MYC Requirements for Faculty Board Reports
(MYC Application content should only include activities during your current contract years. These contract years are found on the MYC Packet Overview for Faculty document found on the COE Website, contracts page.)

Important: Your Board Report should be done AFTER you have completed your current Spring Self-Appraisal and your upcoming MYC Summer/Fall Addendum. The goal of your Board Report is to spotlight the things you consider most valuable. This document is your "highlight reel"- a chance to list your most outstanding achievements and contributions to the college.

- The Board Report will be done using the Board Report App. There are several sections to fill out
    1. About You
    2. Education/Experience
    3. Professional Development and Publications
    4. College Service and Student Support
    5. Leadership and Awards

- The Board Report may **not** exceed **ONE PAGE,** so focus on your most outstanding achievements and contributions to the college
- **PRIORITIZE** items you include in each section (Professional Development, College Service, and Leadership/Awards), starting with what you consider most important at the top of the section and then listing all items ranked in descending order of importance. Priority should reflect the importance and/or time/energy expenditure required by each item.
- How you prioritize the material in your Board Report is a direct reflection of what you personally consider most meaningful and valuable to the college.
- You can enter your data in the app in any order as there is a reorder tool to move items to their proper position within the section. Always preview to check to see if the changes were made and save.

Formatting and Organization:

Important: *Board Report formatting is required. Documents that do not follow the formatting outlined below will be returned to your Associate Dean/Director for revision.*
- Begin each item with an ***active verb*** such as the following examples: *presented, created, organized, developed, initiated, served, chaired, collaborated, volunteered, participated, attended, etc. using the drop-down menu selections.*
    - All items you list for semesters that make up your contract years should be in past tense since the Board of Trustees will not see these documents until the spring of the last contract semester.
    - Use present tense *only* if you are continuing to serve on a committee or task force through the next semester.
- Each bullet point should:
    - Begin with an active verb in the proper tense
    - Indicate semester and year for each activity
        - Do ***not*** include the specific day or month
        - Do ***not*** include campus where the activity took place
    - Do ***not*** include student names (FERPA)
    - The Board Report does not allow you to italicize or underline titles as the formatting is already done through the program software. Type in the data entry and the software will format.
    - Do *not* end item points with a period
- Be concise yet thorough and precise.
- Brevity, simplicity, and clarity are your chief goals on the Board Report
- Do *not* use sentences or paragraphs on the Board Report. The detail of the activity should be in your appraisals.

Board Report *MUST* include:
- o Active contributions to the college community such as serving on committees, task forces, sponsoring a student organization, and other college-related activities in which you were actively engaged
- o At least one bullet point listing student support activities, such as attendance at student performance events, awards ceremonies, PTK Induction, Honors Reception, etc. (list student support activities on *one* bullet-see examples below
- o Meaningful professional development to spark continuous improvement in academic pursuits as well as pedagogy / teaching skills

Board Report *SHOULD NOT* include the following:
- o Donations of money or goods
- o Activities and certifications that are *required* for your position
- o Memberships to professional organizations, clubs, or institutions, even those associated with your discipline UNLESS you have played an ***active role***, such as serving as an officer, in which case you may include that service (there is a place for including professional memberships in your self- eval);
- o Expected college duties, such as attending All College Day, department meetings, graduation or expected student support, such as meeting with students during office hours, referring students to appropriate support services, etc.
- o Awards from non-professional organizations, such as inclusion in "Who's Who" or Rotary Club
- o Acronyms of any kind. **Spell out** the full name of the organization, conference, etc. (e.g. don't use the acronym TCCTA; instead, write out Texas Community College Teachers Association)

1. Education/Experience:
In this section, list relevant education/experience that qualifies you to teach in your particular field.
- o **Academic faculty** should include ONLY their highest graduate degree
- o **Workforce faculty** should include highest degree plus *up to three* relevant industry certificates, work experience, etc. that establish teaching qualifications for that particular field

ALL: List degree followed by the discipline, institution, institution location and year

Examples of Education/Experience (Academic faculty):
- ☐ Ph.D., History, University of Texas at Austin, 1992
- ☐ M.S., Rhetoric, Texas Woman's University, Denton, Texas, 2001
- ☐ M.A., Visual and Performing Arts, University of Texas, Dallas, Texas, 2008

Examples of Education/Experience (Workforce faculty):
- Masters Technology, Computer Technology, Arizona State University, Tempe, Arizona, 2005
- Cisco Certified Networking Academy Instructor, Fall 2009
- Texas Teacher Certifications: Early Childhood-12: Special Education, Technology, & English as a Second Language, 2020

2. Professional Development and Publications:
Professional development activities should benefit the faculty member's students in that these activities should develop a faculty member's skills, knowledge, and expertise. In considering if an event is "professional development," the question that should be asked is "did this benefit the students in my classroom?"

In this section, include **at least 5 examples** of your most valuable/meaningful professional development items and/or publications. At least 1 of your 5 items should reflect significant interaction with colleagues outside of Collin College. This might include a combination of attendance/presentations at regional, state, or national conferences, graduate coursework, continuing education coursework, and/or workshops.

