



Academic, Governance, and Strategic Planning Council Recap

CHEC 407 April 17, 2025

Attendees: *Dr. Neil Matkin, Dr. Bill King, Melissa Irby, Dr. Abe Johnson, Dr. Jay Corwin, Monica Velazquez, Mary McClure, Dr. Wendy Commons, Jillian Deshazo, Dr. Kerry Loinette, Tricia Murray, Dr. Rebecca Orr, Dr. Krystal Humphreys, Dr. Sukanya Subramanian, Laura Varnell (note taker)*

Absent: *Ali Subhani*

Action Items

1. Canvas Course Visitation SOP Final Draft – Dr. Rebecca Orr
 - a. Dr. Orr reviewed the handout of the drafted SOP.
 - b. Draft was created with committee input from various faculty at multiple levels and chaired by Dr. Sarah Lee (Provost). Approved by Faculty Council.
 - c. Category 1: A discussion was held to clarify questions on how course visitors and faculty would handle unpublished files to alleviate any confusion. Dr Orr will request a comparison/contrast of different Canvas permissions from Pamela.
 - d. Category 2: Agreement that faculty need notification if a visitor enters the course to check on a potential issue.
 - e. Category 3: Dr. Johnson has suggestions from general counsel regarding [language for public records requests](#). Notice of visitor removal is not a requirement but a courtesy. [Per Dr. Johnson, Dr. Lee will work with general counsel to refine timeframe nuances on category 3.](#)

Dr. Johnson and Dr. Orr motioned to approve with the changes discussed (text in blue). Dr. Subramanian seconded the motion. Motion passed. [Dr. Johnson will send out the finalized draft with changes.](#)

1. Faculty Council Statement on the Use of Canvas Grade Book – Dr. Rebecca Orr

- a. Proposed Statement: *“The Canvas grade book for each course will be utilized as the official grade repository for Collin College. Faculty are expected to post all course assignment grades to the Canvas grade book in accordance with the grading time frames stated in the course syllabus. Faculty are not required to utilize Canvas grade calculation features; however, faculty must follow the method of evaluation stated in their Concourse course syllabus.”*
- b. This was a joint faculty/Associate Dean/Dean effort. The biggest concern was the final statement regarding the “method of evaluation”.

Dr.Orr motioned to approve. Dr. Subramanian seconded. Motion passed.

Discussion Items - None.

Feedback Items - None.

Information Items

1. Update on Progress of Policies and Procedures Related to Academic Dishonesty and Student Incident Reports – Dr. Jay Corwin
 - c. Dr. Corwin reviewed the handout of recommendations proposed by Faculty Council leadership and the Dean of Students (DOS) team.
 - d. For today, the first recommendation is in force. The other recommendations will be evaluated for the fall term. A suggestion was made to make the penalty an “F” in the course where the second offense occurred, with no option of “W”.
 - e. The overall goal is to get answers back to faculty as soon as possible and lower the caseload for DOS case officers.
 - f. **NEXT STEP: Preparing impacted Board Policies for review in May meetings.**
2. Update on Faculty Endowed Chair Positions – Dr. Jay Corwin

- a. Reviewed handouts of revised definitions of the chair positions, the application, the applicant criteria, and the award.
 - b. The selection committee will have faculty, staff, and students represented. Drs. Corwin and Johnson will be standing members.
 - c. If AGS agrees, applications will be dispersed starting tomorrow, and hopefully, we will have chairs by fall.
 - d. A suggestion was made not to allow back-to-back cycles; instead, implement a cycle of two (2) years on and two (2) years off.
 - e. A fourth chair is possibly coming soon from the staff side. More to come.
3. Email Signatures – Dr. Jay Corwin
- Dr. Corwin reviewed the handout of the suggested standardized email signature format. Employees can include major committee roles while they are active. It must include the full phone number. [Dr. Matkin would like AGS council members to get feedback from their respective committees and send it to Dr. Corwin by 5/16/25.](#)
 - Dr. Johnson also asked that faculty look at syllabi to remove incendiary statements.

Round Robin

- **Kerry Loinette** – The Academic Affairs Advisory Council has completed robust work on attendance policies and grade appeals.
- **Sukanya Subramanian** – A new Council on Excellence (COE) chair is incoming, plus they are preparing for more COE elections. COE is reviewing quite a number of packets for the ranking process next year. They currently have 145+ regular peer reviews and may add 20-30 more next year. This will allow them to get the number of peer reviews needed for their ranking.
- **Rebecca Orr** – Matt Hamilton is taking over as Faculty Council president.
- **Jillian DeShazo** – She is rolling off CAB and AGS but is joining COE.
- **Tricia off next year** – Cherry Brown is the new staff council president.

- **Abe Johnson** – A new process and procedure with a defined approval process is coming regarding forming new committees.
- **Wendy Commons** – Online Advisory Board (OAB) needs Faculty Council help to review courses over summer for compliance. How can OAB “compensate” faculty? As a non-monetary option, can OAB provide a letter of service? Yes, and Dr. Johnson said a summer overload could be considered if the hours spent are adequate.

Meeting adjourned at 4:27 p.m.

**Follow-up action items are in blue*