



# **HANDBOOK FOR FACULTY & ADJUNCT FACULTY**

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**Fall 2020**

*Updated July 31, 2020*

*To make suggestions or to report errors, please contact:*

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## INTRODUCTION TO COLLIN COLLEGE

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### VISION

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Delivering a brighter future for our students and communities.

### MISSION

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Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

### PHILOSOPHY

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Through its campuses, centers, and programs, Collin County Community College District fulfills community and industry needs and its statutory charge by providing:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Programs leading to baccalaureate degrees, associate degrees or certificates, including technical programs, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

### CORE VALUES

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Collin College has a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

### ACCREDITATION

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Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404.679.4500 for questions about the accreditation of Collin County Community College District. Note: The Commission is to be contacted only if

there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.



## **COLLEGE DISTRICT AND DEGREES**

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### **SHARED GOVERNANCE AT COLLIN COLLEGE**

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Over the past 30 years, Collin College faculty, administrators and staff have joined together in a collaborative process of shared governance to translate the Board of Trustees' vision and strategic goals into a working plan of action. Through this collaborative process, much has been accomplished, as is evidenced by the success of our students and the development and maintenance of our beautiful campuses. To continue meeting the needs of the thousands of students who will be entering Collin in the coming months and years, it is essential that Collin employees actively participate in planning and other strategic initiatives by providing input in their areas of special expertise through committees, councils, task forces and other organizational and governance structures. For expanded information regarding shared governance, visit <http://www.collin.edu/leadership/pdf/2013SharedGovernanceCollin.pdf>.

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### **ACADEMIC FREEDOM**

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The Faculty Council statement on [academic freedom](#) can be found on the Faculty tab in Cougarweb.

## **2020-2021 ACADEMIC CALENDAR**

### **FALL 2020**

**Aug. 14-** All College Day (All Campuses Closed)

**Aug. 24-** Fall Classes Begin

**Sept. 7 -** Labor Day Holiday (All Campuses Closed)

**Sept. 8 -** Fall Census Date

**Sept. 18 -** Plano Balloon Festival-Plano Campus Closes @ 3 pm Sept.

**Sept. 19-20 -** Plano Balloon Festival-Plano Campus Closed

**Oct. 16 -** Fall Last Day to Withdraw

**Nov. 25-29 -** Thanksgiving Holiday (All Campuses Closed)

**Dec. 7-13-** Fall Final Exam Week

**Dec. 11 -** Collin College 2020 Commencement @ 7:00 pm

**Dec. 14-23 -** Wintermester Classes Meet

**Dec. 15-** Wintermester Census Date

**Dec. 18 -** Wintermester Last Day to Withdraw

**Dec. 24 - Jan. 3 -** Winter Break (All Campuses Closed)

### **SPRING 2021**

**Jan. 4 -** Wintermester Classes Resume

**Jan. 6 -** Wintermester Final Exams

**Jan. 8 -** All College Day Campus Meetings (Campuses Open)

**Jan. 18-** MLK Holiday (All Campuses Closed)

**Jan. 19 -** Spring Classes Begin

**Feb. 1 -** Spring Census Date

**Mar. 8-11 -** Spring Break (No Classes)

**Mar. 12-14 -** Spring Break (All Campuses Closed)

**Mar. 19-** Spring Last Day to Withdraw

**Apr 2-4-** Spring Holiday (All Campuses Closed)

**May 10-16** - Spring Final Exam Week

**May 14-** Collin College 2021 Commencement @7:00 pm

### **SUMMER 2021**

**May 17-** Maymester Classes Begin

**May 18-** Maymester Census Date

**May 21-** Maymester Last Day to Withdraw

**May 31-** Memorial Day Holiday (All Campuses Closed)

**June 1-** Maymester Final Exams

**June 7- 5 - Week June (Summer I) and 10 Week Summer (Summer III) Classes Begin**

**June 10-** 5- Week June (Summer I) Census Date

**June 15-** 10- Week Summer (Summer III) Census Date

**June 22-** 5 Week June (Summer I) Last Day to Withdraw

**July 3-5-** Independence Day Holiday (All Campuses Closed)

**July 8** -10 Week Summer (Summer III) Last Day to Withdraw

**July 9-** July 4th Make-up Day for 5 Week June (Summer I) and 10 Week Summer (Summer III) MW Classes

**July 9-** 5 Week June (Summer I) Final Exams

**July 12-** 5 Week July (Summer II) Classes Begin

**July 15** -5 Week July (Summer II) Census Date

**July 16-** Required Class Day for 5 Week July (Summer II) and 10 Week Summer (Summer III) MW Classes

**July 23-** Required Class Day for 5 Week July (Summer II) and 10 Week Summer (Summer III) TR Classes

**July 27-** 5 Week July (Summer II) Last Day to Withdraw

**Aug. 9-10-** 10 Week Summer (Summer III) Final Exams Aug. 10 5 Week July (Summer II) Final Exams

### CAMPUS LOCATIONS AND HOURS

For the hours of operation please refer to the individual campus information pages ([www.collin.edu/campuses/index.html](http://www.collin.edu/campuses/index.html)) on the Collin College website.

Campus	Vice President/Provost or Other Contact Info	Hours of Operation
Collin Higher Education Center (CHEC) 3452 Spur 399 McKinney, TX 75069 972.599.3100	Associate Provost, Instruction Dr. Cameron Neal 972.559.3121 <a href="mailto:cneal@collin.edu">cneal@collin.edu</a>	Monday-Thursday, 7 a.m.-11 p.m. Friday, 7:00 a.m.-7:00 p.m. Saturday, 8:00 a.m.-12:00 p.m. (Closed Saturday during the summer) Sunday, Closed
Courtyard Center (CYC) 4800 Preston Park Blvd. Plano, TX 75093 972.985.3790	Executive Dean Karen Musa 469.365.1961 <a href="mailto:kmusa@collin.edu">kmusa@collin.edu</a>  Executive Director, Corporate College (Customized Training) – Adam Pitluk 972-599-3188 <a href="mailto:apitluck@collin.edu">apitluck@collin.edu</a>  Director, Center for Workforce and Economic Development (Grants) – Natalie Greenwell 972-985-3768 <a href="mailto:Ngreenwell@collin.edu">Ngreenwell@collin.edu</a>  Director, workforce and Professional Development (Career Skills Training/Continuing Education) – Linda Wee 972-377-1061 <a href="mailto:Lwee@collin.edu">Lwee@collin.edu</a>	Monday-Friday, 7 a.m.-10:30 p.m. Saturday, 7 a.m.-9 p.m. Sunday, 12 p.m.-7 p.m.
Frisco Campus 9700 Wade Boulevard Frisco, TX 75035 972.377.1790	Vice President/Provost Dr. Jon Hardesty (interim) 972.377.1551 <a href="mailto:jhardesty@collin.edu">jhardesty@collin.edu</a>	Monday-Friday, 6:30 a.m.-11 p.m. Saturday, 7 a.m.-6 p.m. Sunday, 8 p.m.-6 p.m.
McKinney Campus 2200 W. University Drive McKinney, TX 75071 972.548.6790	Vice President/Provost Dr. Mark Smith 972.548.6803 <a href="mailto:MASmith@collin.edu">MASmith@collin.edu</a>	Monday-Thursday, 7 a.m.-11 p.m. Friday and Saturday, 7 a.m.-5 p.m. Sunday, 1 p.m.-5 p.m.
Plano Campus 2800 E Spring Creek Pkwy Plano, TX 75074 972.881.5790	Vice President/Provost Dr. Abe Johnson 972.881.5771 <a href="mailto:AJohnson@collin.edu">AJohnson@collin.edu</a>	Monday-Saturday, 7 a.m.-11 p.m. Sunday, 11 a.m.-7 p.m.
Public Safety Training Center 3600 Redbud Boulevard McKinney, TX 75069	Vice President/Provost Dr. Mark Smith 972.548.6803	Monday-Thursday, 7 a.m.- 7 p.m. Friday 7 a.m.- 5 p.m.

Fire Science 972.548.6521 Law Enforcement 972.548.6561	<a href="mailto:MASmith@collin.edu">MASmith@collin.edu</a>	
Rockwall Center Dr. Gene Burton College and Career Academy 2301 S. John King Blvd. Rockwall, TX 75087 469.698.7499	Vice President/Provost Dr. Mary McRae 972.758.3829 <a href="mailto:mmcrae@collin.edu">mmcrae@collin.edu</a>	Monday-Thursday, 8:30 a.m.-1 p.m. and 6 p.m.-10 p.m.
Collin Technical Campus 2550 Bending Branch Way Allen, TX 75013 Planned opening Fall 2020	Vice President/Provost Dr. Bill King 972.985.3796 <a href="mailto:blking@collin.edu">blking@collin.edu</a>	TBA
Wylie Campus 391 Country Club Rd Wylie, TX 75098	Vice President/Provost Dr. Mary McRae 972.758.3829 <a href="mailto:mmcrae@collin.edu">mmcrae@collin.edu</a>	TBA

## ENROLLMENT

Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 52,000 credit and continuing education students each year. The only public college in the county, the College offers more than 100 degrees and certificates in a wide range of disciplines.

## DEGREES AND CERTIFICATES

Collin College awards academic transfer degrees and certificates as well as technical workforce degrees and awards. Four types of associate-level degrees are awarded: the Associate of Arts (A.A.), the Associate of Science (A.S.), the Associate of Arts in Teaching (A.A.T.), and the Associate of Applied Science (A.A.S.). Collin also awards post-associate degree Enhanced Skills Certificates (ESC) in specific areas in addition to Level One and Level Two Certificates, and Occupational Skills Awards (OSA). More specific information is available on the 2018-2019 Degree Plans and Programs (<http://www.collin.edu/academics/programs/index.html>) on our webpage.

## FOUNDATION

Established in 1987, the Collin College Foundation ([https://www.collin.edu/foundation/about/contact\\_us.html](https://www.collin.edu/foundation/about/contact_us.html)) is a charitable, tax-exempt corporation. The Foundation's mission is to support and enhance Collin College through philanthropic support for student scholarships, faculty enrichment, critical capital needs, and programs of excellence. The Foundation is fiscally and legally independent from the College and is governed by a Board of Directors. Faculty are encouraged to support the Foundation, as

contributions enhance the quality of education and extend educational opportunities within the Collin College district.

#### **ORGANIZATION CHART**

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See the online Collin College district organization chart for information (<http://iws2.collin.edu/hr/CollinOrgChart/CollinOrgChart.htm>).

#### **DISCIPLINE LEADS**

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Discipline Leads work in conjunction with a District Discipline Dean to plan and assess the discipline/program outcomes and curriculum, provide instructors course templates, and to complete program review documents and continuous improvement plans. They are nominated by discipline faculty and selected by the District Discipline Dean to serve three-year terms. They receive an annual stipend of \$3000, or \$3500 in an area that completes a program review. See your Associate Dean for a complete job description and nomination form.

## COURSE DEVELOPMENT

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### CLASS SCHEDULES

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Class schedules are developed in coordination with Academic Associate Deans/Deans and are based on the needs of the College community. Full-time faculty are given courses based on the number of contact hours required by contract and on the needs of the division. Classes may be scheduled in a variety of formats (distance, dual credit, weekend, etc.) during a variety of days and times and on multiple campuses. Individual class schedules are subject to change and are located in CougarWeb on the Faculty Tab. See the following policies for additional information:

- [Assignment and Schedule Policy](#) (DJ-Local)
- [Employment Requirements and Restrictions](#) (DB-Local)

### CURRICULUM DEVELOPMENT/CURRICULUM ADVISORY BOARD

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Our course offerings are governed by the [Academic Course Guide Manual](#) (for transfer courses), [Workforce Education Course Manual](#) (WECM), and [Guidelines for Instructional Programs in Workforce Education](#) (GIPWE) (for workforce courses). Because of transfer and accountability issues, significant course or curriculum changes must be approved through our Curriculum Advisory Board (CAB). Information regarding CAB procedures, forms, and meetings can be found on CougarWeb under the Curriculum Office link. If more information or assistance is needed, please contact Diana Hopes, Academic Services, at [dhopes@collin.edu](mailto:dhopes@collin.edu) or 972.985.3737.

### eCOLLIN LEARNING CENTERS (ELCs)

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Here are some of the best reasons to contact the eLC:

- Satisfying Collin's minimum use of Canvas requirements for all credit courses.
- Incorporating instructional technology in face-to-face and online courses.
- Teaching an online, blended, or hybrid course for the first time.
- Utilize eLC resources such as the Canvas course framework and sample learning objects available through the Canvas Commons.
- Creating or enhancing an online course.

The mission of the eCollin Learning Centers is to create and support dynamic, engaging teaching and learning experiences.

The staff of experienced instructional designers and instructional technologists provides help and collaboration with course design, content creation, and using learning technologies through one-on-one appointments, group workshops, and webinars.

Monday – Thursday 8am – 6pm | Friday 8am – 5pm  
Phone 972.881.5870 | [elc@collin.edu](mailto:elc@collin.edu) | [Online Office Hours](#)

Online eLC resources are available in CougarWeb: On the Faculty or My Workplace tabs, click on "eLearning Centers".

Appointments at the eLC labs also available:

Frisco H207 | McKinney LA232 | Plano L257 | Wylie 204

In CougarWeb click on "eCollin Learning Centers" in the Faculty tab or Workplace tab.

The screenshot shows the CougarWeb Faculty page. The browser address bar displays <https://cougarweb.collin.edu>. The navigation bar includes Home, Library, Faculty, and My Workplace. A red box highlights the Faculty tab, with an arrow pointing to it and a text box stating: "eLC online Resources for FACULTY are in CougarWeb, on the Faculty tab". Below the navigation bar, the page is divided into three main sections:

- Faculty Registration Tools:** A list of links including Certify Your Roster, Class List Summary, Faculty Grade Entry, Faculty Attendance Tracking, Look Up Classes, Add or Drop Classes, Change Course Options, Registration Overrides, Wait List Summary, Grade Change Request, Incomplete Grade Contract Request, and Email your class from off-campus or when using Outlook Web Access (OWA).
- Faculty Links:** A list of links including Book in Common Teaching Guide, Death in, Bookstore, Copyright Permission Form, Curriculum Office, **eCollin Learning Centers** (highlighted with a red box and an arrow pointing to it from a text box: "More eLC resources for faculty can be found on our site"), Faculty Center Network, Faculty Online Commons, Handbook for Faculty and Associate Faculty, Faculty Website Directory, Faculty Website Request, and Starting Line (FACULTY).
- Canvas Access:** A section with the Canvas logo and a link to Access to Canvas. A red box highlights this link, with an arrow pointing to it from a text box: "You can access your Canvas account from this link". Below this link are links for Canvas System Status and Canvas @ Inside Collin Website.

At the bottom right, there is a section for Cloud Based System's Status, which includes three colored circles (orange, green, red) and a link to Check the status of Collin's Cloud Based Systems.



## Collin College Handbook for Faculty & Adjunct faculty

The screenshot shows the CougarWeb portal for Collin College. The browser address bar displays <https://cougarweb.collin.edu/>. The navigation bar includes links for Home, Library, Faculty, and My Workplace (which is highlighted with a red box). Below the navigation bar, the 'My Workplace' section is active. A red callout box with an arrow points to the 'eLC online resources for STAFF' link in the 'Inside Collin' sidebar. The sidebar also lists other resources such as Academic Services, Advisory Committee Handbook, Handbook for Faculty And Associate Faculty, All College Council, Calendar, Master and Academic, COAT, Committees, Task Forces & Activities, Counseling Services Faculty Resources, Curriculum Office, Career Pathway Services, eCollin Learning Center, eLC, Starting Line (FACULTY), Starting Line (STAFF), Strategic Goals, Teaching and Learning, and Wellness.

**eLC online resources for STAFF are in CougarWeb on the My Workplace tab**

- [Benefits Information](#)
- [Board Policies](#)
- [Calendar](#) - (Work Days, Holidays, and
- [Compensation](#)
- [Compliance](#) - Applicant Tracking System
- [HR Forms](#)
- [Professional Development](#)

**Information Technology Website**

- [Help @ Collin](#)
- [Workflow Proxy Request](#)

**Institutional Research Office**

- [Institutional Effectiveness](#)
- [Institutional Research](#)
- [Strategic Planning](#)
- [ZohoTech Data Warehouse & Business Intelligence System](#)

**Academic Software Center**

Welcome to Collin's academic software distribution channel. Information below allows faculty and staff to purchase or obtain specifically contracted software for use on personally-owned equipment.

**Inside Collin**

- [Academic Services](#)
- [Advisory Committee Handbook](#)
- [Handbook for Faculty And Associate Faculty](#)
- [All College Council](#)
- [Calendar, Master and Academic](#)
- [COAT](#)
- [Committees, Task Forces & Activities](#)
- [Counseling Services Faculty Resources](#)
- [Curriculum Office](#)
- [Career Pathway Services](#)
- [eCollin Learning Center](#)
- [eLC](#)
- [Starting Line \(FACULTY\)](#)
- [Starting Line \(STAFF\)](#)
- [Strategic Goals](#)
- [Teaching and Learning](#)
- [Wellness](#)

Contact information for specific staff members is listed in the following table.

## eCollin Learning Centers (eLC)

McKinney	Frisco	Plano
<p>McKinney eLC Staff LA232</p> <p>Ben Miro Instructional Designer bmiro@Collin.edu 972.372.1836</p> <p>Summer Helm Instructional Technologist. <a href="mailto:shelm@collin.edu">shelm@collin.edu</a> 972.549.6310</p> <p>Pamela Darling-Facio Instructional Designer Asst. <a href="mailto:pdarlingfacio@collin.edu">pdarlingfacio@collin.edu</a> 972.881.5914</p>	<p>Frisco eLC Staff H207</p> <p>Francis Choy Instructional Designer <a href="mailto:fchoy@collin.edu">fchoy@collin.edu</a> 972.377.1038</p> <p>Andrew Campbell Instructional Design Asst <a href="mailto:ajcampbell@collin.edu">ajcampbell@collin.edu</a> 469.365.1822</p>	<p>Ann Blackman Director, Instructional Technology <a href="mailto:ablackman@collin.edu">ablackman@collin.edu</a> 972.516.5016 L-258</p> <p>Plano eLC Staff L-257</p> <p>Brad Hennigan Instructional Designer <a href="mailto:bhennigan@collin.edu">bhennigan@collin.edu</a> 972.881.5130</p> <p>Roy Brookshire Instructional Technologist <a href="mailto:rbrookshire@collin.edu">rbrookshire@collin.edu</a> 972.881.5189</p> <p>Ophelia Eftekhar PT Instructional Design Asst. <a href="mailto:oeftekhar@collin.edu">oeftekhar@collin.edu</a> 972.881.5150</p>

## CANVAS COURSE SHELL REQUIREMENTS

All credit courses are assigned a Canvas course shell. All courses, including courses taught fully on campus, are required to include the following elements in their Canvas course shell:

- A welcome page that includes the course name, instructor name and contact information
- A link to the Concourse Syllabus

In addition, it is strongly recommended that the Canvas Gradebook is used as well as communication tools like the Canvas Inbox and Announcements.

Canvas courses shells *must* be published by the instructor of record. **Important!** Publish before the 1st day of class. Why? As soon as you publish your course, you immediately have access to send emails to enrolled students through the Canvas InBox. Even with a published course, students still do not have access to the course until the first day of class. **HERE** is how to publish your course.

