

## Guidelines for Using the Board Report Application

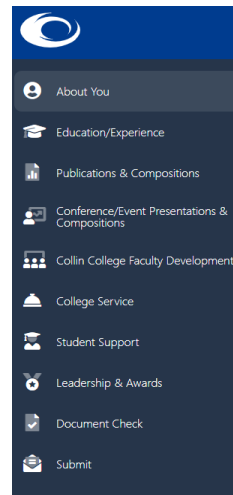
### → Introduction to the Board Report App and Login Instructions

Hello,

Once you have completed your appraisals and addendum you will be finishing your multi-year contract process by creating a board report form using the **updated** Board Report Application. The new Board Report App was developed to streamline the board report document, create content consistency across academic and workforce disciplines, and provide a better user experience when completing this important document.

Before beginning, it is essential that you gather all the information needed to complete your multi-year contract board report. The information you need for your report include the following:

- Education/Experience
- Publications & Compositions
- Conference/Event Presentations
- Collin College Professional Development
- College Service
- Student Support
- Leadership & Awards

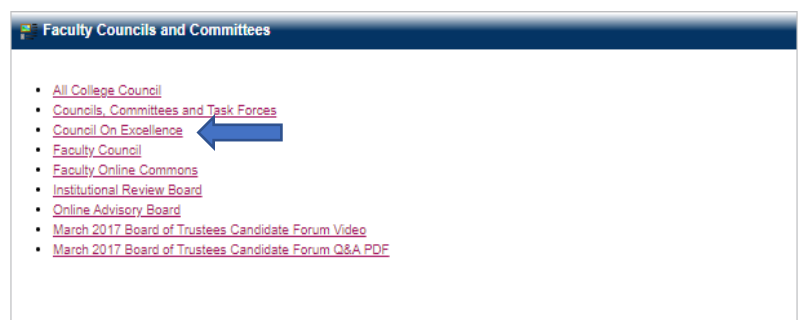


**Eligible activities for this contract period are those performed from the specified contract years found listed on other MYC directions.** Note that semester and year parameters are programmed into the Board Report Application to help ensure that all data falls within the current time frame.

To get started, login to the Board Report App using the following web address:

<https://faculty-contract-app.web.app>.

After reviewing this document in its entirety, please feel free to reach out to your COE campus representative or the COE chair if you have remaining questions. You can find a list of current COE members by logging into Cougar Web and clicking on the “Faculty” tab. The COE website can be found under the “Faculty Councils and Committee” section and choose COE. Click members link from the home page for the list.



## Login to the Faculty Contract App/Board Report App

Now, let's login to the Board Report App. The first time you access the app, you will need to click the "Signup" link. Use your Collin College email address but create a unique password using the stated parameters (it is recommended that you do NOT use your CougarWeb password).

You are now ready to begin! It is advised that you start this process early and take your time to ensure you are creating the best quality product possible that showcases your excellence as a Collin College faculty member.

*\*Rule of Thumb for all sections of the Board Report: No acronyms or abbreviations should be used in ANY section. Please remember that the Board will not be familiar with the myriad of acronyms used in certifications, professional development, college service activities, and student support efforts. Acronyms and abbreviations are not acceptable.*

### Collin College Board Report App



E-mail

Password

Forgot your password?

[Reset It](#)

LOGIN

## → Tab 1: "About You"

After creating your account, complete the "About You" page. On this page, you will enter your first and last names and the first year you were hired as a full-time Collin College faculty member. Select your primary instructional discipline from the drop-down menu.

Make sure to click "Save and Continue" so that if you need to exit the app, your information is saved.

First Name

Last Name

Professor of

Full-Time Faculty at Collin Since

Save and Continue

## → Tab 2: "Education/ Experience"

The "Education/Experience" tab is where you will enter your credentialing data, including your degree, certifications, and/or pertinent work experience. This section is required.

**Academic faculty** should list only their highest awarded (not in progress) graduate degree and include the discipline, institution, and year. If your highest degree is not in the discipline that you teach, you may enter a second graduate degree to ensure that your qualifications to teach your discipline is reflected for the Board.

