, or engaging in other misconduct. Any member of Faculty Council member may be removed on the recommendation of both the corresponding campus provost and the senior vice president of campus operations and only upon final approval by the District President.”
- **Gradebook Submission Taskforce**
 - A pilot was conducted over the summer; they will revise and send back to Faculty Council by October.
 - Implementation is targeted for Spring 2026.
- **Class Observation Schedule-Faculty Ranks**
 - See: addendum

STANDING COMMITTEE REPORTS

- **Academic Freedom Committee** – Co-chairs: Ryan Farrar, Diana Gingo
 - No report
- **Adjunct Faculty Committee** – Co-chairs: Katherine McKee, Alyna Nathoo (Co-Chairs)
 - No report
- **College Policy Committee** – Co-chairs: Jason Morgan, Jillian DeShazo
 - No report
- **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
 - Presented changes to Procedures Manual to comply with SB 37
 - See: Attachment
 - **Motion to approve changes made by: Freddie Williams**
 - **Seconded by: George Neal**
 - **VOTE: approved unanimously**
 - Questions:
 - *How do we determine who is “elected” and who is “appointed”? The list of those elected will be given to the District President and he will choose those who are “appointed”. Those who were elected with a clear majority will be automatically “elected” and not included on the list of potential “appointments”*
- **Resource and Remuneration Committee** – Co-chairs: Patrick Larue, Kevin Suber
 - No report
- **Teaching and Learning** – Co-chairs: John Hoenig, Kimberly Gentry
 - No report
- **Technology Committee** – Co-chairs: Mervat Karout, Sunita Rangarajan
 - No report
- **Workforce Committee** – Co-Chairs: Tonya McMillion, Karina Taylor
 - No report

DISTRICT COMMITTEE LIAISON REPORTS

- **Faculty Handbook Committee** – TBD
 - No report
- **Council on Excellence (COE)** – Diana Gingo
 - Updates from COE
 - Professional Development Funds
 - Please make sure you submit your request early, 42 days in advance and earlier if possible
 - When applicable, please cancel those spend authorizations so we can free up funds for others
 - Please apply! We have reserved funding for Spring and Summer
 - Take care of your expense report right away after travel
 - Please make sure you include all the required paperwork
 - Peer Review
 - COE seriously advocates for faculty, remember COE is only one of many votes to determine faculty status/contracts
 - Faculty up for peer review have a new step this year—for the first time, faculty will also need to sign the Caspio form (Dr. Johnson's Executive Assistant Mamie Walters has sent peer review faculty an email about this addition earlier in the semester). Diana will send a reminder email to these faculty with detailed directions well in advance of their deadline (Caspio Faculty Excellence Determination Acknowledgement Form Deadline for Faculty: November 10th).
 - New Election Procedures
 - Switching to an opt-in model, rather than an opt-out model
- **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

- To comply with SB 37 and Texas Education Code Section 51.3522, Dr. Matkin requested Faculty Council recommend at least one current FC Representative from each campus with a provost.
- FC Leadership determined it was in the best interest of faculty to recommend only one representative from each campus with a provost, and those that were in the first year of their term.
- **Presidential Appointments to comply with SB37**
 - Henry Canfield
 - Jaclyn Cobb-Susa
 - Roberta Cravo
 - Cyrus Malek
 - Christopher Redgraves
 - Mohammed Tahiro
 - **Motion to Approve Presidential Appointments**
 - **Motion: Mike Brucia**
 - **Second: Kate Johnson**
 - **Vote: approved unanimously**

ADJOURNMENT

**Movement to adjourn was made by Kate Johnson
Seconded by Serena Richards
Meeting adjourned at 3:07 PM.**

Class Observation Schedules - Faculty Ranks

- **First and Second Peer Review:** class observation conducted in each of the two years prior to first and second peer review
 - Per Council on Excellence: Two class observations are required for faculty applying for either their first or second peer review. Only one class observation is required for faculty applying for their third (or more) peer review.
- **Class Observations Beyond Minimum:** additional class observations can occur in any year to address concerns
 - Examples: performance improvement plans, trends in student surveys of instruction, complaints, etc.