### [More information available in the Faculty Pre-Semester Checklist](#)

#### Online Course Reviews / Templates/ Teaching Online

When assigned to teach a blended or fully online course, instructors must

1. Complete the Orientation to Teaching Online at Collin College [available HERE](#)
2. Utilize an OAB-approved course.

OAB-Approved course templates are available from your Discipline Lead and from the eLC.

The Online Advisory Board (OAB) is responsible for a faculty-led, internal review process to assure minimum quality standards for Collin College courses taught 85%-100% online. Online Review Resources are available in CougarWeb: On the Faculty or My Workplace tabs, click on "eLearning Centers". In the left-hand grey navigation column, click on "Online Review Resources"

#### LEARNING COMMUNITIES

A Learning Community (<http://www.collin.edu/academics/learningcommunities/>) is an innovative and exciting way to learn. In Learning Communities courses, faculty team-teach and connect the concepts of their disciplines under a common theme or question. Students receive credit for each class as if they were taking traditional classes; thus they meet transfer and graduation requirements. For information about Learning Communities, please contact Tracey McKenzie at 972.377.1662 or [tmckenzie@collin.edu](mailto:tmckenzie@collin.edu).

#### INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT OF LEARNING

Institutional Effectiveness (IE) is an ongoing, college-wide process of planning and outcomes assessment. The purpose of this process is to provide meaningful information that can be used to effect improvement. Such data can also be used to document the institution's achievement of its mission and goals as required by SACS-COC, our accrediting organization. Institutional Effectiveness is now part of Policy and Planning. In addition, the Office of Policy and Planning is responsible for coordinating and tracking the five-year Program Review process, including continuous improvement plans. Institutional Effectiveness data is not intended to be used for employee evaluation purposes. Contact the Office of Policy and Planning for more information about Institutional Effectiveness.

The Curriculum Office assists the Core Objectives Assessment Team (COAT) with yearly evaluation of the core objectives of the core curriculum by coordinating the faculty team's rating of student artifacts on their achievement of the six core objectives: Critical Thinking, Communication Skills, Teamwork, Personal Responsibility, Social Responsibility,

and Empirical and Quantitative Skills. For more information on COAT, contact faculty co-chairs Neal Alexandrowicz, Ph.D. ([nalexandrowicz@collin.edu](mailto:nalexandrowicz@collin.edu)) or Irene Bowen, Ph.D. ([ibowen@collin.edu](mailto:ibowen@collin.edu)). Rubrics and assessment cycle information can be found on CougarWeb>MyWorkspace>Inside Collin>Teaching and Learning>COAT.

## SYLLABI AND CVs

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Texas [House Bill 2504](#), passed by the state legislature and signed by the Governor in 2009, requires each institution of higher education to make available to the public on the institution's public website each faculty member's CV and a syllabus for each course offered by the institution. Collin College syllabi are required to meet the following standards:

1. All syllabi must:
  - a. satisfy any standards adopted by the institution.
  - b. provide a brief description of each major course requirement, including each major assignment and examination.
  - c. list any required or recommended reading; and
  - d. provide a general description of the subject matter of each lecture or discussion.
2. Information required by Collin College for syllabi can be found in the Generic Course Syllabus Template. In order to access generic syllabi (Syllabus Depot): faculty must be logged on to CougarWeb, go to the Faculty Tab, and click on the Syllabi option under Faculty Links. The Syllabus Depot has a further link to Collin College HB 2504 to search for specific syllabi, vitae, and academic budgets.

The Student Learning Outcomes (SLOs) that appear on the syllabi must be the same ones that appear on the corresponding course syllabi in the Syllabus Depot ([http://inside.collin.edu/curriculum/Syllabus\\_Depot.html](http://inside.collin.edu/curriculum/Syllabus_Depot.html)). The Syllabus Depot is a list of generic syllabus templates for all Collin College courses.

- In addition to the above, there is some variation among academic disciplines and Deans as to syllabi requirements. Professors will need to check with their Associate Dean regarding these variations. Since the syllabus will be posted on the Internet, faculty members are encouraged to carefully proofread their syllabi, including the tone of the syllabi.

Faculty CVs must also be posted online as mandated by HB2504 and must list postsecondary education, teaching experience, and significant professional publications. Faculty CVs are uploaded online via the Concourse Syllabus tool. [HERE is a short video that explains that process.](#)

To access HB2504 public information, click on <http://hb2504.collin.edu/> or follow the links from the Collin College homepage to Academics and then to HB2504.

All students must be provided access to the Concourse Syllabus, located in your assigned Canvas Course shell. The Concourse Syllabus must provide receive a detailed course information syllabus and include a class calendar, preferably on the first day of class. There is no need to copy the syllabus nor put in any other document form since the only official syllabus is accessed through the Canvas. When possible, distribute the course syllabus electronically or post it online to save on copying costs. Each instructor's syllabus must also be forwarded to the Associate Dean prior to the beginning of the semester. Please note the deadlines for submission of syllabi that are sent via e-mail.

In order to comply with SACS-COC requirements and with House Bill 2504, the syllabus must contain specific information indicated on the checklist (see below) and must be in line with the syllabus template. Generic syllabi for all courses offered at Collin College are on file in the appropriate instructional division offices and can be found online at the Syllabus Depot (on the Faculty Tab in CougarWeb, click on "Syllabi" under Faculty Links on the left side of the page). The generic syllabi should be used by associate faculty for reference in the development of their individual syllabi, especially in terms of the Student Learning Objectives, which must appear verbatim on each syllabus. (It is acceptable to add additional learning objectives.)

## SYLLABUS REQUIREMENTS

The Concourse Syllabus, located in your Canvas course shell of your assigned credit class, is the official course syllabus. Step-by-step instructions: Please see the syllabus template located on CougarWeb (click on Curriculum Office on the Faculty tab under Faculty Links or on the My Workplace tab under Inside Collin).

Option 1: [Word document/ Printable](#)

Option 2: [Video \(Professor Diana Sage\)](#)

Check with the Associate Dean for specific requirements for each class.

### *Generic Course Syllabus Checklist*

#### Course Information

##### Course Number

- Course Title
- Course Description
- Course Credit Hours
  - Lecture Hours
  - Lab Hours
  - Clinical/Recitation Hours
- Prerequisite
- Prerequisite/Concurrent Enrollment
- Corequisite
- Student Learning Outcomes

- State-mandated Outcomes
  - Additional Collin Outcomes
  - For Workforce Courses, SCANS
- Withdrawal Policy
- Course certification policy
- Collin College Academic Policies
- Americans with Disabilities Act
- **Instructor Information**
  - Instructor's Name
  - Office Number
  - Office Hours
  - Phone Number
  - E-mail
- **Class Information**
  - Section Number
  - Meeting Times
  - Meeting Location
  - If a Web, Blended, or Hybrid course, add any relevant information regarding:
    - Minimum Technology Requirement
    - Minimum Student Skills
    - Netiquette Expectations
- Course Resources
- Supplies
- Attendance Policy
- Additional Instructor Student Learning Outcomes
- Method of Evaluation
- If a Web, Blended, or Hybrid course, inform students of the following points:
  - Requirements for Participation in Online Discussion Or Collaborative Activities
  - Criteria Used to Evaluate Participation in Such Activities
  - Delivery Method of Feedback and/or Graded Material
  - Standards for Instructor Response and Availability
- Course Calendar

## **INSTRUCTIONAL MATERIALS**

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College District employees must also comply with the following policies related to instructional resources and materials:

### **Copyright Policy**

Copyright is a form of protection the law provides to the authors of “original works of authorship” for their intellectual works that are “fixed in any tangible medium of expression,” both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to protect the owner of a copyright. Collin College respects the ownership of intellectual material governed by copyright laws.

The faculty of Collin College must adhere to the parameters for use of copyrighted works established by the United States Copyright Act (1976) and the Digital Millennium Copyright Act, set forth at 17 U.S.C. Sec. 101 et seq., and its associated regulations, set forth at 37 CFR Chapter II.

In particular, the faculty member agrees to adhere to the following:

1. A faculty member agrees to obtain, or to have the student obtain, the permission of the appropriate party (whether the author, publisher, or otherwise) prior to permitting a student to:
  - (A) use a copyrighted work in any manner by which the work may be disseminated outside of classroom use.
  - (B) incorporate all or a portion of a copyrighted work into a new work that may be disseminated outside of classroom use.
  - (C) scan, copy, photograph, modify, or otherwise reproduce or use copyrighted images, text, or sounds in any manner by which the results may be disseminated outside of classroom use.
2. With respect to work created in whole or in part as a part of classroom instruction, a Collin College faculty member must approve in writing, and in advance, the use by any party of the work outside of Collin College internal activities. This restriction includes, without limitation, any works submitted for awards, publications, or third party use outside of Collin College.
3. With respect to work created whole or in part by Collin College faculty, please refer to the "Intellectual Property Rights" policy of the College.
4. A student who creates or participates in the creation of a work as part of classroom instruction may use the work for inclusion in his/her portfolio or for informational purposes of demonstrating the student's skills or accomplishments.
5. If a faculty member is unsure of the copyright status of an existing work, he/she will assume that the work is protected by copyright and take the steps set forth above.

All users of Collin College technology resources are to comply with the copyright laws and the provisions of the licensing agreements that apply to software, printed, and electronic materials including documentation, graphics, photographs, multimedia, musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by Collin College or accessible over network resources provided by Collin College. Individual author, publisher, patent holder, and manufacturer agreements are to be reviewed for specific stipulations.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of Collin College technology resources who violates the digital copyright laws for the first time will be reminded of the laws, and the software or licensing violations will be removed. A second violation will result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation will require Collin College to remove the user's network and Internet access and take further disciplinary action which may include termination of Collin College employment or student status.

All technological resources developed by Collin College employees, students, and contractors for use by Collin College or as part of their normal employment activities are considered “works for hire.” As such, Collin College is considered the “author” and owner of these resources. (For information regarding Intellectual Property Rights, refer to the Collin College Policy CT-Local (<http://pol.tasb.org/Policy/Code/304?filter=CT>)). To obtain a copyright brochure with more detail or for questions regarding the above policies, call at 972.377.1575 or see the “Copyright” section under [www.collin.edu/library/aboutus/operational.html](http://www.collin.edu/library/aboutus/operational.html).

### Textbooks

Collin College Board Policy EDA-Legal (<http://pol.tasb.org/Policy/Code/304?filter=EDA>) specifies the requirements for listing, publishing and availability of textbooks.

### COURSE RECORDS

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- Access to student records is governed by [policy](#) (Board Policy FJ-Legal and FJ-Local).
- The Official Roster is found under the Faculty Tab on CougarWeb. The official roster reflects changes when a student withdraws or is dropped from a course.
- Records of student papers and tests should be kept until the end of the academic year plus one year, according to state guidelines.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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The Family Educational Rights and Privacy Act (also known as the “Buckley Amendment” or FERPA) is a federal law that gives students the right to inspect and review their own education records. Under this law, students also have other rights, including the right to request amendment of records, and some control over the disclosure of personally identifiable information. Student grades and exam scores constitute confidential information. The Family Educational Rights and Privacy Act prohibits posting grades for public view or giving out grades over the telephone. Information about grades and class attendance cannot be shared with anyone other than the student concerned, including parents, spouses, other students, or other family members. This is true even if the student is a minor. Faculty must be extremely careful not to discuss or comment upon student grades within the hearing of others and to avoid distributing graded assignments in such a way that they can be viewed by anyone except the student receiving the grade. The division office and the Associate Dean both have material regarding FERPA requirements, and a number of workshops are available in addition to online training. It is vital for every instructor to be familiar with FERPA regulations, as the failure to follow them may result in serious sanctions for the College as a whole.

- FERPA  
<https://www.collin.edu/gettingstarted/register/ferpa.html>
- FERPA Brochure  
[http://www.collin.edu/shared/shared\\_profdev/PD\\_pdfs/FERPA\\_brochure.pdf](http://www.collin.edu/shared/shared_profdev/PD_pdfs/FERPA_brochure.pdf)
- Federal Government General FERPA Information  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



- **Federal Government General FERPA Guidance for Students**  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

For more information about FERPA training, please contact Tonya Jacobson at 972.599.3158 or via e-mail at [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

#### **COMMUNICATION**

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Collin College is a public institution. As employees, we hold ourselves to high standards, reflected by our Core Values. It is important to communicate to your Associate Dean, Dean or Director any issues related to prolonged absence, potential conflict of interest, or any activity that may reflect negatively on the College. Student employment in the workplace of a faculty member may present a conflict of interest that should be discussed with academic leadership. Also discuss with your Associate Dean any unusual or uncomfortable situations in your classes. Discipline issues are reported to the Dean of Students office, but usually a conference with your Associate Dean is helpful before filing a report.

#### **CLASS CONTACT HOURS/LENGTH OF CLASS**

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Class contact hours are defined in [Texas Administration Code](#). Generally speaking, for a three-semester-hour course, 45 class contact hours are expected with a week for final exams. Faculty must meet each class session promptly and for the specified, scheduled time, including the specific time scheduled during final exam week. THECB requires that a class meet for 50 minutes of actual instruction to constitute one contact hour. If a class is meeting outside of its usual room (e.g. having a library orientation), a sign must be posted on the classroom door so that students and emergency personnel know where to find that class.

#### **OFFICES AND OFFICE HOURS**

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Each full-time faculty member has an office on his/her primary campus. Faculty office spaces are assigned by the Vice President/Provost of the respective campus. Full-time faculty are required to post and observe a minimum of six office hours per week for purposes of academic advising and student consultation during the long semesters. Two office hours per week per course are required when teaching for summer formula pay. The office hours are to be held at times which will be most convenient for students. Faculty are also expected to meet with students as needed by appointment. This information is listed under the essential job functions of the full-time faculty job description, which is accessible on the Human Resources webpage at <http://www.collin.edu/hr/>.

#### **INSTRUCTION OFFICES**

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Instruction Offices are located on each campus to provide a work/service area for adjunct faculty. Each office is equipped with computers, printers, telephones, and fax machines for adjunct faculty use. Scantron machines are also available but may not be within the offices.

**Instruction Offices**

MCKINNEY	FRISCO	PLANO
<p><b>B-342 and LA-234</b>  <b>Mon-Th. 7:00 a.m.-8:00 p.m.</b>  <b>Fri 7:00 a.m. – 4:00 p.m.</b></p> <p><b>Wilma Eckhoff</b>  <b>Phone: 972.548.6830</b>  <a href="mailto:weckhoff@collin.edu">weckhoff@collin.edu</a>  <a href="mailto:weckhoff@collin.edu">@collin.edu</a>  <b>Fax: 972.548.6801 (B342)</b>  <b>Fax: 972.548.6604 (LA234)</b></p> <p><b>Health Science Bldg</b>  <b>H-123</b></p>	<p><b>Lawler Hall LH-158</b>  <b>7:30 a.m. - 11:30 a.m.</b>  <b>Earlene Knox</b>  <b>Phone: 972.377.1554</b>  <b>Fax# 972.377.1561</b>  <a href="mailto:eknox@collin.edu">eknox@collin.edu</a></p> <p><b>Founders Hall F-243</b>  <b>12:30 p.m.- 9:00 p.m.</b>  <b>Kimberly Costello</b>  <b>Phone: 972.377.1506</b>  <b>Fax# 972.377.1586</b>  <a href="mailto:kcostello@collin.edu">kcostello@collin.edu</a></p> <p><b>"J" Building J-240</b>  <b>9:00 a.m. – 1:30 p.m.</b>  <b>Amy Wetzol</b>  <b>Phone: 972.377.1064</b>  <b>Fax: 972.377.1062</b>  <a href="mailto:awetzol@collin.edu">awetzol@collin.edu</a></p> <p><b>"L" Building L-222</b>  <b>7:00 a.m. - 4:00 p.m.</b>  <b>MaryJane Gibbons</b>  <b>Phone: 972.377.1585</b>  <b>Fax: 972.377.1004</b>  <a href="mailto:mjgibbons@collin.edu">mjgibbons@collin.edu</a></p> <p><b>"U" Building</b>  <b>10:00 a.m.-Noon and</b>  <b>1:00 p.m.-2:00 p.m.</b></p>	<p><b>B-103</b>  <b>Mon-Wed 7:00 a.m. - 9:00 p.m.</b>  <b>Thurs 7:00 a.m.- 8:30 p.m.</b>  <b>Fri 7:00 a.m. - 4:00 p.m.</b>  <b>Carol White</b>  <b>Phone: 972.516.5090</b>  <b>Fax: 972.881.5659</b>  <a href="mailto:cewhite@collin.edu">cewhite@collin.edu</a></p> <p><b>K-237</b>  <b>Mon-Wed 7:00 a.m. - 9:00 p.m.</b>  <b>Thurs 7:00 a.m. - 8:30 p.m.</b>  <b>Fri 7:00 a.m. - 4:00 p.m.</b>  <b>Paula Mills</b>  <b>Phone: 972.881.5759</b>  <b>Fax: 972.881.5975</b>  <a href="mailto:pmills@collin.edu">pmills@collin.edu</a></p> <p><b>L-215</b>  <b>Mon-Wed 7:00 a.m. - 9:00 p.m.</b>  <b>Thurs 7:00 a.m.- 8:30 p.m.</b>  <b>Fri 7:00 a.m. - 4:00 p.m.</b>  <b>Carol White</b>  <b>Phone: 972.881.5756</b>  <b>Fax: 972.516.5097</b>  <a href="mailto:cewhite@collin.edu">cewhite@collin.edu</a></p>
<p><b>Information Center</b>  <b>Main Entrance</b>  <b>972.548.6790</b></p>	<p><b>Information Center</b>  <b>Lawler Hall, Lobby</b>  <b>972.377.1790</b></p>	<p><b>Information Center</b>  <b>Atrium</b>  <b>972.881.5790</b></p>

The following services are available for adjunct faculty in the Instruction Offices:

### Support Services

The Instruction Offices are staffed with support personnel who will accommodate typing requests for classroom materials upon completion of the appropriate request form(s). Please allow two days for any typing services.

### Mail Services

Incoming mail and messages will be placed in individual mailboxes in the Instruction Office, while incoming packages can be picked up at the secretary's desk. A box for outgoing mail is provided in the secretary's office.

Note: Please DO NOT instruct students to leave papers in faculty mailboxes. For security reasons, students are not allowed access to faculty mailboxes. Trays where students may leave papers for instructors are available in all Instruction Offices. Please be aware that leaving graded assignments for students to pick up violates FERPA guidelines if students can view others' grades as they retrieve their own work. Please leave any graded work in a sealed envelope with the student's name on the outside of the envelope.

#### e-Mail and Computer Access

Adjunct faculty are welcome to use computers, scanners, and printers in the Instruction Offices and faculty computing centers. Adjunct faculty are required to have a Collin College e-mail address and to obtain a computer network account. All adjunct faculty receive an e-mail message from the Collin College Help Desk with initial access information for their Collin College account. This message is sent to the e-mail address provided by the faculty member to Human Resource.

This Collin College account allows faculty to send and receive e-mail and access the Internet, as well as utilize all software on the Collin College network. Please use the Collin College account, rather than a personal e-mail, for all communication with students. If there is difficulty accessing the Collin College e-mail or CougarWeb, please contact the Help Desk (972.548.6555). Be sure to update passwords when prompted to help eliminate the most common cause of connectivity problems from off campus.