**Example:** You are a professor of history, but your highest degree is an Ed.D. You would list your Ed.D. as your highest degree, and add the

Education/Experience

List only your highest awarded (not in progress) degree. If your highest degree is not in the discipline that you teach, you may enter ONE additional degree and/or up to three certifications that enable you to teach the discipline you are teaching.

Degree: Ed.D. Institution: Texas A&M University-Commerce Year Awarded: 2014

Degree: M.S. Institution: University of North Texas Year Awarded: 2002

Add Another

Save and Continue

graduate degree that qualifies you to teach history as an additional degree. Academic faculty do not add certifications or work experience to their Board Report.

**Workforce faculty** should list all required degree(s), certification(s), and/or work experience related to their current teaching discipline but omit items that aren't directly connected to their current position.

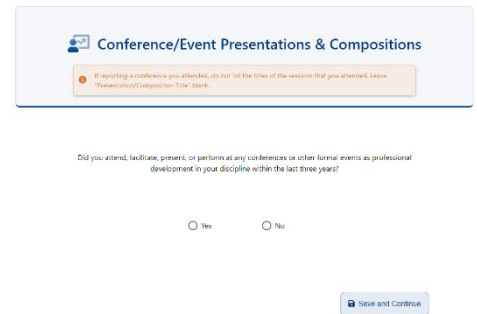
Example: You are currently teaching automotive technology but you were formally hired by an oil and gas company. You would only list the degree(s), certification(s), and/or work experience related to automotive, not the oil and gas industry.

Remember to avoid acronyms; spell out every entry.

Note the green "Add Another" button to add additional entries.

**If you do not see your education credentials listed in the dropdown, please email [rorr@collin.edu](mailto:rorr@collin.edu) with your request.**

Make sure to click "Save and Continue" prior to moving to the next section or logging out.



### → Tab 3: "Publications & Compositions"

The "Publications/Composition" section provides a place to document publications/compositions you authored or co-authored within the last three academic years.

Select "No" to indicate that you did not author a publication/composition and bypass this tab.

If you select "Yes" to this prompt, enter the relevant data for each publication/composition. You **do not need to include formatting commas, quotations, dashes, etc., in your entries.** Type only the punctuation that is part of the title. For example, you may type a colon if it part of your title (Teaching Online: Six Essentials to Engagement), but do not add quotation marks to the title. The board report application will automatically format each entry.



Click the "Add Another" button to add additional publications and compositions. **You do not need to worry about ordering your entries at this point,** you will be given the opportunity to preview, edit, and reorder entries before submitting the document.

Make sure to click "Save and Continue" before moving to the next section or logging out.

### → Tab 4: "Conference/Event Presentations & Compositions"

The "Conferences/Event Presentations & Compositions" section allows you to enter information on all conferences or formal events you attended and/or where you presented or performed as professional development in your discipline. You may enter Collin College faculty development conferences in Tab 5.

You may select “No” to indicate that you did not attend/participate in a conference/event and bypass this tab. However, ongoing Professional Development is part of the requirements for MYC.

*If reporting a conference, you attended but did not present, do not list the titles of the sessions that you attended. Leave “Presentation/Composition Title” blank. The names of presenters should not be added for ANY sessions.*

Use the dropdowns to help guide you through each entry. Please make sure to add all of the information required on this page, including the conference or event title, whether the event was virtual or non-virtual, the semester, and the year. Remember to avoid formatting punctuation in your entries; the Board Report App will properly format the entry/entries for the report.

Click the “Add Another” button to add additional publications/compositions. You will want to prioritize these entries in the order of importance to you, with the most valuable entry at the top and the rest listed in descending order. You will have the opportunity at the end of the document to preview, edit, and reorder your entries.

Make sure to click “Save and Continue” before moving to the next section or logging out. Examples of entries (Virtual entry and non-virtual entry):

Choose Action Select One	Presentation/Composition Title
Conference/Event Title	Not Virtual <input type="radio"/> Virtual <input checked="" type="radio"/>
Semester Select One	Year Select One

+ Add Another

Choose Action Select One	Presentation/Composition Title
Conference/Event Title	Not Virtual <input type="radio"/> Virtual <input type="radio"/>
City	State Select One
Semester Select One	Year Select One

+ Add Another

### ➔ Tab 5: “Collin College Faculty Development Conferences”

The “Collin College Faculty Development” tab allows you to list sessions attended at college-sponsored faculty development conferences.