Minimum class observation schedule for third (or more) peer review

Teaching Faculty:

At least one class observation within two years before next peer review

Assistant Professor:

Year One (possible class observation)	At least one class observation within two years before next peer or extension review (Year 1 or 2)	Year Two (possible class observation)	Year Three (Peer Review or Extension Review)
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Associate Professor:

Year One	Year Two (possible class observation)	At least one class observation within two years before next peer or extension review (Year 2 or 3)	Year Three (possible class observation)	Year Four (Peer Review or Extension Review)
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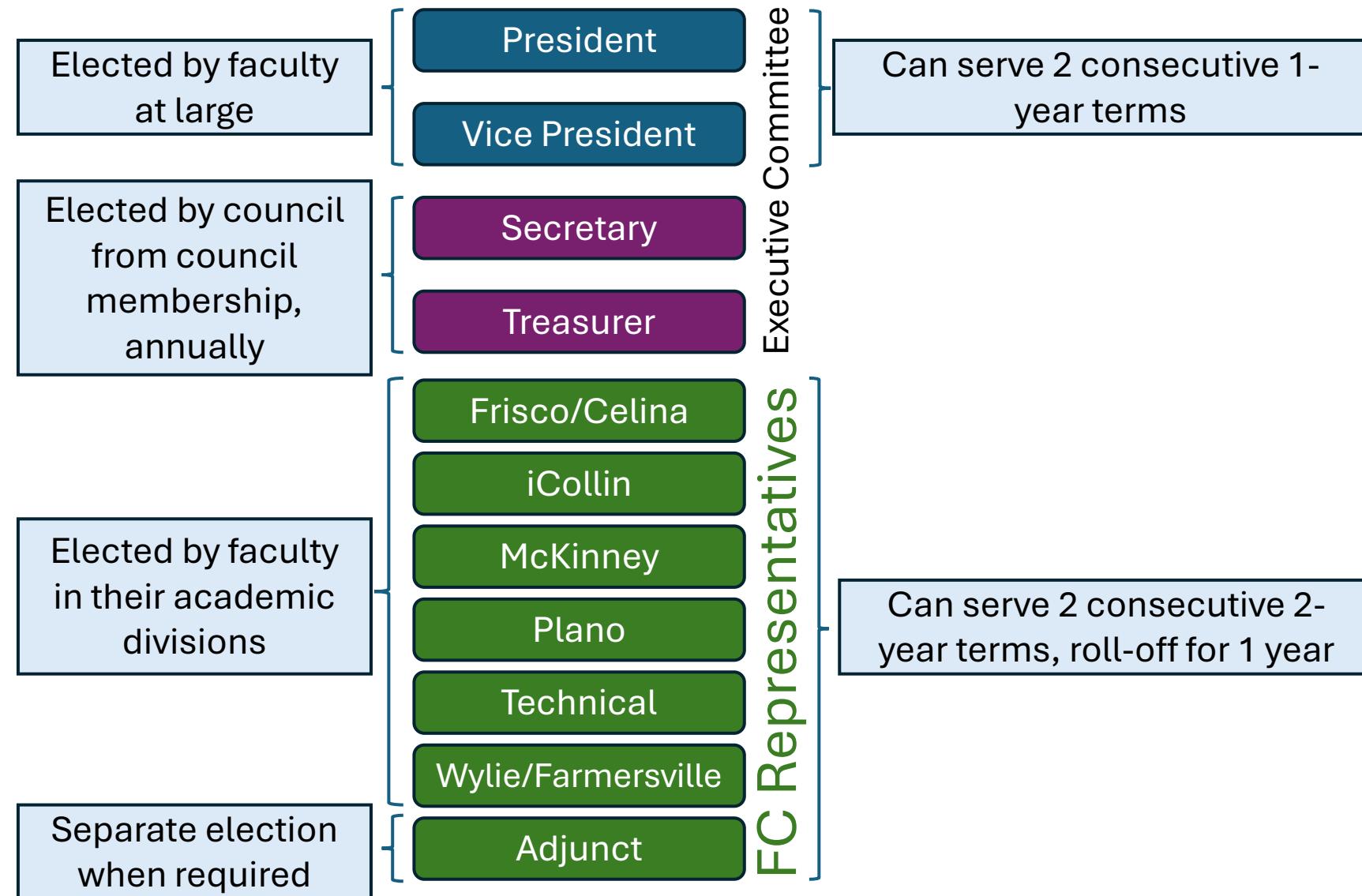
Full Professor:

Year One	Year Two	Year Three (possible class observation)	At least one class observation within two years before next peer or extension review (Year 3 or 4)	Year Four (possible class observation)	Year Five (Peer Review or Extension Review)
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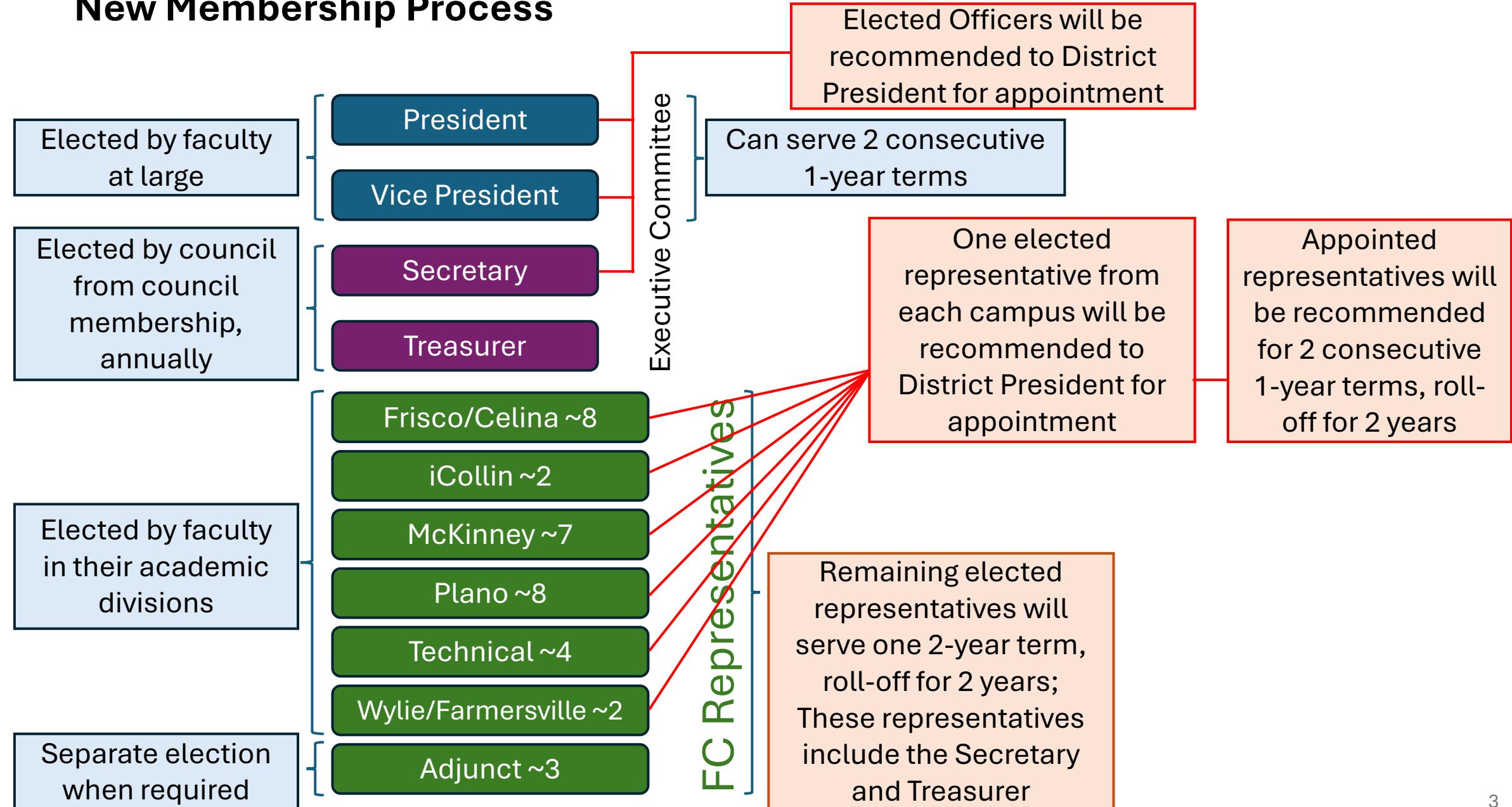
Changes to the FC Procedures Manual

Updates for 2025 and Changes for SB 37

Previous Membership Process



New Membership Process



Purpose of Faculty Council

Current Manual Text

“Safeguarding academic freedom and promoting academic excellence in the classroom, the College District and the community.”

New Proposed Text

“**Supporting** academic freedom and promoting academic excellence in the classroom, the College District and the community.”

Membership

Current Manual Text
[Nothing]

New Proposed Text
“All Faculty Council members
must be Collin College faculty.”

Membership

Current Manual Text

“The number of full-time faculty representatives is placed at no more than 35; members shall represent full-time faculty in designated academic divisions. The number of part-time faculty representatives is placed at no more than 6; members shall represent part-time faculty on designated campuses or by academic division.”