## COURSE MANAGEMENT

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### ADDS, DROPS, WITHDRAWALS, AND LATERAL CHANGES

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#### Adding a Class

Students have the ability to sign up on an automated course wait list. The wait list option opens up after the payment deadline date for the term and continues up to the day before classes start. Please encourage any students who want to sign up for your class to use this option through CougarWeb. Any requests for overloads or late adds must be approved through the Associate Dean. Students are not permitted to attend courses for which they seek credit without being officially enrolled in the course.

#### Hard Stop deadline

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16 week courses will have a hard stop deadline in Student & Enrollment Services.

Fall 2020 deadline is August 27, 2020

Spring 2021 deadline is January 22, 2021

#### Registration Hard Stop

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Students are permitted to add a class up through the fourth business day of a 16-week semester term. Registration can be completed online. After the fourth day, students will be required to register for classes that have a late start date.

#### Dropping or Withdrawing from a Class

Students may drop classes any time prior to the census date at the beginning of every term without a “W” appearing on their transcripts. After the census date, students who withdraw will receive a “W” on their transcript; Texas college students are limited to a total of 6 withdrawals over the course of their college careers (exceptions are made for extenuating circumstances necessitating withdrawal from all courses). Students who wish to withdraw must initiate withdrawal procedures themselves; instructors cannot drop students from class (except for disciplinary reasons through the Dean of Students Office).

#### Lateral Changes

Students who need to change courses, or sections of a course, following the census date may be able to do so by completing and submitting a Lateral Change Form to the Registrar’s Office. Changes are made only with the approval of both faculty impacted by the change, the Associate Dean of the new course or section, and the registrar. Lateral changes will be approved by the division office for the following reasons only: course level change, involuntary work schedule or childcare arrangement change, registration error correction, and administrative purposes. If the lateral change is approved, the instructors involved must decide what to do about transferring grades for work completed, make-up work, and so on.

When confronted with requests to add a class or approve a lateral change, please consider not only the academic integrity of the discipline, but also what is fair and in the best interests of the student, the rest of the class, and the instructor.

## E-MAIL CORRESPONDENCE WITH STUDENTS

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All official correspondence from the College will be through Collin College's Outlook 365 e-mail system. Therefore, faculty should continually check their Collin College e-mail.

Faculty should use only their official College e-mail and the student's official College e-mail address when communicating with students. This permits Collin College to protect both the faculty member's and the student's rights should any issues arise.

Using the Canvas Inbox to communicate with students satisfies the above communication standards; additionally, faculty can email students prior to the first day of classes using the Canvas Inbox (students cannot access the course in Canvas until the first day of classes, even if the course is published).

Please respond promptly to e-mails from students, Associate Deans, and Deans. In addition, continue to check e-mail for a week after grades are due at the end of every term in order to promptly address student questions and concerns.

## FIELD TRIPS

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Field Trip or Student Travel information can be found on the student travel page at <http://www.collin.edu/studentresources/deanofstudents/studenttravel.html>, in Board Policy FK(LOCAL) at <http://pol.tasb.org/Policy/Search/304?filter=fk%20local>, and in the current *Collin College Student Handbook* at [http://www.collin.edu/studentresources/deanofstudents/pdf\\_documents/20172018studentHandbook.pdf](http://www.collin.edu/studentresources/deanofstudents/pdf_documents/20172018studentHandbook.pdf)

Field trips that occur outside of regularly scheduled class times are optional. All field trips (any activity scheduled outside of the regular class time, place, and date), must be approved in advance by the Associate Dean. Once approved by the Associate Dean, faculty members coordinating field trips off campus must follow the guidelines in the student travel procedures found at <http://www.collin.edu/studentresources/deanofstudents/studenttravel.html>, in Board Policy FK(LOCAL) at <http://pol.tasb.org/Policy/Search/304?filter=fk%20local>, and in the current *Collin College Student Handbook* at [http://www.collin.edu/studentresources/deanofstudents/pdf\\_documents/20172018studentHandbook.pdf](http://www.collin.edu/studentresources/deanofstudents/pdf_documents/20172018studentHandbook.pdf)

Please remember that College personnel must never transport students in their personal vehicles. If you need further information, please contact the Dean of Students on your campus.

**Dean of Students Offices**

<b>MCKINNEY</b>	<b>FRISCO</b>	<b>PLANO</b>	<b>CHEC</b>
<b>Amy Throop</b> <b>Associate Dean of</b> <b>Students</b>  <b>972.881.5667</b> <b>Room B336B</b>	<b>Cheri Jack</b> <b>Associate Dean of</b> <b>Students</b>  <b>972.548.6771</b> <b>Room F-127</b>	<b>Carie Dippel</b> <b>Associate Dean of</b> <b>Students</b>  <b>214.491.6222</b>  <b>Joe Guy,</b> <b>Student Conduct Officer</b>  <b>972.578.5561</b> <b>Room D-128</b>	<b>Terrence Brennan</b> <b>Dean of Students</b>  <b>972.881.5734</b>  <b>Karla Tombaugh</b> <b>Assistant to the Dean of</b> <b>Students</b>  <b>972.881.5604</b> <b>Room 457</b>
<b>Technical Center</b>	<b>WYLIE</b>		
	<b>Doug Willis</b> <b>Dean of Students</b>  <b>TBD</b>		

**STUDENT ATTENDANCE**

Faculty should inform students of attendance requirements during the first-class meeting, emphasizing regular and punctual attendance. The attendance policy should also be included in the course syllabus.

Faculty will have access to class rolls before the term begins and continually during the semester through the Cougar Web portal. Faculty should check their class rolls every class period up to the census date and regularly thereafter. It is especially important to complete the roster certification process (starting on page 25) in order to support students receiving financial aid.

Occasionally, students appear on rolls but never show up for class or suddenly quit coming to class. Faculty are encouraged to contact these students via CougarMail. Alternatively, as soon as a student appears to have discontinued attendance, the faculty member may notify the Admissions and Records Office, who will then contact the student. (Non-attendance letters are sent only during the fall and spring semesters). Faculty must assign a performance grade (usually an "F") for students who discontinue class attendance and do not officially drop. When final grades are submitted, faculty must assign a "last date of attendance" for all students receiving an "F."

In addition to the student success efforts that attendance data can support, it is also necessary to know the last date of attendance for any student earning an F. (See Course Completion-Grades in this handbook.)

Therefore, faculty must keep an attendance record. However, each faculty member is allowed to follow his/her own attendance policy within the sanctioned attendance rules

(see following link). The policy must be written on the course syllabus and must be fairly applied to all students in the course.

- [Admissions and Attendance: Attendance](#) (FC-Legal)

## STUDENT CONDUCT AND DISCIPLINE

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Policies and procedures governing student conduct and discipline are outlined in the *Student Handbook* (<http://www.collin.edu/studentresources/personal/studenthandbook.aspx>), which is available on the Dean of Students Office page (<http://www.collin.edu/studentresources/deanofstudents/index.html>).

### Dean of Students Offices

The Dean of Students Offices are responsible for issues such as student rights, student and parental concerns, responding to crisis situations, harassment, and discipline. If you have any questions or concerns, please feel free to contact either the Dean of Students or the Associate Dean of Students. Please be sure to provide either an e-mail address or phone number if you would like to be contacted regarding your concerns.

#### Dean of Students Offices

MCKINNEY	FRISCO	PLANO	CHEC
<b>Amy Throop</b> Associate Dean of Students  972.881.5667 Room B336B	<b>Cheri Jack</b> Associate Dean of Students  972.548.6771 Room F-109	<b>Carie Dippel</b> Associate Dean of Students 214.491.6222 <b>Joe Guy,</b> Student Conduct Officer  972.578.5561 Room D-128	<b>Terrence Brennan</b> Dean of Students 972.881.5734  <b>Karla Pilcher,</b> Assistant to the Dean of Students 972.881.5604 Room 457 Room 454
Technical Campus	WYLIE		
	<b>Doug Willis</b> Dean of Students  TBD		

### Student Code of Conduct

Students at Collin College are expected to follow the Student Code of Conduct, found in the current *Collin College Student Handbook*. The sections of particular importance to faculty are those dealing with scholastic dishonesty and disruptive behavior. To report violations of the Student Code of Conduct, please contact the Dean of Students on the campus where the offense took place. An online form can be used to report student misconduct. After logging on to CougarWeb, click on the My Workplace tab to find the Student Incident Report form under Crisis Response on the right-hand side of the page.

### Academic Ethics/Scholastic Dishonesty

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the

student's own work. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means.

Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts:

**General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, and/or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; and/or failing to secure test materials. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research.

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation or patchwriting, even when a source is cited. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course



where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty.

See the current *Collin College Student Handbook* for additional information. Consequences for scholastic dishonesty may not be imposed without providing due process. Please refer to the Procedures to Initiate Disciplinary Action outlined below or contact the Dean of Students for more information.

### Classroom Discipline/Disruptive Behavior

Collin College students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership. The College expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent.

In planning classroom management, the following ideas should be considered:

- Become familiar with the Student Code of Conduct (<http://www.collin.edu/studentresources/Deanofstudents/index.html>).
- Present expectations for classroom conduct at the first class meeting.
- Intervene at the first sign of inappropriate behavior—a general clarification to the entire class may be sufficient; or ask to speak with the student privately, whichever is most appropriate for the situation.
- Begin written documentation of behavior and interventions, including date, time, place, and description of occurrence; do not analyze or interpret events.
- If disruptive behavior persists, faculty have the right to remove a student from class one time. After asking the student to leave, immediately notify the division Dean and the Dean of Students. If it becomes necessary to notify the College Police, dial 5555 from one of the phones located on the podium of every classroom.
- Persistent disruptive behavior may warrant initiation of disciplinary proceedings as outlined in the Student Code of Conduct.

The Dean of Students and the Counseling Office are available for consultation about behavioral concerns in the classroom or on campus. For any immediate threat of violence or for security concerns, contact the College Police Department 972.578.5555, dial 5555 from any campus phone, or dial 911.

### Procedures to Initiate Disciplinary Action

Every College employee has a right to be treated with dignity and respect. Students are expected to adhere to College policies as detailed in the Student Code of Conduct in addition to federal, state, county, and city laws. Students are expected to neither interfere with nor show disrespect toward the orderly educational process of the College. Student disciplinary matters should be reported to the Dean of Students using the following procedures.

**To File an Incident Report:**

1. Log onto CougarWeb and click on the My Workplace tab.
2. Under Crisis Response on the right-hand side of the page, look for the Student Incident Report (7<sup>th</sup> link from the top).
3. Complete the Incident Report Form.
4. To maintain a copy of the report, print before submitting.
5. If the violation involves scholastic dishonesty, documentation will need to be forwarded to the Dean of Students.

Incident Report Forms are also available in the Dean of Students Office at all campus locations.

**Student Appeals**

Students have the right to appeal disciplinary matters and grades. A formal appeals process for both is outlined in the Student Code of Conduct of the current *Collin College Student Handbook*. Please work with the Associate Dean and Dean to defend any grade appeal. Turning in clear and complete grade records at the end of the semester is the first step in providing appropriate information for Associate Deans and/or the division offices to answer students' questions about grades. Being fair, reasonable, and consistent in terms of following the principles specified in the syllabus is also necessary.

**CERTIFICATION OF ROSTERS/CENSUS DATE**

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The census date is the twelfth (12<sup>th</sup>) class day in a “regular” 16-week semester or the fourth (4<sup>th</sup>) class day in a short summer semester. The census date varies for mini semesters. Faculty will have access to class rosters before the term begins and continually during the semester through the CougarWeb portal. Faculty should check their class rosters every class period up to the census date and regularly thereafter.

If a student attending the class does not appear on the roster, or is indicated as having been withdrawn, alert the student and send him/her to the Admissions Office immediately to rectify the situation. Any student who does not appear on the class roster should not be allowed to attend class until the situation is resolved and the student's name appears on the roster.

All class rosters must be certified in CougarWeb by 5:00 p.m. the day after the course census for all classes and all terms. There are no deadline extensions. Rosters must be certified for every class, every part of term. Many classes have a unique census date; please be mindful of this throughout the semester. The certification due dates appear on the Roster Certification link in CougarWeb on the FacultyTab. After the certification of class roster deadline, a report of missing roster certifications will be provided to the Academic Deans. For more details, please see the Certified Class Roster Instructions provided by the Registrar's Office on the following pages.

The following are the federal guidelines for determining attendance and financial aid qualifications:

- (7)(i) “Academic attendance” and “attendance at an academically-related activity”—

(A) Include, but are not limited to—

- (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- (2) Submitting an academic assignment.
- (3) Taking an exam, an interactive tutorial, or computer-assisted instruction.
- (4) Attending a study group that is assigned by the institution.
- (5) Participating in an online discussion about academic matters; and
- (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and

(B) Does not include activities where a student may be present, but not academically engaged, such as

- (1) Living in institutional housing.
- (2) Participating in the institution's meal plan.
- (3) Logging into an online class without active participation; or
- (4) Participating in academic counseling or advisement.

Many problems with students attending the wrong class or being dropped from class can be prevented by instructors who regularly check class rosters and use sign-in sheets or small graded assignments early in the semester to help identify missing students. Students cannot receive credit for the class without having gone through official admission channels.

### Procedures to Certify Rosters

All class rosters will be certified by 5 p.m. the day after course census. It is imperative that all rosters are certified by the deadline; there are no deadline extensions. Rosters must be certified for every class, every part of term. Many classes have a unique census date. Please be mindful of this throughout the semester.

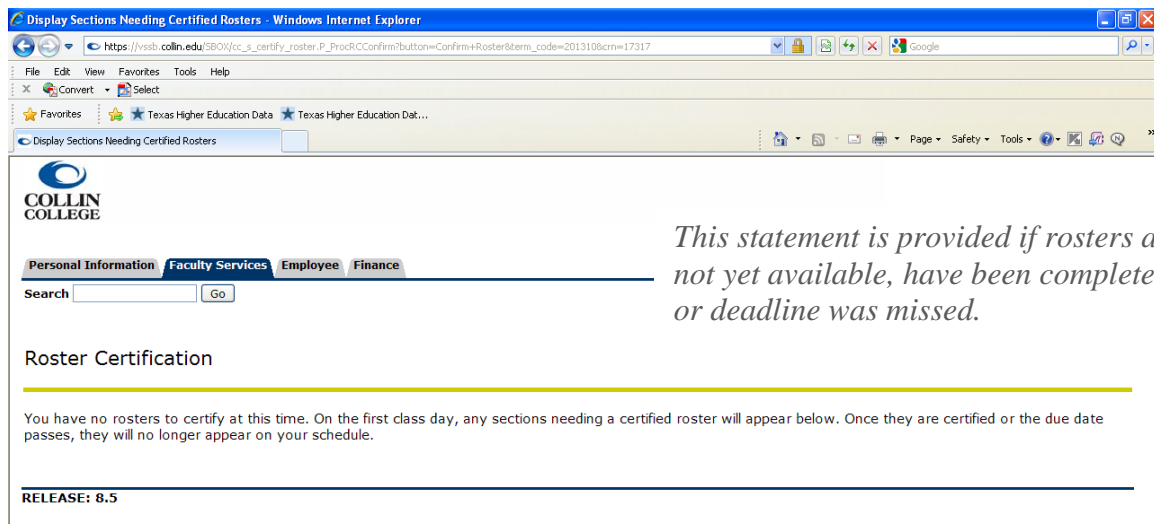
1. Log in to CougarWeb
2. Click on My Workplace tab
3. Click on Banner Self Service (just like you do when you are posting your GRADES at the end of the semester).
4. Click on Faculty and Advisors
5. Click on Certify Class Rosters

Alternate login location: Log in to CougarWeb. Under the Faculty tab inside the Faculty Registration Tools box the link Certify your Roster will appear. If you have a large Faculty Schedule box, look below that for the Faculty Registration Tools box. Click the Certify your Roster link to begin roster certification.

Certified rosters are available starting the first day of class through the course census. Please note: the certified class roster is not intended to track daily attendance. The deadline for census will be provided for each course. You will need to log in multiple times to certify rosters if you are assigned courses that start throughout the semester. Select each course for certification. If you log in early or have completed your roster certification, no courses will be listed.

Click the radio (circular) button for the course you want to certify. You may need to scroll to the far right of the screen. Then click “Select Section” at bottom of screen. You must click the circle radio button or a computer script code will appear.

OR



*This statement is provided if rosters are not yet available, have been completed or deadline was missed.*

**Roster Certification**

You have no rosters to certify at this time. On the first class day, any sections needing a certified roster will appear below. Once they are certified or the due date passes, they will no longer appear on your schedule.

RELEASE: 8.5

Once you click a course the full roster will be listed. Please mark any student who has NOT attended. Then submit.

**Certify Outstanding Rosters**

Caution: this is not intended for daily attendance purposes. Certify students who have never attended this section.

**Synthesis I - MUSC1333.S01 (CRN#13132)**

Student	Never Attended
Bunkley, Hunter Ross	<input type="checkbox"/>
Burten, Christopher Bradley	<input type="checkbox"/>
Caldwell, Christopher Jode	<input type="checkbox"/>
Dunlop, Davis Trafford	<input type="checkbox"/>
Huff, Steven Micah	<input type="checkbox"/>
Lam, Hiumathy Madi	<input type="checkbox"/>
Litz, Nathaniel Joseph	<input type="checkbox"/>
Mitchell, Kirsten Lynette	<input type="checkbox"/>
Rashedi, Ferishta	<input type="checkbox"/>
Roberts, Zachary Thomas	<input type="checkbox"/>

[Submit Certified Roster](#)

RELEASE: 8.5

You will be given a list of students who have never attended your class. You will have the opportunity to confirm the final roster or edit (redo) on this screen. If you have 100% participation you will just submit the roster and confirm the attendance statement.

**Confirmation of Submitted Rosters**

Below is a list of students that you have marked as not attending this section. Click to confirm the students. If you have made an error, go back and redo the roster.

**New Music Ensemble - MUEN1131.S01 (CRN#13275)**

Karr, Preston Allen  
Roberts, Zachary Thomas

[Confirm Roster](#) [Redo the Certified Roster](#)

RELEASE: 8.5

*List of students who have not attended class*

OR

Confirmation of Submitted Rosters - Windows Internet Explorer

https://vsdb.collin.edu/SBO/cc\_s\_certify\_roster.P\_ProcRCUpdate

File Edit View Favorites Tools Help

Convert Select

Favorites Texas Higher Education Data Texas Higher Education Det...

Confirmation of Submitted Rosters

**COLLIN COLLEGE**

Personal Information **Faculty Services** Employee Finance

Search  Go

*If you have 100% class participation*

**Confirmation of Submitted Rosters**

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You are certifying that none of your students have been absent from every class so far. Click to confirm this and return to the list.

**Introduction to Composition - MUSI1386.S01 (CRN#17135)**

There are no students from this section to report as not attending.

RELEASE: 8.5

Repeat for all courses until the statement “You have no rosters to certify...” appears on the Roster Certification screen.

#### Additional Information

- Only students using 100% financial aid to pay for their classes may be dropped from your roster. Just because a student is marked as non-attending does not mean they will automatically be dropped from the roster.
- CougarWeb contains the official class roster, not Canvas.
- Once a roster has been submitted you will not be able to retrieve it to add students.
- There are no deadline extensions for roster certification.