If you select “No” to indicate that you did not attend/participate in or do not wish to include a Collin College Faculty conference, you can bypass this tab.

Collin College Faculty Development Conferences

Did you attend, facilitate, present, or perform at any sessions at the Collin Faculty Development conferences within the last three years?

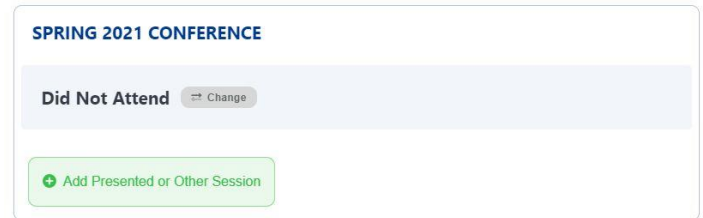
Yes  No

[Save and Continue](#)

Click “  Change ” to toggle tab from “Do not wish to include” to “Attended” and complete the section with each session you attended. Make sure you complete the section for each semester’s faculty development conference. Avoid formatting punctuation; the Board Report App will properly format the entry/entries for the report. *The names of presenters should not be added for ANY sessions.*

You will be given the opportunity to modify, edit, and reorder entries before submitting the document.

Make sure to click “Save and Continue” before moving to the next section or logging out.




➔ **Tab 6: “College Service”**

The “College Service” page is where you will list all of the service activities in which you have been actively engaged. In the “Select Service Event” drop-down box, you may select from departmental and district-wide committees, councils, boards, etc. *Please keep in mind that college service activities must be activities for which you did **NOT** receive a course release or stipend.*

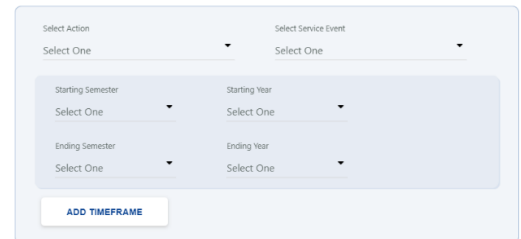
Note that if you select “No” to indicate that you did not participate in college service, you can bypass this tab. However, you will see the warning that college service is required, so you’ll need to click “yes” and include your service activities in order for your multi-year contract application to be approved.

 College service is required to be eligible for a multi-year contract.

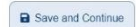


Yes  No

If you engaged in an activity for a single semester, please utilize the **Starting Semester/Year fields**, and ignore the Ending Semester/Year fields.



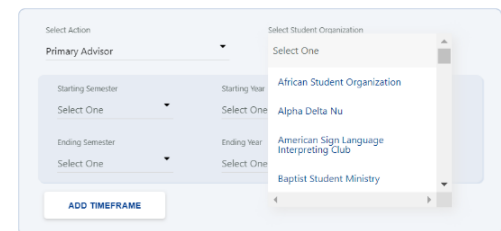




If you serve or have served as a primary or secondary advisor to a student organization, select either “Primary Advisor” or “Secondary Advisor” in the “Select Action” drop-down box. Once this is done, you will then have the opportunity to select from the list of approved student organizations in the “Select Student Organization” drop-down box. Click “Add Another” to add additional entries in this section.

Make sure to click “Save and Continue” before moving to the next section or logging out.







*If you do not see your student organization in the list, please send an email to rorr@collin.edu.*

→ **Tab 7: “Student Support”**

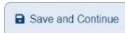
The “Student Support” section allows you to list any additional activities such as attending student performances, PTK Induction, Honors Reception, etc. This does not include such things as meeting with students during office hours or referring students to particular support services offered by the college. These activities will be collated and listed as one bullet point on the Board Report.


You may select “No” to indicate that you did not attend/participate in a student support activity and bypass this tab. Please note that student support is a required part of the MYC.