- o Your professional development may include not only pedagogy and discipline-specific knowledge/skills but also include knowledge/skills related to domains of knowledge outside of your own discipline.
- o Proposals submitted for national conferences may be listed. Proposals submitted for future faculty development conferences *should not be listed* on the board report (but may be listed in the self eval!).

- **For all conferences** *other than* **Collin's Faculty Development Conference:**
  - Include the city and state of the conference and the semester and year
  - Do *not* include sessions attended
- **For Collin Faculty Development Conferences:**
  - Include all sessions attended for each semester's conference listed within the *same bullet* (see example section below)
  - Use a *separate bullet* for each SEMESTER's Faculty Development Conference
  - Do not include the campus or city
  - If you need to locate information related to the Faculty Development Conference, visit the Center for Teaching and Learning Faculty Development Resources Cougarweb page or access the **CTL page http://inside.collin.edu/tl/profdev.html** and click on the conferences tab, which contains program information for past conferences.
- For any CEUs earned, list the conference attended, coursework completed, or other avenue used to earn the CEUs. Do NOT list the CEUs
- If any certification is listed in section 1 (Education/Experience), do not repeat the information in the Professional Development section! If certification was earned in *this MYC time period* that is not required for the position, but enhances your qualifications, then list the certification earned in this section

Examples of Professional Development and Publication: Dates should be within contract year range
- Published, "How to Teach Students to Think Critically and Creatively," Oxford University Press, Fall 2021
- Presented paper, "Labor Laws in Colonial America," American Historical Association Regional Conference, Austin, TX, Spring 2020
- Attended, The Teaching Professor Conference, Philadelphia, PA, Summer 2020
- Attended, Faculty Development Conference presentations: "Grading on the Curve," "Practical Tips for Writing Successful Letters of Recommendation," "On Demand: Quick and Easy Streaming Audio and Video for Your Classroom," Spring 2022
- Participated, Creativity Workshop for Educators, Dallas Museum of Art, Summer 2020

3. College Service and Student Support:

College service and student support activities should benefit the college, the division, and/or the faculty member's colleagues in their academic discipline. These are activities that are done as a faculty member representing the college in some capacity. A presentation/talk given on behalf of the college that benefits the college but does not contribute to the faculty member's expertise in terms of content/pedagogy (e.g. speaking at a middle-school career day about being a college professor) should be listed as *college service*, NOT professional development.

In this section, include **at least 5 examples** of college service. At least 1 of your 5 items should be college-wide activities, reflecting interaction with colleagues outside of your discipline. Evidence of student support should be shown by at least 1 of your 5 items should reflect interaction with students that is above and beyond that which is required by your teaching load.
- **College service includes** all substantial department, discipline, AND college-wide committee work.
  - This includes, but is not limited to, serving on assessment committees, compliance committees, search committees, sponsoring a student organization for which you have not received remuneration, participating in a formal/systematic process of student advising, etc.
- **Student support** includes attending student performances, PTK Induction, Honors Reception, etc. but does *not* include such things as meeting with students during office hours or referring students to particular support services offered by the college.

Examples of College Service and Student Support:
- Chaired, Accounting Search Committee, Spring 2022
- Serve, Faculty Sponsor, Social Justice Student Organization, Fall 2020 – present
- Serve, Core Objectives Assessment Team, Fall 2021 – present
- Volunteer, Summer Robotics Camps, Summer 2021 – present
- Attended, Phi Theta Kappa Induction Ceremony, Cultivating Scholars Poster Session, Rockin' the Ridge, Collin College Foundation Scholarship Reception, Spring 2021 – Spring 2022

- Served, Child Development and Education Associate of Arts in Teaching Program Review Authoring Team, Fall 2020
- Served, Health and Safety Fair Committee, Fall 2020 – Spring 2021

Reminder: College Service should only include committees for which you were an active member, or events that you were responsible for planning/executing. The student support bullet may include activities that you attended but for which you were not responsible.

4. Leadership and Awards:
This section provides a place to include activities or positions for which you have been paid by the college (with course release or stipend for extra service).
   - As mentioned above, however, whenever you chair a committee for which you have NOT been given a course release or received a stipend, you should include that chair position in the college service section, *not* in Leadership and Awards
   - This section also provides an opportunity to call attention to *significant professional awards* you have received.
   - Faculty service awards reflected time employed by the college should not be listed as an award.

Examples of Leadership and Awards:
- Received, Collin College Outstanding Professor Award, 2021
- Chair, Council on Excellence, Summer 2020 - present
- Discipline Lead, English Department, 2020 - 2021
- Awarded, Engaged Faculty Scholarship, Collin College, Fall 2022

Proofread!
   - Carefully proofread your application documents for typographical errors and punctuation!
   - Submitting an error-free form is extremely important since it will become a public record as part of the Board Meeting agenda.
   - Do not use sub-bullets or full sentences on your Board Report, but you may use sub-bullets, annotations, and full sentences in your Annual Appraisal Self-Assessments and your MYC Summer/Fall Addendum.

You may be asked to make changes, corrections, updates, etc. to your board report. Please use the Board Report App to do the additional editing, review, and then resubmit to your supervisor via the app.