After the roster deadline, a report will be run for any missing roster certifications. This report will be provided to the Associate Academic Deans/Directors.

Please contact Faculty/Staff Technical Support ([HelpDesk@collin.edu](mailto:HelpDesk@collin.edu) or x6555) if you cannot access the Faculty tab, or for any other technical issues.

Should you need to confirm content that was submitted for the roster or have other questions, please contact Todd Fields, Registrar, at [tfields@collin.edu](mailto:tfields@collin.edu) or 972.881.5174.

## COURSE COMPLETION

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### END-OF-SEMESTER CHECK OUT

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At the end of each semester, adjunct faculty must return all equipment and materials, software, textbooks, laboratory manuals, reference books, etc. to their respective Associate Dean/Director or division offices, unless other arrangements have been made with the Associate Dean/Director. You may be required to submit electronic copies of grade books, including documentation of the method used to determine final grades. Other questions concerning semester check-out should be addressed to the Associate Dean/Director, division Dean, or the Human Resources Office.

### FINAL EXAMS

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A dedicated period for final exams is part of every semester at Collin College. At the end of each long semester a Final Exam Week Schedule ([http://www.collin.edu/academics/final\\_exam\\_schedule.html](http://www.collin.edu/academics/final_exam_schedule.html); also found in the Registration Guide ([http://www.collin.edu/academics/class\\_schedule.html](http://www.collin.edu/academics/class_schedule.html)) is assigned for all courses based on the day and time the class meets. Faculty members are expected to meet with the class during the final exam time, even if a final exam is not given.

During final exam week (for 16-week semesters), faculty and students must follow the final exam schedule published in the Schedule of Classes. Instructors must meet classes during the regularly scheduled final exam period. During express, summer and mini-semesters (fewer than 16 weeks), final exams are held during the last scheduled class meeting. Weekend or evening classes that meet only once a week during the regular long semesters will meet at their usual time and day during final exam week.

### GRADES

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Grades are entered in CougarWeb through the Banner Self-Service Folder under Faculty and Advisors. The Registrar's Office (<http://www.collin.edu/gettingstarted/contactus.html>) directs and maintains the grades and grading process for Collin College. Questions about the grading process should be directed to the Registrar.

Currently grades of A, B, C, D, F, AD, BD, CD, FD and I are awarded by faculty to each student enrolled in his or her course(s). If a student is withdrawn from a course or if a student audits a course, the "W" or "AU" is entered by the Registrar and will show on the Grading Roster.

When submitting an "F" grade you must also report the last date of attendance or the system will not let you finish grading. If the student never attended class, place the first day of the term for the student.

Instructors cannot input "I" (Incomplete) grades in the system. Contracts for "I" grades must be turned into the Registrar's office and must be completely filled out with the due date, grade, student's signature, professor's signature and Associate Dean's signature. Instructions for extending the Canvas course availability for an incomplete approved student: <https://collincollege620->

[my.sharepoint.com/:w:/g/personal/elc\\_collin\\_edu/ESkfTdWLL0BAulq47-CbM-kBNgxE7lw5bsioA-YpfeN\\_GA?rttime=WopR9db1kg](https://my.sharepoint.com/:w:/g/personal/elc_collin_edu/ESkfTdWLL0BAulq47-CbM-kBNgxE7lw5bsioA-YpfeN_GA?rttime=WopR9db1kg)

End-of-the-semester grades will be submitted through the CougarWeb portal. The online grading system is accessible from both on and off campus. Deadlines for assigning grades will be posted on the Master Calendar in CougarWeb. All faculty also receive an email notification of grade due dates to their Collin College email address. Grades may be entered as soon as final exams for each class are completed and grades tabulated. A final grade of “F” requires a “last date of attendance.” If a mistake is made, student grades may be changed any time before the grade posting deadline. When teaching dual-credit classes, please remember to submit numeric midterm and final grades separately to either the high school or to the Office of Academic Partnerships.

Once grades are submitted, an electronic copy of the grade book(s) from the entire semester must be sent to the Associate Dean/Director and to the division office. The grade book should contain the rubric by which grades are calculated so that the way a student’s grade was derived is clear. Please continue to check e-mail for one week after the deadline for grade submission in order to respond to students who may have questions.

Please be conscious of FERPA guidelines when communicating with students about grades. Never give out grade information over the phone or via non-college e-mail. There are some questions about whether faculty members can respond to students’ questions regarding their grades using CougarMail without violating FERPA regulations. If this method is chosen, please be discreet and cautious. Whatever the method, it is important to respond to student questions about grades promptly and to the fullest extent possible. Meeting in person on campus with any student who has a question about his or her grade is best. If returning to campus to meet with a student in a timely manner is not an option, work with the Associate Dean/Director and with the division office as necessary so that students’ concerns are addressed.

## **GRADE APPEALS**

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The Grade Appeals Process (<http://www.collin.edu/studentresources/support/gradeappeal.html>) is available online and can be accessed via the Faculty tab on CougarWeb, located in the bottom right column under Rules and Regs. Please note the following about Grade Appeals:

- A clear statement in the course syllabus on the components of the grade and how the course grade will be computed and figured can go a long way in reducing grade appeals. Transparent grading practices and procedures could help in limiting grade appeals.
- If the Grade Appeals Board Chair requests information about a grade appeal, please respond promptly and with all the requested information. This can facilitate the work of the Grade Appeals Board.
- The Grade Appeal form will need to be completed online:  
<https://www.collin.edu/hr/studentcomplaints/academicgradeappeals.html>



## INCOMPLETE CONTRACT AND CHANGE OF GRADE

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A grade of “I” (Incomplete) is assigned only for extenuating circumstances. These circumstances include emergency situations which cause students to miss due dates or exams at the end of the semester, thereby leaving the students with no time to complete make-up work that would otherwise be allowed. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. They should not be given to allow students a chance to re-do or make-up assignments they would ordinarily not be allowed to attempt again. Incomplete contracts must be agreed to and signed by the student, professor, Associate Dean/Director, and appropriate division Dean before the end of the term in order for a grade of “I” to be assigned.

If a student is deemed otherwise eligible to receive an Incomplete but cannot sign the contract due to extenuating circumstances, for example, an emergency deployment or a severe injury or illness precluding effective communication, faculty members may take the otherwise completed form to the Associate Dean/Director or division Dean. Decisions regarding assigning an Incomplete in these circumstances will be made on a case by case basis.

Copies of the paperwork needed to issue an incomplete contract may be found in the Registrar’s Office or in the office of the Associate Dean/Director. A completed contract for an “I” grade must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade and provisions must be made for the student to receive any required material or tests. If the remaining work is greater than 20 percent of the coursework, Vice President/Provost approval is required. The requirements included on an incomplete contract must be completed as specified in the contract but may not be scheduled for later than the end of the following 16-week term. If the work is not completed as specified, the grade will be changed to a performance grade based on the quality and quantity of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an “I” will revert to an “F” at the end of the next long semester.

Once the student has completed the work specified in the Incomplete Contract, you need to submit the online Change of Grade form to your Associate Dean/Director.

The “Grade Change Request Form” can be accessed by logging in to CougarWeb and going to the Faculty tab which will offer the “Grade Change Request Form” link under “Faculty Registration Tools.” This link will open the “Grade Change Request Form.” Complete all the boxes and click NEXT and SUBMIT once complete.

### Technical Support for Grade Change Work Flow Issues:

All Campuses	
<p>Lisa Serafin <a href="mailto:lserafin@collin.edu">lserafin@collin.edu</a> 972.599.3105</p>	

## DUAL CREDIT

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Collin College works with local public, private and home school students who are academically advanced. Some dual-credit classes are taught on-site at the high schools, while some are offered on a Collin College campus. Even if a course is not designated as an on-campus, dual-credit section, it may be attended by one or more dual-credit students. It is important to note that dual-credit students have the same rights and responsibilities as other college students; they do not get separate assignments, different lectures, or follow different policies than other Collin College students, including the guidelines for FERPA.

### DUAL CREDIT GUIDELINES

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- All Collin College courses follow the College's calendar with regard to holidays and seasonal breaks. The only exception is closure for bad weather. If a high school is forced to close due to inclement weather, Collin College courses offered on that site will also be canceled.
- Students are responsible for all the policies, procedures, and decisions of the College as outlined in the "Student Code of Conduct" and have signed a concurrent contract to this effect.
- According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age or are enrolled in an institution of postsecondary education. Only with written consent from the student will Collin College disclose information from a student's education records, except with regard to the law that provides for disclosure without consent. Please refer to the "[FERPA](#)" section of this handbook and see the Collin College Catalog section under "Student Records" for more information. (This statement is on the contract signed by the student and by the student's parent if the student is under 18.)
- Dual-credit students are Collin College students and have access to all the resources provided by the institution (Writing Center, Library, tutoring, Math Lab, etc.)
- Dual Credit students can register for up to 18 hours, just like a traditional student, unless limited by the high school. If their GPA falls below a 2.0, students will go on Academic Warning and need to follow the procedures outlined by Academic Advising.
- Registration is on a first-come, first-serve basis—seats are not reserved for students continuing with the same professor.
- Dual-credit students register online via CougarWeb, complete all required forms and meet college readiness standards based on SAT, ACT, STAAR English III or Algebra II, or TSI test scores. All Dual-credit may be able to use temporary waivers (TSI waived for one year) with appropriate scores in PSAT, Aspire, STAAR English II or Algebra I. The temporary waiver becomes a permanent exemption as long as the student receives a C or higher in their dual credit course.

Additional responsibilities for faculty teaching a dual-credit course:

- Checking the course roster regularly throughout the semester. It is imperative that students who are not on the roster not be permitted to stay in the class, especially when taught onsite at the high schools.
- All mid-term and final grades need to be submitted directly to the dual credit office via email at [dualcredit@collin.edu](mailto:dualcredit@collin.edu). Rockwall also requests mid-term grades, as well. Some institutions, such as Frisco ISD, require two numerical mid-term grades during the spring semester only. When sending mid-term and final grades, please send as a whole number. The Special Admissions Coordinators report to the high school exactly what is reported to the dual credit office. For example, if the grade is reported to Dual Credit Office as 79.5%, but is submitted in Canvas as a B, the high school will receive a 79.5%. Please submit the grade in this example as an 80%. Faculty need to contact the Special Admissions Coordinators with any grade changes as soon as possible.
- Faculty may be contacted to submit mid-term grades on an individual basis for dual-credit students enrolled in a general section. This request will be sent from [dualcredit@collin.edu](mailto:dualcredit@collin.edu). Issuing a grade of "I" to a dual-credit student will impact high school graduation eligibility. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. For more information, please review the Incomplete Grades and Contracts section of this handbook.

#### COLLIN COLLEGE CONTACTS FOR DUAL CREDIT

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For any questions about the dual-credit program, feel free to contact the following staff:

- Raul Martinez, Associate Vice President of P-12 Partnerships (CHEC)  
214.985.3725 [rjmartinez@collin.edu](mailto:rjmartinez@collin.edu)
- Sabrina Belt, Associate Dean of Academic Partnerships (Allen Center)  
972.377.1505 [sbelt@collin.edu](mailto:sbelt@collin.edu)
- Deidra Carpenter, Special Admissions Coordinator (Plano)  
972.516.5086 [dcarpenter@collin.edu](mailto:dcarpenter@collin.edu)
- Angelica Iraheta, Special Admissions Coordinator (Plano)  
972.578.5585 [Alraheta@collin.edu](mailto:Alraheta@collin.edu)
- Kim Whitlock, Special Admissions Coordinator (Frisco)  
972.377.1612 [kwhitlock@collin.edu](mailto:kwhitlock@collin.edu)
- Walter Pinder, Special Admissions Coordinator (McKinney)  
972.548.6736 [wpinder@collin.edu](mailto:wpinder@collin.edu)

## AUXILIARY/SUPPORT PROGRAMS AND SERVICES

### ACADEMIC ADVISING

Academic Advisors (<http://www.collin.edu/gettingstarted/advising/>) assist students with information on various academic programs, Collin College procedures and services, degree requirements, and college transfer. During the advising process, students interact with academic advisors to make decisions, solve problems, and develop long-term plans related to their academic goals.

#### Advising Offices

MCKINNEY	FRISCO	PLANO
972.548.6782 D117	972.377.1779 Founder's Hall - F-109	972.881.5782 G-103
Technical Campus	WYLIE	
TBD	TBD	

### ACCESS PROGRAM

The ACCESS Program (Accommodations at Collin College for Equal Support Services) (<http://www.collin.edu/studentresources/disabilityservices/>) is committed to improving equal access to education and safeguards against discrimination in compliance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). ACCESS manages requests for reasonable academic modifications and auxiliary aids for qualified students.

Students apply for services through the ACCESS office and must provide the appropriate documentation before they may be granted accommodations. Application and documentation guidelines may be found on the ACCESS website and/or through meeting with an ACCESS advisor.

#### ACCESS Offices

MCKINNEY	FRISCO	PLANO
B335 972.548.6816 Fax: 972.548.6640 M-F 8 a.m. to 5 p.m. Wednesday 5 p.m. to 8 p.m.	F-144-C 972.377.1781 Fax: 972.377.1527 M-F 8 a.m. to 5 p.m. M-T 5 p.m. to 8 p.m.	D-140 972.881.5898 Fax: 972.881.5896 M-T 8 a.m. to 8 p.m. Friday 8 a.m. to 5 p.m.
MCKINNEY	WYLIE	
TBD M-F 8 a.m. to 5 p.m. Wednesday 5 p.m. to 8 p.m.	TBD M-F 8 a.m. to 5 p.m. M-T 5 p.m. to 8 p.m.	

A student who has received accommodations from ACCESS will give faculty an ACCESS Letter of Accommodation specifying the type of accommodation(s) required in the class. Students who indicate they have a need for accommodations but lack documentation should be referred to the ACCESS office in order to begin the application process.

Faculty should not modify or accommodate a student without ACCESS certification. Students are required to present a new accommodation letter each semester. Faculty are encouraged to privately discuss the accommodation(s) with the student once they receive the letter.

Accommodation types vary, so please contact the ACCESS office for clarification

### **AIM (ACCELERATED INDIVIDUALIZED MATH) CENTERS**

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The Accelerated Individualized Math (AIM) Center is an Emporium-Style Learning Center that allows developmental education students to accelerate their progression through the foundational course requirements well before the end of a traditional semester. The AIM Center utilizes the computer labs by providing technology for individualized instruction, watching videos and working online practice examples and homework problems. Supplemental instruction sessions are available to provide active learning and small group activities. Faculty and staff function as learning facilitators, delivering on-demand help as students solve problems and make discoveries as independent, active learners.

#### **Accelerated Individualized Math (AIM) Centers**

MCKINNEY		PLANO	FRISCO
Brandy Fair 972-549-6402 <a href="mailto:BFair@collin.edu">BFair@collin.edu</a> MCKINNEY B214		Mark Fischer 972.516.5057 <a href="mailto:mfischer@collin.edu">mfischer@collin.edu</a> PLANO F135	Dawn Richardson 972.377.1725 <a href="mailto:drichardson@collin.edu">drichardson@collin.edu</a> FRISCO J144A
Technical Center	Wylie		

### **REGISTRAR'S OFFICE**

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The Admissions and Records Office (<http://www.collin.edu/gettingstarted/admissions/>) admits students to the College, processes withdrawal forms, determines residency, maintains educational records, evaluates transcripts of incoming students and processes degree/certificate completion.

**Registrar's Offices**

MCKINNEY	FRISCO	PLANO
972.548.6710 972.548.6744	972.377.1710 972.377.1744	972.881.5710 972.881.5744
Technical Center	WYLIE	
TBD	TBD	

**BOOKSTORE**

Textbooks in many departments are selected by the faculty within the discipline or as a campus and ordered through the bookstore (<http://Collin.bncollege.com>). Textbooks are priced at industry standard. Store hours vary depending on the semester and the campus. Special hours are available during the first two weeks of class. Consult with the Associate Dean about specific textbooks needed.

**Bookstore Information**

MCKINNEY	CYC	FRISCO	PLANO
972.548.6680	972.985.3710	972.377.1680	972.881.5680
Technical Center	WYLIE		
TBD	TBD		

**BUDGETS**

Departmental budgets are developed by Academic Deans, with input from Associate Deans/Directors, faculty, and staff. When you are reminded of budget deadlines, let your Associate Dean/Director and/or your Dean know about items you think need to be included or adjusted.

**BUSINESS COMMUNITY OUTREACH****Service Learning**

**Service Learning** is service-based experiential application of knowledge in real-world situations in which the service benefits the community. Service-learning projects are a component of a credit-bearing class, aligned with specific academic learning objectives, and associated with a grade. This unique method of education connects a student's personal, career, and civic interests to learning in the classroom. Research, critical reflection and effective service are the core components of Collin College's award winning Service Learning program. For more information on Service Learning, go to <http://www.collin.edu/academics/servicelearning/>.

**Community Ambassadors and Internships**

**Community Ambassadors** is a special leadership and community outreach program that partners Federal Work Study students with community partners and programs. Students work off-site in robust assignments that complement their academic degree plan and personal interests. Federal Work Study students may apply to this position through the

Collin College Human Resource page at  
<https://collin.hua.hrsmart.com/hrsmart/ats/JobSearch/index>.

### Community Partnerships

**Business and Community Outreach (BCO)** manages community partnership development and community involvement. BCO nurtures over 250 additional community partnerships, including partnerships with business, social service and non-profit organizations, health care agencies, government entities, small business, educational institutions (including K-12), community organizations, sports, and fine arts organizations. These partnerships ensure our outreach is effective, especially through Service-Learning initiatives.

### Career Development Programs

BCO provides leadership for the Career Services Outreach team and serve as liaison with the Campus Career Centers.

### CENTER FOR ADVANCED STUDY OF MATHEMATICS AND NATURAL SCIENCES (CASMNS)

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CASMNS is a specialized program for highly motivated students majoring in mathematics or the natural sciences. Based at the Plano Campus, the Center offers opportunities for students enrolled in select sections of courses in biology, chemistry, physics, and mathematics to participate in a variety of undergraduate research activities. Students must have at least a 3.0 GPA to be eligible to enroll in the CASMNS program. Students intending graduate study in the included disciplines greatly benefit from participating in the CASMNS program. For more information, please see <http://www.collin.edu/academics/casmns/>.

### CENTER FOR SCHOLARLY AND CIVIC ENGAGEMENT (CSCE)

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The Center for Scholarly and Civic Engagement (<http://www.collin.edu/academics/csce/>) fosters student learning, leadership development and civic responsibility through student and community-centered experiential programming that engages students, faculty and community partners in interactive, collaborative and reciprocal partnerships. These opportunities develop skills, strengthen character, challenge the intellect and address community global, national and local issues through critical thinking, research, service and hands-on application of knowledge. CSCE supports academic programming such as Book in Common, Distinguished Speaker Series, Constitution Day, the Leadership Development Institute and the Community College Day at the Capitol.

### COPYING

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Walk-up copier use is available at designated copiers throughout each campus. Copy codes correspond to the last six digits of the employee's CWID (unless the last six digits begin with a "0," then begin with the first number other than "0").

Each department's copying budget is very limited; please post handouts and other material online through Canvas or e-mail documents to the class as needed to avoid budget short-falls.