Click “Add Another” to add additional entries in this section. List each activity separately, and the Board Report App will properly format the entry/entries for the report.

Remember, you will be given the opportunity to modify, edit, and reorder each entry before submitting the document.

Before moving on to the next section, remember to click “Save and Continue.”



 Student Support

Yes  No

Please list any additional student events in which you have volunteered or attended over the last three years.

**ATTENDED**

Description of Student Support

Semester Year  
Select One Select One

**ADD SEMESTER**

[Add Another Item to "Attended"](#)

**VOLUNTEERED**

Description of Student Support


Semester Year  
Select One Select One

**ADD SEMESTER**

[Add Another Item to "Volunteered"](#)

→ **Tab 8: “Leadership & Awards”**

In the “Leadership & Awards” section, report significant professional awards you have received, including any leadership roles at the college for which you have been compensated with a stipend or course release.

 Leadership and Awards

Do you have any leadership positions or awards that you received over the last three years that you would like to report?

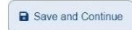
Yes  No

*This section is not required nor will its inclusion affect your MYC review.*

Click the “Add Another” button to add additional entries. You will want to prioritize these entries in the order of importance to you, with the most valuable entry at the top and the rest listed in descending

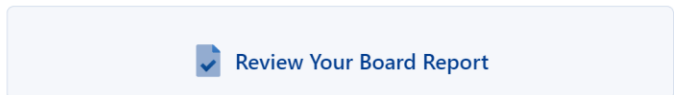
order. You will have the option at the end of the document to preview, edit, and reorder your entries before submitting the document.

Before moving on to the next section, remember to click “Save and Continue.”



→ **Tab 9: “Document Check”**

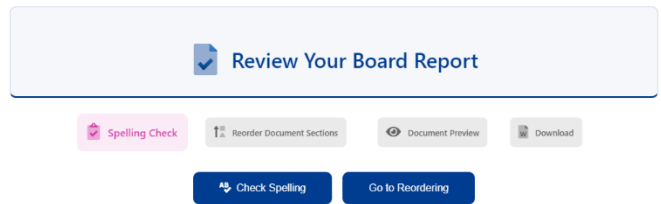
You have completed a draft of your board report, and you are now ready to finalize your report document by verifying the spelling, formatting, and priority listing of all entries. Click “Let’s Begin” to begin reviewing your information.



Before we can submit your contract renewal document, we just need to check the spelling, formatting, and allow you to reorder the document the way you would like to. We’re going to do this in three phases, so just make sure you verify that the document is as accurate as possible at each step. Let’s start first by checking the spelling of your document.



First, you will need to check the document for spelling errors. Click the “Check Spelling” button to get started. Please be patient during this process...this will only take a few minutes but **do not close the browser**.



LOADING

Once the spell check is completed, go through each item to correct any errors. You may disregard spelling suggestions that are not correct or add specialized words to the document dictionary database.

Did you know? Meghan Trainor has Nyctophobia, which is a huge fear of the dark. This random fact pulled from thefactsite.com

Use the “Go to Reordering” or “Reorder Document Sections” button to finalize the prioritized listing of each entry in your report. Click the up and down arrows to re-order the list. The order of your activities is your choice. **Priority should reflect the importance and/or time/energy expenditure required by each item.**

You may click on “Document Preview” to preview a formatted version of your Board Report and to **make sure that your board report is no longer than one page** before you submit it. You may preview your document at any time by clicking on this icon at the top right of the screen:

→ **Tab 10: "Submit"**

Once you have finalized your board report document, you are ready to submit. Click "Submit Final Document button." A drop-down selection will have a list the current supervisors. Pick your supervisor to send your document directly to your associate dean/director. If your supervisor is not in the list, let us know by contacting [rorr@collin.edu](mailto:rorr@collin.edu)

It is advised that you save a copy of your board report document for your own records.

 Submit Final Document

***Congratulations!*** You have successfully submitted your board report document!

*If any updates, changes, or edits are required, please go back into the app.  
Once those corrections/additions are done, please resubmit to your direct supervisor.  
Always save your changes prior to finishing and submitting the revised document.*