New Proposed Text

“The number of full-time faculty representatives is placed at no more than 35; members shall represent full-time faculty in designated academic divisions. There will be a minimum of two representatives from each Collin College campus; one of which will be appointed by the District President. Because Collin College is not divided into colleges or schools, we will use “campus” to identify this concept. A campus is defined as a campus(es) under a single provost.

The number of part-time faculty representatives is placed at no more than 6; members shall represent part-time faculty on designated campuses or by academic division.”

Membership

Current Manual Text

“Representatives serve two-year terms.

A representative may serve two consecutive two-year terms after which he or she is ineligible for re-election for one academic year.”

New Proposed Text (almost all new)

“After elections have been held, the Faculty Council Executive Committee shall recommend six of the elected representatives for appointment by the college president. The six who are recommended must represent each of the college campuses. (Any campuses falling under the same provost are considered one campus.

Representatives who are recommended for appointment by the college president shall serve a one-year term and then shall be recommended for a second consecutive appointed one-year term. Other representatives who are not appointed shall serve two-year terms.

After serving for two years on the council as a representative, faculty must wait two years before being eligible to serve again as a representative.”

Officers

Current Manual Text

“A President and Vice President shall be elected at-large from the Collin full-time faculty annually.

A Secretary and Treasurer shall be elected by the members of the Council from the Council membership annually.”

New Proposed Text (almost all new)

“After elections have been held, the current Faculty Council Executive Committee shall recommend the newly elected President, Vice President, and Secretary for appointment by the District President.

A Treasurer shall be elected by the members of the Council from the Council membership annually.”

Officer Duties - President

Current Manual Text

“Develops the agenda for all Faculty Council meetings.”

New Proposed Text

“Develops the agenda for all Faculty Council meetings and ensures it is made public at least 7 days before a meeting.”

Officer Duties - Secretary

Current Manual Text

“Shares meeting minutes with Executive Committee for approval.”

New Proposed Text

“Shares meeting minutes **and** attendance report with Executive Committee for approval.”

Representative Duties

Current Manual Text

“The seat of a representative may be declared vacant if the representative is absent for three meetings in one academic year. A representative is considered absent if not in attendance regardless of whether a proxy attends on his or her behalf. Upon the third absence, the Secretary will notify the Executive Committee, and the seat may be declared vacant.”

New Proposed Text

“The seat of a representative may be declared vacant if the representative fails to perform the described representative duties, does not comply with college board policies, and/or is absent for three meetings in one academic year. A representative is considered absent if not in attendance regardless of whether a proxy attends on his or her behalf. If such a case arises, the Secretary will notify the Executive Committee, and the seat may be declared vacant by recommendation of both the corresponding campus provost and the senior vice president of campus operations and only upon the final approval by the district president.”

Elections

Current Manual Text
[Nothing]

New Proposed Text
“Approximately half of all
representatives shall be
selected each year.”

Elections

Current Manual Text
[Nothing]

New Proposed Text
“Following elections, the current Faculty Council Executive Committee shall recommend the newly elected President, Vice President, Secretary, and the six aforementioned representatives for appointment by the District President. These officers cannot serve unless they have been appointed by the District President.”

Meetings

Current Manual Text

“Regular meetings shall be open to all teaching faculty. Administrators and staff interested in attending a regular meeting are welcome to arrange their visit through the Faculty Council President.”

New Proposed Text

“Regular meetings shall be open to all teaching faculty. The Faculty Council shall broadcast over the Internet live video and audio of each open meeting of the council when a quorum is met.”

Committees

Current Manual Text

“Committee Chairs are responsible for submitting monthly meeting reports to the Faculty Council email (fc@collin.edu).”

New Proposed Text

“Committee Chairs are responsible for getting approval from the Faculty Council President prior to spending funds and for submitting monthly meeting reports to the Faculty Council email (fc@collin.edu).”

Standing Committees

Current Manual Text

“Committee on College Policy – Reviews and recommends changes in College Policy.

Committee on Organization, Education, & Policy– Attend the organization education and policy committee meetings held before the monthly board meeting and report to the Faculty Council.”

New Proposed Text (combined)

“Committee on College Policy – Reviews and recommends changes in College Policy; attends the organization, education, and policy committee meetings held before the monthly board meeting and reports to the Faculty Council.”

Standing Committees

Current Manual Text

[Nothing]

New Proposed Text

“Committee on Dual Credit – Addresses issues relevant to teaching dual credit students.”

Webmaster

Current Manual Text

“Updates the Faculty Council website at the direction of the Vice President.”

New Proposed Text

“Updates the Faculty Council website at the direction of **any member of the Faculty Council Executive Committee.**”