The designated copiers for each campus are:



MCKINNEY -	B334 (3rd floor), B221 (2nd floor), LA234 (Library), near H236 (H Building).
FRISCO -	F210 (Founders Hall), Culinary hallway (Alumni Hall), upstairs hallway (Heritage Hall), J240 (J Building), L241 (L Building), LH158 (Lawler Hall), U150 (University Hall).
PLANO -	A Wing 2nd floor, Library L 215, J wing first floor, B103 and outside K-237.

### COPY CENTER SERVICES

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The Printing Express on the Plano Campus can be utilized for large or complex copying orders that cannot be delivered to students electronically. Upon receipt of the appropriate form(s), the Printing Express ([printingexpress@collin.edu](mailto:printingexpress@collin.edu)) can usually fill orders within a few days. Faculty can obtain Copy Request Forms in the Instruction Offices, from division offices, and in the Printing Express at the Plano Campus. Copy orders can also be submitted online. Include the copy code, mail station, and all copying requirements within the e-mail.

### COUGARWEB

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CougarWeb (<https://cougarweb.collin.edu/cp/home/displaylogin>) is the College's Web portal. When faculty are hired by the College, a username and password are given, allowing faculty access to CougarWeb. CougarWeb contains tabs labeled Home, Library, Faculty and My Workplace.

The **Faculty** tab allows access to the following instructional resources:

- Advisor Dashboard
- Canvas
- Faculty Council and Committees (Contains links to Faculty Council, Council on Excellence, Institutional Review Board, Online Advisory Board, etc.)
- Faculty Dashboard (Contains the most recent, the current and the most future class information for each faculty member)
- Faculty Links (Contains links to Curriculum Office, eCollin, Faculty Handbook, etc.)
- Faculty Registration Tools (Certify Your Roster, Look up Classes, Add or Drop Courses, etc.)
- Faculty Schedule
- Innovative Learning (Contains links to Weekend College, Honors Institute, Learning Communities, Service Learning, etc.)
- Rules & Regs (Contains links to the *Student Handbook*, Guide to Academic Etiquette, Grade Appeal Process, etc.)
- Student Support (Contains links to the various organizations in the Student Support area, such as Academic Advising, Career Coach, Counseling, etc.)
- Testing Center



The **My Workplace** tab allows faculty access to the following information:

- Employment Details (Information about your Benefits, Direct Deposit, Pay Stub, Employee Directory, W2 Consent, and W2 Tax and Earnings Statement)
- Crisis Response (Emergency/Safety Procedures, Emergency Response Plan, Pandemic Response Plan, CougarAlert Emergency System, SOBI, Student Incident Report, Campus Security Authority Training, College Police Office, Public Relations, What to Do if There is an Active Shooter on Campus).
- eProcurement (access to CougarMart)
- District Services (Bookstore, Business Administrative Services, Document Retention Schedule, Information Technology, Institutional Research, etc.).
- Organizational Effectiveness Links (Benefits Information, Board Policies, Calendars, Compensation, CougarHR, HR Forms, Professional Development, Internal Audit, Information Technology, and Policy and Planning)
- Banner Self-Service (Contains Folders about Personal Information, Employee Benefits, and Finance)
- Banner-Bookmarks
- Academic Software Center (Software distribution channel).
- Inside Collin (Links to various departments and information including Associate Dean Resource Handbook, Advisory Committee Handbook, Handbook for Faculty and Adjunct faculty, All College Council, Calendars, Committees/Task Forces, Counseling Services, Curriculum Office, Foundation, Strategic Goals, Teaching & Learning, Wellness)
- Lynda.com (Online Training Library)
- The Chronicle of Higher Education (free access link and information).

CougarWeb is maintained by Collin College's Web Services Department.

## **COUNSELING SERVICES**

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Counseling Services (<http://www.collin.edu/studentresources/counseling/index.html>) is designed to meet the needs of the Collin College student with compassion, honesty and confidentiality. All issues are taken seriously, and no problem is "too small" to discuss. Counseling Services offers crisis counseling, individual counseling, and group counseling as well as workshops, on-line resources, and referrals to community assistance.

Information shared in the counseling setting is protected by state and federal laws and will not be disclosed without written permission. In instances of imminent harm to self or others, permission may not be needed.

Licensed Professional Counselors are located at MCKINNEY, FRISCO, and PLANO. Evening hours are available. Contact [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) or [career@collin.edu](mailto:career@collin.edu)

#### Counseling Offices

MCKINNEY	FRISCO	PLANO
B336C & B336D 972.548.6648	F144 972.377.1671	D134 972.881.5126
Technical Center	WYLIE	
TBD	TBD	

#### CULTIVATING SCHOLARS

Cultivating Scholars is an event held at the Frisco Campus every spring semester which highlights student research across the disciplines and allows students to showcase their research through poster sessions and presentations. Check the Cultivating Scholars website (<http://www.collin.edu/cultivatingscholars/>) for opportunities for students. Announcements regarding this program will be sent out via e-mail during the fall and spring semesters.

#### EQUIPMENT INVENTORY

Inventories of equipment and furniture are conducted throughout the year. Please respond promptly to requests from the Dean's office for information about items in your office. If you notice any discrepancies, please contact your academic Dean.

#### FACILITIES-RESERVING

Internal requests for reserving College facilities should be originated by contacting the following campus representatives:

Campus	Classrooms	Conference Facilities
CHEC	Diana Kollman 972.599.3167	Sandra Claborn 972.377.1743
MCKINNEY	G'Anna Saunders 972.548.6800	Sandra Claborn 972.377.1743
CYC	Sue Bailey 972.985.3766	Sandra Claborn 972.377.1743
FRISCO	Renee Long 972.377.1550	Sandra Claborn 972.377.1743
PLANO	Kelly Rossato 972.881.5770	Sandra Claborn 972.377.1743
Technical Campus	Jinger Peeples <a href="mailto:jpeeples@collin.edu">jpeeples@collin.edu</a>	Sandra Claborn 972.377.1743
WYLIE	Jennifer Clay <a href="mailto:jclay@collin.edu">jclay@collin.edu</a>	Sandra Claborn 972.377.1743

External district-wide requests for all College facilities including conference centers should be directed to Sandra Claborn 972.377.1743.

## FINANCIAL AID

As a service to Collin College students, the Financial Aid Office (<http://www.collin.edu/gettingstarted/financialaid/>) administers a financial aid program that includes grants, loans, and part-time employment. Financial aid officers are trained to assist students in realizing their educational goals. Aid is offered to eligible students who are registered by the College's official census date.

## FITNESS CENTER

Fitness facilities at Collin College Campuses are available free of charge for students, faculty and staff who show their Collin College ID cards. Faculty and staff are welcome to use various activity areas of the Fitness Center and outdoor facilities during College hours when no formal activities or classes are scheduled. A daily schedule (<https://www.collin.edu/intramurals/fitnesscenters/index.html>) is posted at the Fitness Center desk.

## FOOD SERVICE

Faculty requesting food service for Collin College events should initiate the request through their Academic Dean. Food service request forms are available through the division office and should be submitted far enough in advance of the event to allow for proper review and approval.

## HONORS INSTITUTE

The Honors Institute (<http://www.collin.edu/academics/honors/>) offers a selection of courses designed to help dedicated students hone classroom skills for real-world situations. Honors classes have a small faculty-student ratio through lower enrollment. Honors faculty are encouraged to build close mentoring relationships with students enrolled in honors courses. Honors students are also allowed exclusive access to a study room in the Honors suite at each campus. The qualification for admission into the Honors Institute is a cumulative GPA of 3.5 or higher from Collin College, a transfer institution, or from high school. Once students meet this criterion, they may enroll in any of the Honors courses available each semester.

### Honors Institute

MCKINNEY	FRISCO	PLANO
<b>Audra Heaslip</b> Director, McKinney Campus Honors Institute <a href="mailto:aheaslip@collin.edu">aheaslip@collin.edu</a> 214.491.6232 Honors Suite, A111	<b>Robert Robinson</b> Director, Frisco Campus Honors Institute <a href="mailto:rdrobinson@collin.edu">rdrobinson@collin.edu</a> 469.365.1842 Honors Suite, F-135a	<b>Michael Latham, Ph.D.</b> Director, Plano Campus Honors Institute <a href="mailto:jlatham@collin.edu">jlatham@collin.edu</a> 972.516.5003 Honors Suite, F-103
Technical Center	WYLIE	
TBD	Michael Rose	

## ID CARDS

Faculty and credit students at Collin College are required to have Collin College ID cards in order to use the facilities and services provided by the College. The facilities include the Bookstore, Career Services, Computer Labs, Enrollment Management, Fitness Center, Library, Math Lab, Student Life, and the Testing Center. Please make students aware of the need to obtain a Collin College Student ID. You can get your official Staff/Faculty/Student ID card in any Student Life office (<http://www.collin.edu/campuslife/studentlife/>) located on the three main campuses.

New faculty will not be able to get their ID until after the first pay cycle of the first semester they work at the College. There is no fee for faculty IDs.

If your ID card has been lost, stolen or damaged, if you had a name change, or if you simply prefer a new photo, a replacement card can be obtained for a \$2.00 replacement fee. For more information, contact the Student Life Office.

### Student Life Offices

MCKINNEY	FRISCO	PLANO
<b>972.548.6788</b> <b>D106A</b> <b>Mon, Tues, Thurs, Fri</b> <b>8 a.m. - 5 p.m.</b> <b>Wed-8 a.m. - 8 p.m.</b>	<b>972.377.1788</b> <b>A-185 (Alumni Hall)</b> <b>Mon, Tues</b> <b>8 a.m. – 8 p.m.</b> <b>Wed, Thurs, Fri</b> <b>8 a.m. – 5 p.m.</b>	<b>972.881.5788</b> <b>F-129</b> <b>Mon – Thurs</b> <b>8 a.m. – 8 p.m.</b> <b>Fri-8 a.m. – 5 p.m.</b>
Technical Campus	WYLIE	
TBD	TBD	

## LEADERSHIP PROGRAMS

Collin College supports student leadership development.

Leadership Empowerment and Development (LEAD) is a co-curricular program sponsored by Student Engagement that offers multiple interactive and experiential events including a Student Leadership Camp in the summer; leadership workshops; Ropes Course; field trips; Leadership in the Movies; Strengths Quest; and special speakers. For more information, contact Student Life at [studentlife@collin.edu](mailto:studentlife@collin.edu).

Leadership Development Institute (LDI) is a credit-bearing academic initiative that incorporates leadership, character, and skills development into academic core courses. For more information on LDI courses, contact the LDI District Director, Dr. Debra St. John, at 972.377.1617 or email [dstjohn@collin.edu](mailto:dstjohn@collin.edu).

## LEARNING COMMUNITIES

A Learning Community is an innovative and exciting way to learn. In Learning Communities courses, faculty team-teach and connect the concepts of their disciplines under a common theme or question. Students receive credit for each class as if they

were taking traditional classes; thus they meet transfer and graduation requirements. For information about Learning Communities, please contact Tracey McKenzie at 972.377.1662 or [tmckenzie@collin.edu](mailto:tmckenzie@collin.edu) or visit <http://www.collin.edu/academics/learningcommunities/>.

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## LIBRARY

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The Collin College libraries house books, media collections and services, open labs, calculators, laptops that circulate for up to 5 days, and much more. Library personnel are always willing to provide teaching and learning materials and services to support the curriculum of Collin College and offer a wide variety of supplemental media and materials specifically geared to the classroom.

The Libraries also manage Digital Commons, <http://digitalcommons.collin.edu/>. DigitalCommons@Collin captures, archives, and disseminates the original scholarly and creative works produced or sponsored by faculty members, students, staff members, organizations, or departments at Collin College.

“Used by more than 500 colleges, Digital Commons, houses images, videos, audio, research papers by students, presentations, posters and conference proceedings. Works appearing in DigitalCommons@Collin are indexed in Google and other major search engines. Currently back issues of the annual publication Forces are available in DigitalCommons@Collin. Faculty are encouraged to submit student research papers, honors projects and other scholarly and creative works to [DigitalCommons@Collin.edu](http://DigitalCommons@Collin.edu).”

Makerspaces are available at each campus Library.

“Open to Collin students, faculty and staff, the Makerspaces house resources such as 3D printers, digital media production areas, large format printers, sewing machines, and vinyl cutters. The Makerspaces have a focus on the needs of students and faculty on each campus and help students become engaged in project-based learning that will prepare them for entering the workforce. Faculty are encouraged to integrate Makerspace projects into their coursework. Contact the library Reference Desks about scheduling class visits.”

Librarians partner with faculty members to:

- digitize any reserve materials
- offer customized library instruction in the classroom or the library
- design research assignments
- prepare handouts tailored to instructional objectives
- provide online tutorials for faculty websites
- select course-related materials for library collections

The Library offers the instructional support to all faculty whether they are teaching dual credit, on campus or online classes. All Library resources and services are also available to all students including those taking dual credit classes.

**Collin College Libraries**

<b>MCKINNEY</b>	<b>FRISCO</b>	<b>PLANO</b>
<b>Circulation &amp; Reserves</b> <b>972.548.6860</b>  <b>Reference</b> <b>972.548.6869</b>  <b>Library Director</b> <b>Faye Davis</b> <b>972.548.6866</b>	<b>Circulation &amp; Reserves</b> <b>972.377.1560</b>  <b>Reference</b> <b>972.377.1571</b>  <b>Library Director</b> <b>Vidya Krishnaswamy</b> <b>972.377.1575</b>	<b>Circulation &amp; Reserves</b> <b>972.881.5860</b>  <b>Reference</b> <b>972.881.5985</b>  <b>Library Director</b> <b>Linda Kyprios</b> <b>972.881.5726</b>
<b>Technical Center</b>	<b>WYLIE</b>	
<b>Circulation &amp; Reserves</b>  <b>Reference</b>  <b>Library Director</b>	<b>Circulation &amp; Reserves</b>  <b>Reference</b>  <b>Library Director</b> <b>Nicole Boone</b> <b>TBD</b>	

The library's website (<http://www.collin.edu/library/>) is a good starting point for learning about the library's collections. These collections include books, journals, music CDs, books on CD, DVDs, software and electronic resources such as databases, full-text journals, and e-books. All electronic resources are available remotely. For convenience, forms for scheduling library instruction, submitting reserve materials, asking reference questions, and requesting interlibrary loans are also available on the library website. Click on the library tab after logging onto to CougarWeb to access resources specifically for faculty.

**Library Computer Workstations**

Each library at Collin College features computers for student use. High-speed, networked computers make conducting library research a convenient and efficient experience. Library computers also offer the Microsoft Office applications software most often needed to complete class assignments, including Word, Excel, Access, Publisher, and PowerPoint. Computers also feature Adobe Creative Suite, including Photoshop, Dreamweaver, Illustrator and more. Students are given 300 free pages of printing per semester, so even students without home Internet access are able to download material sent to them or complete online assignments. Scanners are available. The Libraries have ACCESS computers with software that is able to scan and read textbooks aloud, magnify computer screens, and read web pages audibly.

**LOST AND FOUND**

Student Life (<http://www.collin.edu/campuslife/studentlife/>) is the Lost and Found headquarters at Collin College. Lost and found items will be held for a minimum length of one month to a maximum length of one semester. Items that are found should be turned in to the Lost and Found on their respective campus (making sure to let the staff there

know when the item was found, as well as where). For an item to be picked up, the owner must bring their photo ID with them and be able to describe the missing item in question.

#### Student Life Offices

MCKINNEY	FRISCO	PLANO
<b>972.548.6788</b> <b>D106A</b> <b>Mon, Tues, Thurs, Fri</b> <b>8 a.m. - 5 p.m.</b> <b>Wed-8 a.m. - 8 p.m.</b>	<b>972.377.1788</b> <b>A-185 (Alumni Hall)</b> <b>Mon, Tues</b> <b>8 a.m. – 8 p.m.</b> <b>Wed, Thurs, Fri</b> <b>8 a.m. – 5 p.m.</b>	<b>972.881.5788</b> <b>F-129</b> <b>Mon – Thurs</b> <b>8 a.m. – 8 p.m.</b> <b>Fri-8 a.m. – 5 p.m.</b>
Technical Center	WYLIE	
<b>TBD</b> <b>Mon, Tues, Thurs, Fri</b> <b>8 a.m. - 5 p.m.</b> <b>Wed-8 a.m. - 8 p.m.</b>	<b>TBD</b> <b>Mon, Tues</b> <b>8 a.m. – 8 p.m.</b> <b>Wed, Thurs, Fri</b> <b>8 a.m. – 5 p.m.</b>	

#### MATH LABS

The Math Labs ([http://www.collin.edu/academics/programs/resources\\_DevEd.html](http://www.collin.edu/academics/programs/resources_DevEd.html)) assist Collin College students enrolled in developmental math, college-level math, and natural sciences courses that have math-based assignments. The staff includes faculty, lab instructors, and student tutors. Study sessions are scheduled for the lab components of college algebra, trigonometry, business pre-calculus, and business calculus. Hours for drop-in assistance vary and are posted at each campus. The Math Lab locations are listed below. Tutoring services are absolutely free to all students.

#### Math Labs

MCKINNEY	FRISCO	PLANO
<b>C-220</b> <b>972.548.6896</b>	<b>F-148</b> <b>972.377.1639</b>	<b>D-203</b> <b>972.881.5921</b>
Technical Center	WYLIE	
<b>TBD</b>	<b>TBD</b>	

#### MAXIMIZING ACADEMIC PROGRESS PROGRAM (MAPP)

The Maximizing Academic Progress Program (<http://www.collin.edu/gettingstarted/advising/MAPP.html>) is designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative grade point average.

#### PURCHASING

If there are items you believe need to be purchased for your department or classes, please work with the office of your Associate Dean/Director to prepare the necessary paperwork to submit a request. All expenditures must have approval from the Academic Dean before any funds are spent.

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## SCIENCE DEN

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The Science Den, located on the Frisco Campus in LH-202, provides a place for science tutors and faculty to meet with students. The room is equipped with computers, models, and other items that assist students seeking to review what they have learned in class or supplement their knowledge. As always, tutoring is FREE for all Collin College students and open to students from all campuses.

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## SERVICE LEARNING

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Service Learning (<http://www.collin.edu/academics/servicelearning/>) integrates community service with academic learning, focusing on:

- critical and reflective thinking
- problem-solving
- social and personal development
- civic responsibility

Combining academics with community service provides a unique opportunity to put into practice those principles that are taught in the classroom. For more information on how to incorporate Service Learning into classes, please contact Dr. Terry Hockenbrough at 972.881.5900 or [thockenbrough@collin.edu](mailto:thockenbrough@collin.edu).

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## SOBI (STRATEGIES OF BEHAVIORAL INTERVENTION)

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The SOBI (<http://www.collin.edu/studentresources/SOBI/>) Committee has designed a process that reflects best practices for referring, assessing, responding to and assisting students who display various types of distressed, disturbed, threatening, and/or unregulated behavior. SOBI reports are designed to centralize the collection and assessment of “red flag” behavior and to intervene early to provide support and respond appropriately to students’ behavior. Concerns about a student who seems depressed, hostile, withdrawn, under the influence, or behaving in any way inappropriately, should be filed as a SOBI report. To do so, log on to CougarWeb, go to the My Workplace tab, and, under Intranet links, click on the link for reporting an incident of concern (4<sup>th</sup> link from the top).

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## STUDENT ORGANIZATIONS

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Student Organizations are a great way for students to develop social, educational and leadership skills. Involvement in recognized student organizations at Collin College allows students the opportunity to network, represent the College, and become engaged in service activities both on-campus and in the community. Organizations vary from honor societies to political, religious, service, and social groups.

All faculty/staff/students are automatically members of OrgSync, which allows them to see and connect with all the different organizations that are currently available at Collin. To connect:

1. Go to [www.orgsync.com](http://www.orgsync.com)
2. Select “Sign Up”
3. Find and choose Collin College (save this as a bookmark)



4. Complete account information with your first and last name, and current CougarMail credentials (for students) or current Collin email credentials (for faculty and staff)
5. OrgSync is also available as an app for both iPhone and Android.

Currently enrolled students may also form student organizations by following the procedures outlined in the current Student Organization Procedures Manual (SOPM) located on the Student Organizations page ([http://www.collin.edu/campuslife/student\\_orgs.html](http://www.collin.edu/campuslife/student_orgs.html)). New or reorganizing organizations may not officially meet or hold an event until recognition from Student Life is complete. Contact Student Engagement at 972.548.5788 if you are interested in starting or advising an organization.

#### Student Life Offices

MCKINNEY	FRISCO	PLANO
972.548.6788 D106A Mon, Tues, Thurs, Fri 8 a.m. - 5 p.m. Wed-8 a.m. - 8 p.m.	972.377.1788 A-185 (Alumni Hall) Mon, Tues 8 a.m. - 8 p.m. Wed, Thurs, Fri 8 a.m. - 5 p.m.	972.881.5788 F-129 Mon - Thurs 8 a.m. - 8 p.m. Fri-8 a.m. - 5 p.m.
Technical Campus	WYLIE	
TBD	TBD	

#### SUPPLIES

Many supplies are available in all Instruction Offices upon request, including pens, whiteboard markers, high-lighters, paper, folders, Scantron forms, etc. However, the Instruction Offices do not supply transparencies or overhead pens. Contact the division office for transparencies or other supplies not listed.

#### TESTING CENTER AND ONLINE PROCTORING

The Testing Center (<http://www.collin.edu/studentresources/testing/index.html>) provides limited proctored testing for courses, assessments, CLEP, and other testing. Most faculty find it convenient to schedule make-up exams in the center. Students can complete exams on a walk-in basis and exams can be picked up by the professor upon completion. Testing Center Test Administration forms are available in all instruction offices as well as in the Testing Center. In order to facilitate the process, please ensure the request form is filled out completely and the instructor name and course information appear on all tests. The last classroom test is given out one hour before closing. Students must present a Collin College Student ID (with picture) in order to take a test.

If your course is fully online (designated by a 'w' in the section), you can NOT use the Collin College testing centers as the only option for your exams. Due to varying out-of-state requirements and approvals necessary for on-site testing outside the state of Texas, the use of ProctorU is recommended. Instructions to facilitate proctored exams for online courses can be found here (CougarWeb login required): [http://inside.collin.edu/ecollin/remote\\_proctor/index.html](http://inside.collin.edu/ecollin/remote_proctor/index.html)

Note: The Testing Center cannot be used to administer regularly scheduled tests or final exams for an entire class.

#### Testing Centers

MCKINNEY	FRISCO	PLANO
A109 972.548.6849 Mon-Thurs 8 a.m.-9 p.m. Fri 9 a.m. -4 p.m. Sat 8 a.m.-5 p.m.	F-209 972.377.1523 Mon-Thurs 8 a.m.-9 p.m. Fri 9 a.m. -4 p.m. Sat 8 a.m.-5 p.m.	J-232 972.881.5922 Mon-Thurs 8 a.m.-9 p.m. Fri 9 a.m. -4 p.m. Sat 8 a.m.-5 p.m.
Technical Campus	WYLIE	
TBD	TBD	

#### TEXTBOOKS, LABORATORY MANUALS AND SOFTWARE

Associate Deans/Directors will provide each adjunct instructor with copies of appropriate texts, laboratory manuals, software, etc. (as applicable) prior to the start of the semester. These materials remain the property of Collin College and must be returned to the Associate Dean/Director at the end of the semester or after the adjunct faculty member is no longer working for the College unless other arrangements have been made with the Associate Dean/Director.

#### TRANSFER SERVICES

Many Collin students plan to eventually transfer for education beyond their associate's degree. Faculty can be a valuable asset for students seeking transfer advice, since they are often familiar with university programs and can help students make decisions that will lead to success.

Currently, five university partners offer selected bachelor's and graduate degrees at the Collin Higher Education Center (CHEC), with some 3,000 students annually taking advantage of these programs. In addition, ten universities have pre-admission agreements allowing students admission to both Collin College and the senior institution with many of the benefits of their native students:

<http://www.collin.edu/transferu/Pre-admnProg.html>

Information on transfer agreements, course equivalencies, transfer pathways, and CHEC programs is available on the Transfer U page, from the Academics tab on the Collin College website: <http://www.collin.edu/transferu/index.html> Included in this information is the NTCCC Transfer Collaborative link which provides links to specific 2+2 transfer programs.

## TUTORING PROGRAM

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The College provides group, individual, and online tutoring for students currently enrolled at Collin College. Tutoring (<http://www.collin.edu/studentresources/tutoring/>) is available for all core classes offered at the College. Please make students aware of this support service. Faculty or students wanting information about tutoring services should contact the Advisor/Tutor Coordinator Monica Sanchez at 972.881.5903 or [mvsanchez@collin.edu](mailto:mvsanchez@collin.edu). Forms can be filled out requesting a tutor and turned in at the ACCESS Office on each campus.

## VEHICLES

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Campus vehicles can only be reserved at the Plano campus. Contact Facilities and Plant Operations (972.881.5690) for more information about availability. A Vehicle Request Form can be found online; after logging onto to CougarWeb, go to My Workplace, click on Facilities and Plant Operations in the District Services channel and then click on Forms.

Note: Faculty may not use their own personal vehicles to transport students for field trips, student activities, or any other College-related activity. Please see the sections on Field Trips and Student Conduct in this manual for links to applicable policies and guidelines.

## WEEKEND COLLEGE

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Weekend College offers students an alternative to the traditional course schedule. Its primary purpose is to provide students who are less able to attend college during a traditional time frame the opportunity to complete the entire core curriculum of the A.A., A.S., and A.A.T. degrees on Friday evenings, Saturdays, and Sundays. A schedule of classes appears on the Weekend College website: <http://www.collin.edu/academics/weekendcollege/>.

## WELLNESS PROGRAM

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The Wellness Program ([http://ftp.collin.edu/ladams/NEW\\_wellness/index.htm](http://ftp.collin.edu/ladams/NEW_wellness/index.htm)) is dedicated to helping employees, students, and community members enjoy a healthier and more productive way of living. Its goal is to provide programs and services that promote the practice of health responsibility. Important Notice: Before participating in any wellness class or seminar, please complete the [Medical Release/Informed Consent](#) form and submit it to Dr. Linda Muysson at [lmuysson@collin.edu](mailto:lmuysson@collin.edu).

## WRITING CENTER

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McKinney	Frisco	Plano
<b>A-104</b> <b>972.548.6857</b> <a href="mailto:cpcwritingcenter@collin.edu">cpcwritingcenter@collin.edu</a>	<b>LH-141</b> <b>972.377.1576</b> <a href="mailto:prcwritingcenter@collin.edu">prcwritingcenter@collin.edu</a>	<b>D-203</b> <b>972.881.5843</b> <a href="mailto:sccwritingcenter@collin.edu">sccwritingcenter@collin.edu</a>
<b>Technical Campus</b>	<b>WYLIE</b>	
<b>TBD</b>	<b>TBD</b>	

Collin College's Writing Center hours vary depending on the semester and location, but schedules can be found at <http://www.collin.edu/studentresources/writingcenter/index.html> and in the Writing Center itself. Each Center's primary purpose is to help students become better writers by guiding them through the various stages of the writing process. English instructors and other qualified tutors are available to assist students with writing assignments and research papers from any class, in any subject. Tutors do not edit or proofread student's work but instead, assist students in learning to identify and correct errors on their own. Students can make appointments or drop in (at specific times) for consultations. Faculty whose students take advantage of the Writing Center frequently see improvement in the quality of their students' written work.

Whatever the academic discipline, please encourage students to seek assistance in one of the Writing Centers. The Writing Centers, in collaboration with other departments such as Student Development, also offer workshops geared toward specific student needs throughout the year. For information about hours, services, class visits, or tours, call the Writing Centers at the numbers listed.

Online consultations are also available through the Collin College Online Writing Lab (OWL) including Drop Box and Virtual Muse. See the Writing Center website for more information and directions for scheduling online appointments.

## EMERGENCY RESOURCES

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### COLLIN COLLEGE POLICE

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The Collin College Police Department provides law enforcement and emergency services to Collin College 24 hours a day, seven days a week. College police officers respond to all emergencies on Collin College campuses. They coordinate with other local emergency services as needed. They conduct preventive patrols and provide educational programs to faculty, staff and students as part of their mission to keep College campuses safe.

All calls to the College Police are answered by trained, licensed telecommunicators who direct police officers to requests for service on their respective campuses. Each campus has a video camera system that documents activity on the campus.

#### How to Contact Collin College Police

For any on-campus emergency push the direct dial button or dial 5555 to connect to the Collin College Police Department and from any campus phone. Phones are located on the podium of all classrooms. From an off-campus or cell phone, dial 972-578-5555.

#### Reporting a Crime, Requesting Assistance, or Reporting Loss/Damage on Campus Property or Door Alarms

Students, faculty, or staff experiencing loss or damage on campus property, including accidents on campus parking lots, should notify College Police at 5555 from any district phone or 972.578.5555 from a cell or off-campus phone. More information regarding services of Collin College Police Department can be found on their website at <http://www.collin.edu/campuspolice/>.

#### District Safety Committee

The Collin College Safety Committee, that is chaired by the Executive Vice President and includes representatives from the administration, faculty, staff, and student government, is charged with meeting as needed, but at least once each fall and spring semester to review the College's policy, any new legislation and legal decisions relating to this issue, and the effectiveness of the implementation of the College's policy. Advisory notes and recommendations from the committee shall be forwarded for review and consideration by the Executive Leadership Team, District President, and Board of Trustees, as necessary. If you have any campus safety suggestions or concerns for the committee's consideration, please submit them via email to [safety@collin.edu](mailto:safety@collin.edu). Keeping Collin College safe requires the collective eyes and ears of everyone on all our campuses. **As always, we ask that you immediately report all campus emergencies to the Collin College police at ext. 5555 or 972-578-5555.** Remember: If you see something, say something.

## EMERGENCY PROCEDURES

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### Medical Emergency

Dial 911 to report a medical emergency. Immediately after speaking with the 911 dispatcher, notify College Police at 972.578.5555 from any cell phone or 5555 from a campus phone. College Police Officers are stationed at each campus throughout the

district and will respond to every medical emergency along with paramedics. Automated External Defibrillators (AED) are in various locations on each campus. While on campus, make yourself aware of AED locations in case they are needed. First-aid kits are located throughout the campuses and are available for minor injuries.

### **Severe Weather Emergency**

In the event of severe weather (e.g. tornadoes), the administration will monitor weather information. If an emergency develops, emergency warning sirens in the community will sound and announcements will be sent to the podium phones in the classrooms. If the warning system activates, move the class to interior hallways or restrooms, away from glass windows or doors. Generally, the ground floor is safer than upper stories. Look for rooms marked with red “Severe Weather Shelter” signs. Evacuate the building only if instructed to do so by the College Police. Otherwise it is safer to remain in place. Encourage students to stay in a severe-weather- safe location. An official “All Clear” will be given as soon as the danger has passed.

### **Fire Alarms**

In the event that the fire alarm sounds, students, faculty, and staff should follow evacuation procedures as posted in all classrooms and major hallways or as announced on the loudspeaker. When evacuating a class, walk calmly to the nearest exit, taking all personal belongings. Feel door, top and bottom, for heat (use back of hand). If hot, do not open. If door is not hot, open slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present. Use the stairways - *do not use elevators*. Close the stairwell door behind you. Stay low when moving through smoke; walk down to the ground floor and exit. Assist disabled persons when possible. Rescue chairs are located near elevators or stairwells in most buildings. Please be sure to have students move far away from the building and advise them not to block exits to the building or campus. When emergency response personnel arrive on scene, immediately let them know about any people who may still be in the building. Do not re-enter the building until the College Police issue an “All Clear.”

### **Criminal Activity**

Call College Police at 972.578.5555; give your name, location of the incident, and type of activity. Give a contact phone number for further information. Dial 911 if instructed by College Police. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

### **Threats**

If a threatening phone call is received, remain calm and obtain as much information as possible from the caller. Ask the caller questions such as location of threat, type of threat and time for the incident. Call College Police at 972.578.5555; give your name, location, type of threat and a contact phone number. Officials will contact you for further information.

### **Active Shooter**

If there is an active shooter, CALL 5555 and or 911. Be prepared to provide as much information as possible:

- What is happening
- The exact location of the incident
- Detailed description of the assailant (s)
- Direction of travel, if known
- Type of weapons (s) used, if any
- Your name

Response and Notification: College Police will respond, and local municipal police agencies will be notified. An emergency notification will be activated. If you are in a campus building where an active shooter incident is occurring and can't safely evacuate, lock and barricade yourself in an office or classroom away from the assailant (s).

Also refer to our Shelter in Place information. DO NOT ATTEMPT TO INTERVENE, except in the case of self-defense or self-preservation.

Police Actions: College Police will pursue the threat and restore order by whatever means necessary. All surrounding buildings will be locked down.

All occupants will need to remain within these areas or will be told to move to a safe zone established by the College or will be required to leave the campus as directed by College officials. The College Police will be in charge of the scene and will work closely with other law enforcement agencies until all danger is removed.

For more information regarding what you should do in the event of an active shooter, click on this link: [Active Shooter](#)

### **Campus Signage**

All campus classrooms have signs posted that are visible from the phone. They are primarily red and blue and have the Collin College logo at the top. Each sign states campus, building name and room number with the emergency number to the Collin College Police at the bottom.

### **Campus Carry**

Effective August 1, 2017, Texas Government Code, Section 411.2031, CARRYING OF HANDGUNS BY LICENSE HOLDERS ON CERTAIN CAMPUSES was implemented at Collin College. Policies and Procedures are located online ([http://pol.tasb.org/Policy/Download/304?filename=CHF\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/304?filename=CHF(LOCAL).pdf))

### **Evacuation**

In the event of a building evacuation you will be notified by public address or Fire Alarm system. Walk calmly to the nearest exit. Use stairways, *do not use elevators*. Assist disabled persons when possible. Rescue Chairs are located near elevators. Do not re-enter the building until College Police give the "All Clear." Notify Emergency crews if you suspect someone is still in the building. In some situations, you may be instructed to "shelter in place" (<http://www.collin.edu/campuspolice/shelter.html>).



## EMERGENCY NOTIFICATION—COUGARALERT SYSTEM

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When an emergency occurs, the CougarAlert (<http://www.collin.edu/cougaralert.html>) system can send e-mail text messages, and voice messages to students and employees in as little as 90 seconds. Please sign up online for CougarAlerts in order to be made aware of emergency situations. These situations include, but are not limited to, weather closures, power outages, police emergencies, catastrophes and/or hazardous exposures. CougarAlerts will not be used for promotional purposes or for scheduled closures, such as holidays.

*CougarAlert Subscriptions:* To receive CougarAlerts, students and employees must subscribe to the system online and enter their preferences (text, cell phone call, e-mail, etc.). Log onto CougarWeb and click on the link labeled “Update CougarAlert Contact Information” in the “Personal Information” channel in the lower right corner. Users can include up to nine contact numbers or e-mail addresses: up to three SMS/text numbers, up to three voice/phone numbers, and up to three e-mail addresses. College-issued e-mail addresses are automatically loaded into the system and cannot be changed. Any other portion of the contact information can be changed at any time. The subscription is free but standard text message charges from cell phone providers will apply.

## INCLEMENT WEATHER

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College closings due to inclement weather will be announced via CougarAlert, on Collin College’s portal announcements and on local radio and television stations.

## STUDENT CONCERNS

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Collin College’s Strategies of Behavioral Intervention (SOBI) Committee (<http://www.collin.edu/studentresources/SOBI/index.html>) has designed a process that reflects the best practices for reporting, assessing, responding, and assisting students who may display various levels of distress, disturbed and/or unregulated behavior. Procedures for current students, faculty or staff members to file a SOBI Referral are online. This process includes the SOBI Referral Form which can be submitted online ( <https://k1.caspio.com/dp.asp?AppKey=eaab3000dc4d032413574af896f0> ). The Committee’s purpose is to stop and/or redirect behavior that might otherwise undermine instruction and negatively impact student learning. SOBI actions are not a substitute for disciplinary procedures, and reports of Student Code of Conduct (<http://www.collin.edu/studentresources/Deanofstudents/index.html>) violations will be referred directly for disciplinary intervention.

## ANNUAL SECURITY REPORTS

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Collin College prepares an Annual Security and Fire Safety Report (ASR) in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (Clery Act). Included in the ASR are the campus crime, arrest, and referral statistics (i.e., campus crime statistics), which include incidents reported to the Collin College Police Department, designated campus security authorities (CSAs), and local law enforcement agencies.



Each ASR is prepared in cooperation with the local law enforcement agencies surrounding Collin College's main campuses and alternative sites, the Century Court Student Housing management (Century Court), the Dean of Students Office (DOS), and the Human Resources Office (HR). Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

Collin College's most recent Annual Security and Fire Safety Report is available at <https://www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html>

## HUMAN RESOURCES

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College policies, procedures and guidelines are found on the Human Resources website at <http://www.collin.edu/hr/> or the My Workplace section in CougarWeb.

### Human Resources Contact Information

McKinney/ Public Safety Training Center	Frisco	Plano/Rockwall
Andreina Fowler 972.599.3161 <a href="mailto:afowler@collin.edu">afowler@collin.edu</a>  Available at McKinney Campus Monday - Friday 7:30am - 4:30pm Room C309	Rebecca Acuna 972.985.3786 <a href="mailto:racuna@collin.edu">racuna@collin.edu</a>  Available at Frisco Campus Monday - Friday 7:30am - 4:30pm Room J234	Jaslyn Lue 972.758.3857 <a href="mailto:jlue@collin.edu">jlue@collin.edu</a>  Available at Plano Campus Monday - Friday 9:00am - 6:00pm Room G229
Technical Campus/Courtyard	Wylie	CHEC
Christy Phoenix Phone TBD <a href="mailto:Cphoenix@collin.edu">Cphoenix@collin.edu</a>	Rosalind Lewis Phone TBD <a href="mailto:Rllewis@collin.edu">Rllewis@collin.edu</a>	Maxine Walker 972.985.3717 <a href="mailto:mmwalker@collin.edu">mmwalker@collin.edu</a>

## ATTENDANCE/ABSENCE PROCEDURES

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For full-time employees, sick leave is earned at a rate of 8 hours per month worked. Up to 24 hours of personal leave is awarded per year based on the employee's hire date. Personal Leave may not be carried over. Contact the office of your Associate Dean/Director as soon as possible when you are absent. Extended absences will require a doctor's consent to return to work. Full-time employees who have worked 12 months and 1250 hours within the prior 12 months are eligible for Family Medical Leave under federal guidelines. Bereavement guidelines are based upon family relationships.

Board policies related to personal leave and leave without pay are available in DEC Local (<https://pol.tasb.org/Policy/Download/304?filter=DEC>). Note that personal leave is designed for "personal business that cannot be handled outside of normal business hours." Leave without pay is designed for "extraordinary circumstances that cannot be addressed within the paid leave benefits." Neither is designed to be used for vacation.

Personal leave is generally not allowed for the dates/circumstances identified below. However, you should discuss with your supervisor your reasons for requesting personal leave for these dates/circumstances should you believe that your request has merit.

- All College Day
- Division meetings
- The week prior to semesters
- The first week of semesters
- Graduation
- Days immediately prior to or immediately following a holiday and/or a college break for non-contract days (Thanksgiving, spring break, spring holiday, etc.) Dates on which you are scheduled to administer a final exam
- Patterns of dates, such as consecutive dates resulting in significant absence from classes

The following links direct you to the Board of Trustee's policies (<http://pol.tasb.org/Home/Index/304>) and/or Human Resource information:

Assignment, Work Load, and Schedules- Board Policy DJ-Local  
(<http://pol.tasb.org/Policy/Code/304?filter=DJ>)

Leaves and Absences-Board Policy DEC-Legal/Local  
(<http://pol.tasb.org/Policy/Code/304?filter=DEC>)

Family and Medical Leave-Board Policy DECA-Legal  
(<http://pol.tasb.org/Policy/Code/304?filter=DECA>)

Military Leave-Board Policy DECB-Legal  
(<http://pol.tasb.org/Policy/Code/304?filter=DECB>)

Leave Benefits and Forms for Jury Duty, Bereavement, etc.  
(<http://www.collin.edu/hr/benefits/leavebenefits.html>)

Information about leave balances for full-time employees is located on TimeClockPlus (<http://timeclock.collin.edu/>). A link to TimeClockPlus can be found on CougarWeb under Business Administrative Services/Payroll-TimeClockPlus in addition to procedures and other instructions.

([http://inside.collin.edu/businessoffice/payroll\\_timeclock\\_plus.html](http://inside.collin.edu/businessoffice/payroll_timeclock_plus.html)). Information about direct deposit, copies of pay stubs, and W2 is available under Employment Details on the My Workplace tab on CougarWeb.

Additional information about Faculty Absence Procedures can be found on the Human Resources Compensation web page (<http://www.collin.edu/hr/hrcompensation>)

[/index.aspx](#)) including required attendance at All College Day (August), All College Planning Day (January) and Graduation (May).

The Associate Dean/Director and/or Division Office should be notified in the case of an unanticipated absence. If after normal working hours, contact the Instruction Office. Official notices will be posted, students will be asked to sign in and any course assignments provided by the absent instructor will be disseminated. Although substitute instructors are difficult to find, every effort will be made to locate one for lab classes. If advance notification is possible, provide as much notice as possible to the Associate Dean. Arrange the class schedule so a substitute can be located, and substantive class work can continue during the absence.

Special Information for Full-Time Faculty: When an absence occurs, you must login to TimeClockPlus and record the absence including absences for professional development.

Special Information for Adjunct faculty: When an absence occurs, a “Request for Leave” form will be placed in the adjunct faculty member’s mailbox. While adjunct faculty members do not earn paid leave, this form will still need to be filled out and sent to the Associate Dean/Director and the division office promptly. All hours missed for any reason are entered under “Unpaid Leave.” If a substitute instructor was found to cover an absence, that substitute cannot be paid until the “Request for Leave” form has been submitted.

## **BENEFITS FOR ADJUNCT FACULTY**

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### **General Contact Information for Adjunct faculty**

Cherie Hill – HR Coordinator – McKinney Campus & CHEC & Rockwall Phone: (972) 548 – 6662
Vernita Williams – HR Specialist – Plano Campus Phone: (972) 881-5440
Mae Francis – HR Specialist – Courtyard Campus Phone: (972) 548 - 6659 Fax: (972) 985 – 3778
Christina Canales - HR Manager, Benefits Phone: (972) 599 – 3164 Fax: (972) 599 - 3156
Ivy Garcia- HR Specialist- Frisco Campus Phone: (972) 599-3163 Fax: (972) 985-3778

## **Insurance Benefits**

### *Eligibility*

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According to the Texas Insurance Code (TIC) 1551.1021, some adjunct faculty may be eligible for benefits. To effect the law, the procedures will be as follows:

1. Receives compensation for services rendered to a public institution of higher education as an adjunct faculty member,

2. Was employed as a faculty member by the same public institution of higher education and taught at least one course in the regular fall and spring semester at the public institution of higher education in the preceding academic year and
3. Is under contract or is scheduled to teach at least 12 semester credit hours in the current academic year of coverage or, if the person is also employed by the public institution of higher education to perform nonteaching duties, is under contract or is scheduled to teach at least six semester credit hours in the academic year of coverage and has been approved by the public institution of higher education to participate in the group benefits program.

If the adjunct faculty member elects benefits, coverage begins the month following election, except for medical insurance which has a 60-day waiting period for initial eligibility.

Eligible Coverage (paid for by the employee, no state funding):

- Medical insurance with \$5,000 basic term life and the opportunity to add dependents (evidence of insurability may be required).
  - Two plans available: HealthSelect and Consumer Directed HealthSelect
- Dental insurance and the opportunity to add dependents.
- Vision
- Optional Term Life insurance: Election I, II, III or IV (evidence of insurability may be required)
- Voluntary Accidental Death and Dismemberment insurance Dependent Term Life insurance for \$5,000 of life insurance coverage (evidence of insurability may be required)
- TEXFLEX Reimbursement Accounts
- HSA Option, with enrollment in Consumer Directed HealthSelect
- Short-term Disability (evidence of insurability may be required)
- Long-term Disability (evidence of insurability may be required)
- Eligible to participate in the Collin Invests 403b plan (with no Collin College match)

#### *Enrollment*

The Collin College Human Resources Department will notify adjunct faculty members who are identified as eligible to participate in the benefit plans through an initial email to his/her campus email address. Faculty members are responsible for obtaining and monitoring their email for information throughout the year.

Watch your college e-mail for  
important benefits messages and updates!

Adjunct faculty who enroll in the GBP, must remain in the program for the entire of the academic year, unless there is a major life event.

Adjunct faculty who decline coverage may enroll mid-year should they have a qualifying event. Major life events are defined by the Federal Government and include birth of child, marriage, divorce, gain/loss of outside coverage, etc. and evidence of insurability may be

required. Contact the Human Resources Department and ask to speak to the Benefits area should you have questions should you have questions regarding a qualifying event.

### *Premiums*

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The adjunct faculty member is responsible for all premiums for self and/or dependent coverage. Premiums are collected through payroll deduction. If a monthly payroll check amount is less than the monthly premium payment required, the employee is responsible for paying the difference from other funds. Personal payments must be received by the College Human Resources Office by the end of month of coverage. Failure to remit payment for benefit coverage may result in cancellation of coverage. Once canceled, coverage cannot be reinstated until eligibility has been met in the next academic year. Additional considerations of ERS rules and evidence of insurability requirements may apply.

Coverage amounts and premiums for Optional Term Life, Short-term Disability and Long-term Disability will be based on teaching 12-credit hours per academic year. Premiums and coverage options are subject to change at the discretion of ERS.

### *Loss of Coverage*

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Adjunct faculty GBP coverage will terminate under the following circumstances:

1. End of the academic year, unless the employee is scheduled to teach 12-semester credit hours the following year; or
2. Termination of employment; or
3. Non-payment of premiums.

If coverage terminates the adjunct faculty member will receive notification from ERS of their rights for continuing coverage, under federal COBRA law, if applicable.

Disclaimer: ERS rules and regulations governing the group benefit plan are subject to change. In the event of discrepancies between the Collin College guidelines and ERS rules, ERS rules prevail.

### *Links and Contact Information*

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For information regarding these insurance plans, visit the Employees Retirement System of Texas website at [www.ers.texas.gov](http://www.ers.texas.gov)

#### *ERS*

P.O. Box 13207  
Austin, TX 78711-3207  
Toll Free Telephone: (877) 275-4377

Christina Canales - HR Manager, Benefits  
(972) 599-3164

### **FACULTY COMPLAINT PROCESS**

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Collin College has in place complaint/grievance policies and procedures for community members, employees, and students. Links to policies, procedures and online forms can

be found at

<http://www.collin.edu/hr/complaints/pdf/DGBA%20Local%20Complaint%20Procedures%2003.22.2018%20TJ.pdf> .

#### **FACULTY CONTRACTS/RENEWALS/MULTI-YEAR CONTRACTS**

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Full-time faculty contracts, renewals and multi-year contracts are handled according to Board Policy DDA-Legal/Local (<http://pol.tasb.org/Policy/Code/304?filter=DDA>). The Council on Excellence (COE) has published procedures and eligibility requirements for faculty contracts on CougarWeb. To view these guidelines, login to CougarWeb, click on the FacultyTab and then click on [Council on Excellence](#).

Faculty eligible for a multi-year contract but receiving a one-year contract will be placed on a Performance Improvement Plan created by their associate dean to address areas of improvement noted by COE. This plan becomes a part of the next year's contract process. Faculty members are eligible to receive no more than five one-year contracts.

#### **FACULTY CREDENTIALS**

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Faculty who teach transfer courses must hold a master's degree with at least 18 graduate credit hours in the discipline taught.

Faculty who teach workforce courses must have at least a bachelor's degree, or an associate's degree with demonstrated experience as noted in [SACS-COC Principles of Accreditation](#) section (3.7.1), the Texas Higher Education Coordinating Board's [Workforce Education Course Manual](#) (pg. 6), and Collin College's procedures related to these rules.

#### **FACULTY LOAD**

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Faculty Load Guidelines provide information on full-time faculty loads and part-time (associate) faculty loads. Please access the current faculty load guidelines on the HR compensation page ([www.collin.edu/hr/hrcompensation](http://www.collin.edu/hr/hrcompensation)).

Extra Service Teaching Assignments (sometimes known as "overloads") generally have to be outside of normal teaching hours (8:00 a.m.-5:00 p.m.). However, dual credit courses and Learning Communities can be taught as Extra Service within the normal teaching hours. A class continuing into normal teaching hours (e.g., 7:00-8:15 a.m.) or ending after normal teaching hours (e.g., 4:00-5:15 p.m.) can be counted as Extra Service. There is variation in these practices, so faculty should check with their Associate Dean/Director for the Dean's practice regarding Extra Service.

Faculty may submit a proposed course schedule, including extra service courses, to their respective Associate Dean/Director. The assignment of classes to faculty for purpose of faculty load resides with the Associate Dean/Director/Dean.

#### **FACULTY SEARCH GUIDELINES**

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Human Resources has developed specific procedures and forms for full-time faculty searches (<http://www.collin.edu/hr/employment/SearchCommittees.html>) .

## HONORARIA AND EXPENSES

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A public servant commits an offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant's official position or duties. Penal Code 36.07 does not prohibit a public servant from accepting transportation and lodging expenses in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory, or from accepting meals in connection with such an event.

*Penal Code 36.07(a)–(b)* See Board Policy DBD-Legal/Local (<http://pol.tasb.org/Policy/Code/304?filter=DBD>).

## INTELLECTUAL PROPERTY RIGHTS

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Ownership to all copyrights, trademarks, patents, and other intellectual property rights shall remain with the College District at all times.

Unless herein stated otherwise, a student shall retain all rights to work created as part of instruction or using College District technology resources.

As an agent of the College District, an employee, including a student employee, shall not have rights to a work he or she creates on College District time or using College District technology resources or College District intellectual property. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

A College District employee shall own any work or work product not in the College District employee's course and scope of his or her employment, produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

(Additional information about College intellectual property rights can be found in Board Policies CT-Legal and CT-Local in the Board Policy Manual on the College website at <http://pol.tasb.org/Policy/Code/304?filter=CT>).

## JOB DESCRIPTIONS

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Information regarding exempt status and faculty job descriptions are available from Human Resources or your Associate Dean.

## LOCAL TRAVEL

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Local travel includes travel within the North Texas area required to perform regular duties/responsibilities by employees. The local travel reimbursement form should be used when travel does not require an overnight stay or prepayment of a registration. Guidelines can be found online at <https://www.collin.edu/aboutus/travel/travelprocedures.html#personalmileage>.

College employees who are required to travel on College business to a location other than their primary work location are entitled to reimbursement for excess miles traveled.



Adjunct faculty and faculty performing extra service/overload assignments are not eligible for local travel reimbursement.

Travel is reimbursed only when total miles exceed the employee's normal driving distance to and from work.

### NON-SCHOOL EMPLOYMENT

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An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District. Non-school employment that would be considered as detracting from the efficiency of the employee includes but is not limited to situations that:

1. Result in an employee's absence from work.
2. Adversely affect an employee's physical or mental well-being.
3. Interfere with an employee's duties during regular work hours.
4. Cause an employee to be unprepared for duties with the College District.
5. Involve the use of College District materials or resources.

### PAYROLL

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Full-time faculty are paid on the 30<sup>th</sup> of each month or on the last work day of the month, whichever applies. Full-time faculty pay rates may be found in the Faculty Load Guidelines, under Compensation in the Human Resources section on the My Workplace tab in CougarWeb or on the Human Resources webpage at <http://inside.collin.edu/businessoffice/payroll.html>

Full-time faculty must let Human Resources know whether they wish to be paid on a 9-month or 12-month basis.

Adjunct faculty can find information about pay rates and the payroll schedule in the Faculty Load Guidelines, under Compensation in the Human Resources section located on the My Workplace tab in CougarWeb or on the Human Resources webpage at [http://www.collin.edu/hr/hrcompensation/AF\\_Compensation\\_Chart\\_Payroll\\_Schedule.pdf](http://www.collin.edu/hr/hrcompensation/AF_Compensation_Chart_Payroll_Schedule.pdf)

### PERFORMANCE EVALUATION

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#### Full-Time Faculty Performance Evaluations

Full-time faculty are first evaluated after 90 days of employment ([90-day evaluation](#)), during which time goals are set for the first academic year. Under ordinary circumstances, full-time faculty performance is evaluated by your Associate Dean/Director each academic year, using [COE forms](#). The forms are located on CougarWeb within the COE link.

Teaching excellence, service to the College and community, and appropriate professional development are the important considerations in your evaluation. A more detailed explanation of the Faculty Contract Review Process and Procedures and the Faculty Performance Evaluation Form is available on the COE website. Your teaching will be

evaluated by regular classroom visits using the Class Visit Form. (An alternate form may be used for online visits.)

Your students will also evaluate your teaching. They will use the standard class evaluation form in every class section for every long semester. It is mandatory that you administer student evaluations of instruction in each and every one of your classes.

### **Adjunct faculty Teaching Evaluations**

An important element of the instructional program at Collin College is the adjunct faculty. In a continual effort to improve the quality of the instructional process, all adjunct faculty are evaluated on an annual basis. Adjunct faculty are employed on a semester-to-semester basis, as need dictates, and renewal of that employment is based in part on the overall evaluation received the previous academic year.

### *Components*

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#### **Student Survey of Instruction**

The Student Survey of Instruction is administered to all class sections taught at Collin College during the fall and spring semesters. The raw data from these surveys is available to all faculty members and the Associate Deans/Directors at the end of each semester and can be discussed at a performance review session.

#### **Class Visit**

At least once during each academic year, the Dean, Associate Dean/Director or designee conducts a class visit of the adjunct faculty member. At the conclusion of the class visit, the evaluator completes a class visitation form, and the observations are discussed at a performance review meeting between the evaluator and the adjunct faculty member. After an adjunct faculty member has completed six (6) long semesters of employment (not necessarily consecutive semesters), he/she may be evaluated through the class visit process only once every two (2) years. The frequency of class visits is at the discretion of the Dean and/or Associate Dean/Director.

### **PROFESSIONAL DEVELOPMENT**

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The Office of Human Resources and Organizational Development (<http://www.collin.edu/hr/profdev/index.html>) provides district-wide professional development programs, primarily for staff and administrators, and coordinates special events involving College staff as well as outside community organizations.

Professional development guidelines specific to full-time faculty and staff include:

- Professional development courses must be related to your current job.
- Any class listed in the Continuing Education (<http://www.collin.edu/ce/index.html>) schedule is eligible if approved by your supervisor as work related.
- Distance Learning classes are eligible if approved by your supervisor as work related.

- To be eligible to participate in professional development requiring travel or other expenses, employees must complete 90-day probationary period.

Professional development guidelines specific to part-time faculty and staff include:

- Part-time faculty and part-time staff who are assigned to work at least 15 hours per week may attend Continuing Education classes or Professional Development workshops that are necessary for improved job performance, as directed/required by the supervisor.
- Time spent by part-time non-exempt staff members who attend required training must be reported on the employee's timesheet as work time.

If space becomes limited in a Continuing Education class, priority enrollments in the class are as follows: Paying community members are given the highest priority; full-time College employees are placed next, followed by part-time College employees.

The approved Professional Development Continuing Education Registration Form is accessible on the HR Professional Development page ([http://www.collin.edu/hr/profdev/pd\\_forms\\_documents/ProfessionalDev\\_Registration\\_Form.pdf](http://www.collin.edu/hr/profdev/pd_forms_documents/ProfessionalDev_Registration_Form.pdf)).

If critical training is required for a part-time employee working less than 15 hours per week, the appropriate Vice President/Provost may approve the training.

The Council on Excellence Funding Request Form can be found on the COE's intranet site. Effective September 1, 2015, all Professional Leave and Travel for full-time faculty must be requested through the Concur online travel software. Additional information on Professional Leave and Travel is below and Local Travel.

### **Additional Professional Development Opportunities**

Workshops featuring the teaching/learning process, computer skills, interpersonal relationships, diversity, and personal development are offered periodically and are open to all full-time and adjunct faculty. Division and department meetings, All-College meetings, and College-sponsored activities are likewise open to all full-time and adjunct faculty. Brochures on these activities are distributed to division offices and to the Instruction offices on all campuses. Limited staff development funds are available to adjunct faculty for professional development. An academic conference for adjunct faculty is held once a year; a call for papers and registration forms will be sent to the Collin College e-mail accounts. For more information, contact any Associate Dean/Director or Dean.

### **Professional Leave and Travel**

Professional leave (PL) and travel includes travel to attend workshops, conferences, or events that provide job related training and may require the employee to stay overnight or prepay a registration fee. Effective September 1, 2015, all professional leave and travel requests must be made through the Concur online system after approval for professional development is made through TimeClockPlus.

Guidelines and reimbursable expenditures include:

- **Mileage:** The allowable mileage between two points is the shortest route between those two points. Mileage will not be reimbursed above what the state mileage charts allow. In the event someone chooses to drive to a destination instead of flying, the College will only reimburse the lower expenditure. Concur will calculate the mileage for you.
- **Car rental:** A Car Rental Tax Exempt Form must be given to the vendor each time a vehicle is rented within the State of Texas. Both the name of the faculty member renting the vehicle and Collin College should be included on the rental agreement. The Car Rental Tax Exempt Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab. Car rental is booked through Concur. Final invoices must be attached to the Expense Report in Concur.
- **Airline tickets:** Airlines are booked through Concur. The itinerary/invoice for flights must be attached to Expense Report in Concur.
- **Parking/toll fees and bus/taxi fares:** Receipt or signed statement of expenditures must be attached to the Expense report in Concur.
- **Meals:** Meals are reimbursed at the College-approved per diem rate.
- **Registration fees:** Registration fees can be prepaid by requesting a cash advance in Concur when booking your travel. You must attach a copy of the completed registration form to the request in Concur at least ten (10) business days before needed.
- **Lodging expenses:** Lodging expenses will be prepaid if booked through Concur. When traveling within the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be given to the hotel. It will be assumed that phone calls are personal unless marked otherwise. Reimbursement cannot be made for movies, alcohol, etc. The Hotel Occupancy Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab.
- **Mode of travel (airline vs. automobile) to the destination** should be the mode which provides the lowest total cost to the District. Mode of transportation from the airport to the conference, training, or event location (taxi, shuttle, rental car) should also be the most economical to the District.
- To be eligible to participate in professional development requiring travel or other expenses, employees must complete their 90-day probationary period.
- Please refer to the Business Administrative Services Travel page on the intranet for more details. (<http://inside.collin.edu/businessoffice/travel.html>)

Please refer to the Council on Excellence webpage for procedures to follow prior to and after travel. On CougarWeb, a link to the Council on Excellence's webpage is located under Committees, Task Forces & Activities.

#### *Professional Leave and Travel Funding*

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The College provides full-time faculty with funds for professional travel through the Council on Excellence (COE). Funds are limited, so advance planning is important. If the connection between your desired travel and your teaching assignment is not obvious, you should be prepared to explain the connection. For more detailed information, please consult the following:

- COE Professional Leave and Travel Request Procedure and Forms (CougarWeb, My Workplace, Committees, Task Forces & Activities, Council on Excellence, Professional Travel)
- Expense Reimbursement-Board Policy DEE-Legal/Local (<http://pol.tasb.org/Policy/Code/304?filter=DEE>)
- Professional Travel Procedures Business Administrative Services (CougarWeb, My Workplace, Business Administrative Services, Travel)

Local Travel for professional purposes can be reimbursed. Commuting expenses and travel to extra service assignments are not reimbursed. You need to have documentation. Visit Business Administrative Services/Travel on CougarWeb for more detailed information on procedures, forms and the local mileage table.

#### **SABBATICAL LEAVE**

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Sabbatical leaves (<http://www.collin.edu/hr/benefits/sabbatical.html>) are authorized for the primary purpose of increasing the value of the full-time faculty member's sustained contribution to the College by providing the individual a significant opportunity for professional growth. Sabbatical leaves are not to be understood as deferred compensation, nor are they to be anticipated simply on the basis of longevity at the College. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency in the field are also purposes of sabbatical leave.

#### **TEACHING LOAD**

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The standard full-time teaching load is 15-18 instructional units each regular 16-week semester plus a minimum of six posted and observed office hours per week for academic advising and student consultation. Extra service appointments may include projects or additional courses taught. Extra service assignments must be approved by the Associate Dean and Dean, and should not be assumed to be available to all full-time faculty. Guidelines are in the [Faculty Load Compensation Guidelines](#) document.

## TECHNOLOGY SERVICES

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Technology Services are provided at each campus to support the instructional programs of the College. Services include the provision and maintenance of a variety of audio/visual equipment and facilities and instruction on the use of equipment and facilities, including the new high-tech classroom podiums. Every classroom is equipped with a phone that can be used to dial Technology Services using the last four digits of the campus Technology Services phone number. Media Services also has a number of digital video cameras available for students and/or faculty to check out in order to create or tape student projects.

### TECHNOLOGY HELP DESK

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- [Online resources available HERE](#)
- Employee Technical Support can be reached at 972.548.6555 or by emailing [helpdesk@collin.edu](mailto:helpdesk@collin.edu).
- Student Technical Support can be reached at 972.377.1777
- Student, faculty and staff are required to use the OneLogin Protect app to secure your data and provide an additional level of security to college data as well. Instructions and more information available [HERE](#).

Problems related to office computers, printers, software, Banner and other employee systems should be reported to the Helpdesk (<http://www.collin.edu/aboutus/helpdesk.html>).

- Employee Technical Support can be reached at 972.548.6555 or by emailing [helpdesk@collin.edu](mailto:helpdesk@collin.edu).
- Student Technical Support can be reached at 972.377.1777 option 5

To find information on resetting your password, please go to <http://iws2.collin.edu/techsupport/password/changepw.shtml>.  
For information on using your phone or voicemail, please go to <http://iws2.collin.edu/techsupport/telecom.shtml>.

### INFORMATION TECHNOLOGY

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Collin College has a variety of software applications available to assist you in the classroom and with your course preparation and assessment. Some of the common applications available are:

#### **Classroom Podiums and Peripherals**

Many classrooms have **document cameras** for instructor use. There is also limited availability of **webcams with microphones**. Technology Services maintains the classroom equipment and is the first point of contact for questions or concerns. Phones are

available on the podium of every classroom. These phones can be used to call Technology Services and the Campus Police.

#### PODIUM PHONES

Phones are available on the podium of every classroom. These phones can be used only to call Technology Services and the College Police.

<u>MCKINNEY</u>	<u>FRISCO</u>	<u>PLANO</u>	<u>CYC</u>	<u>WYLIE</u>
<u>Technology Services - 972.548.6871</u>	<u>Technology Services - 972.377.1577</u>	<u>Technology Services - 972.881.5935</u>	<u>Technology Services - 972.985.3756</u>	<u>Technology Services -x</u>

**Faronics Deep Freeze** Faronics Deep Freeze prevents unwanted workstation changes—regardless of whether they are accidental or malicious. Deep Freeze is proven to reduce helpdesk support incidents and allows IT personnel to focus on more strategic IT needs. Any data, documents or programs downloaded or saved during class will be automatically erased when the computer is shut down. If software is required for a course, the faculty member will need to contact the Help Desk to request that the program be loaded onto the workstation.

#### **Office365**

Microsoft Office365 is a cloud-based, integrated suite of collaboration solutions that include Office and many other tools. They are available to collaborate with colleagues as well as to integrate within your courses in Canvas. [Faculty & Staff Office365 Resources HERE.](#)

#### **Online Proctored Exams**

If your course is fully online (designated by a 'w' in the section), you can NOT use the Collin College testing centers as the only option for your exams. Due to varying out-of- state requirements and approvals necessary for on-site testing outside the state of Texas, the use of **Honorlock** is recommended. Another option is using the combination of Respondus Lockdown Browser & Monitor. [An overview of both products is available HERE.](#)

More detailed information regarding online proctored exams is available in CougarWeb: On the Faculty Tab click on "eLearning Centers" in the "Faculty Links" box. In the grey left-hand navigation column, click on "Proctored Exams."

#### **Recording Lectures and Other Course Media**

The eLearning Centers have a variety of tools and methods to assist you in creating online content for your classes. Recording can take place in your office, the classroom, as well as the eLC's Whisper Rooms which are an enclosed recording space available by reservation  
Available via appointment, each eLC lab has:



- The Whisper Room. This is an enclosed studio recording booth where you can record and edit your videos with voice-over narration. The video created can easily be put into Canvas for students viewing.
  - Adobe Creative Cloud with software such as Photoshop, etc.
  - Video editing software such as Camtasia and Adobe Premiere
- ☐ In addition, available online as well as by appointment, usage training on recording with Zoom, Canvas Studio, Microsoft Teams, Microsoft Streams, and more. Contact the eLC at 972.881.5870 or [elc@collin.edu](mailto:elc@collin.edu) and request an appointment with an Instructional Technologist.

**Respondus LockDown Browser** is a tool that prevents leaving the browser during an exam and is designed to be used in a proctored environment. If a student needs to take an exam online in a secure (locked down) environment and is off campus, then Honorlock is what is recommended. Respondus LockDown Browser is installed on computers at the Collin College Testing Centers. If lockdown browser is downloaded and installed on a personal computer, it is not supported by Collin technical support.

### **StudyMate**

StudyMate is an authoring tool that lets you create 10 Flash-based activities and games using three simple templates. The Flash activities can be published directly to your Canvas courses.

StudyMate also allows you to download publisher test banks for textbooks that have been adopted in your classes (there is no charge for this service). Information about the Respondus Test Bank Network – and StudyMate software application – is available at [www.respondus.com](http://www.respondus.com). For more information, go to <http://inside.collin.edu/it/webservices/studymate.html>.

### **TurnItIn**

TurnItIn is a tool that allows educators to detect plagiarism in student papers and provides an online platform for grading and feedback. TurnItIn also allows students to review each other's assignments via digital peer review. Turnitin is integrated into Canvas, and all instructors at Collin College may use the tool. See here for more information and instructions: [http://inside.collin.edu/ecollin/faculty\\_resources/faculty\\_turnitin.html](http://inside.collin.edu/ecollin/faculty_resources/faculty_turnitin.html)

### **ZOOM**

ZOOM allows for video/web conferencing, and group collaboration. Contact the Help Desk at [helpdesk@collin.edu](mailto:helpdesk@collin.edu) to obtain an account. Zoom can also be incorporated into Canvas. For more information on usage and incorporating into your courses,

[More detailed information regarding both TurnItIn and Zoom](#) is available in CougarWeb: On the Faculty Tab click on "eLearning Centers" in the "Faculty Links" box. In the grey left-hand navigation column, click on "TurnItIn" or "Zoom". Alternatively, faculty may contact the eLearning Centers at 972.881.5870 or by e-mailing [elc@collin.edu](mailto:elc@collin.edu).



## CAMPUS DIRECTORIES

### QUICK REFERENCE

Service/Department	MCKINNEY	FRISCO	FRISCO	Technical Center	WYLIE
ACCESS Office	972.548.6816 B336	972.377.5950 F144 C	972.881.5898 D140		
Admissions and Records	972.548.6710 D118	972.377.1744 972.377.1710  F109	972.881.5710 G103		
Academic Advising	972.548.6782 D117	972.377.1779 F109	972.881.5782 G103		
Bookstore	972.548.6680 C120	972.377.1680 F159	972.881.5680 F161		
Cashier/Bursar	972.548.6616 C118	972.377.1637 F110	972.881.5634 G115		
Counseling Services	972.548.6648 B336	972.377.1671 972.377.1735 F116/117	972.881.5126 C225		
Dean of Students	972.881.5667 D117	972.548.6771 F109	214.491.6222 D128		
eCollin Learning Centers	972.881.5870 LA232	972.881.5870 H207	972.881.5870 L257		
Financial Aid Office	972.548.6760 D118	972.377.1760 F109	972.881.5760 G103		
Fitness Center	972.548.6891 E Wing	972.377.1758 A109	972.881.5848 A Wing		
Food Service	First Floor Library	972.377.1548 A100	972.881.5949 F108		

Service/Department	MCKINNEY	FRISCO	FRISCO	Technical Center	WYLIE
HELP Desk Tech support	972.548.6555	972.548.6555	972.548.6555		
Information Center	972.548.6790 Atrium	972.377.1790 LH100	972.881.5790 Atrium		
Library Reference	972.548.6860 972.548.6869	972.377.1560 972.377.1571	972.881.5860 972.881.5985		
Math Lab	972.548.6896 C220	972.377.1639 F148	972.881.5921 D203		
Plant Operations	972.548.6690 E Wing	972.377.1690 Plant Building	972.881.5690 Basement		
Police Office (College Police)	972.548.6795 D108	972.377.1795 LH179	972.881.5795 972.881.5696 K123		
Provost Office	972.548.6803 C302	972.377.1550 J235	972.881.5770 G227		
Science Lab Manager	972.548.6792 A353	972.377.1624 LH206	972.881.5988 H111		
Student Life	972.548.6788 D106	972.377.1788 A185	972.881.5788 F129		
Technology Services	972-548-6871 B103	972-377-1577 F161	972-881-5935 D205		
Testing Center	972.548.6849 A109	972.377.1523 F209	972.881.5922 J232		
Transfer Services Office	972.985.3734 CHEC 127 <a href="http://transferu.collin.edu">http://transferu.collin.edu</a>	972.985.3734 CHEC 127 <a href="http://transferu.collin.edu">http://transferu.collin.edu</a>	972.985.3734 CHEC 127 <a href="http://transferu.collin.edu">http://transferu.collin.edu</a>		
Writing Center	972.548.6857 A104	972.377.1576 LH141	972.881.5843 D203		

## SCIENCE LABS

	Location	Phone
<b>McKinney Campus</b> Science Lab Manager Biology I Prep 1406/1408 Anatomy & Physiology Prep Physics Prep Geology & Environmental Science Prep Chemistry Prep Microbiology & Biology II Prep	A353 A309, A316 A313 A329 B301A E323 E325	972.548.6792 972.548.6613 972.548.6517 972.548.6518 972.548.6611 972.548.6620 972.548.6812
<b>Frisco Campus</b> Science Lab Manager <b>Founders Hall</b> Biology Prep BIOL 1406/1408 Labs BIOL 1406/1408  <b>Biology &amp; Microbiology Prep</b> Biol 1406/1408 Labs Biol 2420/2410 Labs <b>University Hall</b> Environmental Science & Geology Prep ENVR 1401/1402 & GEOL 1445/1447 Labs All GEOL Labs  <b>Lawler Hall</b> Chemistry and Physics Prep All Physics Labs CHEM 1405, 1411, 1412 Labs CHEM 2423, 1405, 1411, 1412 Labs PHYS & CHEM – dual use lab Science Den <u>J Building</u>	J223A  F229 F227 F231   F222 F220  U122 U121, U123   LH205 LH227 LH219 LH223 LH201 LH202	972.377.1624  972.377.1581   972.31654    972-372-1632 or 972-377-1017   469-365-1876   972-377-1555

	Location	Phone
<b>Lab Manager</b> <b>A&amp;P and Biology Prep</b> <b>BIOL 2401 Labs</b> <b>BIOL 2401 Labs</b> <b>BIOL 2402 Labs</b> <b>BIOL 1407/1409 Labs</b>	<b>J223A</b> <b>J223</b> <b>J225</b> <b>J221</b> <b>J201</b> <b>J203</b>	<b>972-377-1624</b> <b>972-377-1553</b>
<b>Plano Campus</b> <b>Science Lab Manager</b> <b>Central Lab Complex</b>	<b>H111</b> <b>H111</b>	<b>972.881.5988</b> <b>972.881.5894</b>
<b>Wylie Campus</b>  <b>Science Lab Manager</b>		

#### ACADEMIC DISCIPLINES – CONTACT INFORMATION

Discipline	Associate Dean/Director			District Discipline Dean	District Discipline Lead
<b>Accounting (ACCT)</b> <b>(Please also see the Business FOS Certificate Below)</b>	<b>Brandy Fair</b> <b>972-549-6402</b> <a href="mailto:BFair@collin.edu">BFair@collin.edu</a> <b>MCKINNEY B214</b>	<b>Dawn Richardson</b> <b>972.377.1725</b> <a href="mailto:drichardson@collin.edu">drichardson@collin.edu</a> <b>FRISCO J144A</b>	<b>Regina Hughes</b> <b>972.578.5586</b> <a href="mailto:rhughes@collin.edu">rhughes@collin.edu</a> <b>PLANO B193</b>	<b>Wendy Gunderson</b> <b>972.377.1015</b> <a href="mailto:wgunderson@collin.edu">wgunderson@collin.edu</a> <b>FRISCO LH-106</b>	<b>Paula Miller</b> <b>972.881.5719</b> <a href="mailto:pmiller@collin.edu">pmiller@collin.edu</a> <b>PLANO K229</b>
<b>Anthropology (ANTH)</b>	<b>Brandy Fair</b> <b>972-549-6402</b> <a href="mailto:BFair@collin.edu">BFair@collin.edu</a> <b>MCKINNEY B214</b>	<b>Meredith Martin</b> <b>972.377.1032</b> <a href="mailto:mmartin@collin.edu">mmartin@collin.edu</a> <b>FRISCO J142</b>	<b>Traci Ramsey</b> <b>972.578.5552</b> <a href="mailto:tramsey@collin.edu">tramsey@collin.edu</a> <b>PLANO J113A</b>	<b>Brenda Carter</b> <b>214.491.6271</b> <a href="mailto:bcarter@collin.edu">bcarter@collin.edu</a> <b>MCKINNEY B122F</b>	<b>Kristi Clark-Miller</b> <b>972.578.5535</b> <a href="mailto:kcmiller@collin.edu">kcmiller@collin.edu</a> <b>PLANO A261D</b>

	Associate Dean/Director				
Discipline				District Discipline Dean	District Discipline Lead
Agriculture					Anne Thornton <a href="mailto:athornton@collin.edu">athornton@collin.edu</a> WYLIE
Art (ARTS)	Brandy Fair 972-549-6402 <a href="mailto:BFair@collin.edu">BFair@collin.edu</a> MCKINNEY B214	Meredith Martin 972.377.1032 <a href="mailto:mmartin@collin.edu">mmartin@collin.edu</a> FRISCO J142	Alexis Cade 972.881.5645 <a href="mailto:acade@collin.edu">acade@collin.edu</a> PLANO K105	Garry Evans 972.881.5807 <a href="mailto:gevans@collin.edu">gevans@collin.edu</a> PLANO A117	Carter Scaggs 972.881.5867 <a href="mailto:cscaggs@collin.edu">cscaggs@collin.edu</a> PLANO A249
Biology (BIOL)	Lee Powell 972-548-6725 <a href="mailto:wlpowell@collin.edu">wlpowell@collin.edu</a> MCKINNEY B122B	Melanie Yates 972.377.1072 <a href="mailto:Myates@collin.edu">Myates@collin.edu</a> FRISCO J152	Traci Ramsey 972.578.5552 <a href="mailto:tramsey@collin.edu">tramsey@collin.edu</a> PLANO J113A	Mary Barnes-Tilley 972.881.5891 <a href="mailto:mbarnestilley@collin.edu">mbarnestilley@collin.edu</a> PLANO J112	David McCulloch 972.881.5991 <a href="mailto:dmcculloch@collin.edu">dmcculloch@collin.edu</a> PLANO I223
Business Administration (BUSI) (Please also see the Business FOS Certificate Below)	Brandy Fair 972-549-6402 <a href="mailto:BFair@collin.edu">BFair@collin.edu</a> MCKINNEY B214	Dawn Richardson 972.377.1725 <a href="mailto:drichardson@collin.edu">drichardson@collin.edu</a> FRISCO J144A	Regina Hughes 972.578.5586 <a href="mailto:rhughes@collin.edu">rhughes@collin.edu</a> PLANO B193	Wendy Gunderson 972.377.1015 <a href="mailto:wgunderson@collin.edu">wgunderson@collin.edu</a> FRISCO LH106	Paula Miller 972.881.5719 <a href="mailto:pmiller@collin.edu">pmiller@collin.edu</a> PLANO K229
Chemistry (CHEM)	Lee Powell 972-548-6725 <a href="mailto:wlpowell@collin.edu">wlpowell@collin.edu</a> MCKINNEY B122B	Melanie Yates 972.377.1072 <a href="mailto:Myates@collin.edu">Myates@collin.edu</a> FRISCO J152	Traci Ramsey 972.578.5552 <a href="mailto:tramsey@collin.edu">tramsey@collin.edu</a> PLANO J113A	Brenda Carter 214.491.6271 <a href="mailto:bcarter@collin.edu">bcarter@collin.edu</a> MCKINNEY B122 F	Smriti Anand 972-548-6852 <a href="mailto:sanand@collin.edu">sanand@collin.edu</a> MCKINNEY E301A
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