

Faculty Development Advisory Committee Procedures

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Purpose

The Faculty Development Advisory Committee's (FDAC) primary mission is to collaborate with the Training and Development Office and to represent the voice of faculty interests for professional development across the district, particularly for the twice-yearly Faculty Development Conferences.

In partnership with the AVP of Training and Development and the Senior Vice President for Campus Operations (SVPCO), committee activities will include:

- Recommending, helping to vet, and selecting high-quality potential guest speakers, presenters, and themes for conferences and/or other events;
- Recommending topics of interest for workshops or other professional development resources;
- Posing ideas and recommendations for potential programming;
- Providing proposal reviews for college-wide conference and participating in the selection process;
- Providing assistance with programming and event implementation; and
- Determining any district-level training and development needs with regards to compliance and institutional strategic goals.

Membership Eligibility

The FDAC will strive to maintain total membership between 15 and 20; however, exceptions can be made for various reasons.

Members will have demonstrated interest and participation in faculty professional development. This could be through promotion of events, proposals to lead sessions, and/or regularly attending Collin College professional development, among other activities.

Members will have the support of their supervisor(s) and will not have received a Coaching, Level, or Level 2 disciplinary notice in the two years prior to serving on the committee.

Membership eligibility applies to both full-time and part-time members.

Membership

FDAC membership will strive to include the following:

- A range of campus and discipline representation
- A range of length time employed at Collin College
- A mix of academic and workforce faculty members
- Both full-time and adjunct faculty members
- Co-chairs of the Faculty Council Teaching and Learning subcommittee

- Associate Vice President of Training and Development
- Others, as needed

Duties of Members

Members of the FDAC are expected to regularly:

- Serve on a FDAC committee(s);
- Promote and attend Collin College professional development events;
- Remain knowledgeable about and attend professional development events outside of Collin College;
- Encourage colleagues to use research-based professional development strategies;
- Solicit professional development ideas and needs from colleagues; and
- Engage constructively in the committee activities.

Nomination Process

Candidates for membership must nominate themselves. Associate Deans/Directors and/or current members can encourage others to self-nominate. All candidates must engage in the nomination process.

The [nomination form](#) includes responses to years at Collin College, experience with Collin College professional development, and interest in joining the committee, etc.

Candidates' supervisors will be contacted regarding approval for service and confirmation of eligibility. Existing FDAC members will vote on a list of eligible candidates (with names removed) to determine additional members.

Term of Service

In 2023-2024, the FDAC determined current terms. Then, by a combination of volunteers, length of service, and/or random selection will determine future terms. In 2025-2026, all members will know the rotating term, denoted by the list in the Current Membership section.

Any new members as of 2025-2026 will serve a 3-year term. Once a person has served for three years, the member must roll-off the committee for 2+ years prior to another candidacy.

Meetings

The FDAC generally will meet once a month with more meetings potentially required depending on the upcoming events and/or time of year. The potential exists for some required work outside of the long semesters as planning and preparation takes place for events.

Some conversations will take place electronically via email and/or shared documents. All members are expected to remain actively engaged in the asynchronous format.

Members who miss more than two FDAC meetings in an academic year (without prior notification) may be removed from the committee. If prior notice is unattainable, a member must follow-up as soon as reasonably possible.

Rules for Meetings

All members are expected to adhere to the Collin College Core Values while engaged in work related to FDAC. Respectful and prompt communication is always required of all members.

The FDAC will target its programming toward supporting student success and retention, continuous improvement, and Collin College's strategic goals.

Document Repository

When possible, the group will collaborate via shared documents to help with brainstorming, planning, collaboration, and communication. Currently, these documents are in a folder on the One Drive.

Committees

The FDAC will create committees to assist with various professional development events. Such committees may include the following and others, as needed:

- Welcome
- Event Logistics
- Communications
- Individual Seminar Logistics

Officer Eligibility and Selection

Members of the FDAC who have served at least one year in their current term are eligible for an officer position. Officers will complete an application to help members determine selection.

Such officer positions can include the following and others, as needed:

- Chair
- Vice-Chair (Chair Elect)
- Recorder
- Committee Chairs

Officers will serve in their position for at least one year. No officer may hold more than one office at a time unless the need arises due to a vacancy/removal. Officers may serve a second year in the same term or subsequent term, if elected.

The committee will vote on leadership at the first meeting in the Fall semester.

Chair Duties

Chair duties can include the following and others, as needed:

- Chairs the Executive Committee
- Schedules Executive Committee meetings, as needed
- Helps develop the agenda and meeting cadence for FDAC meetings
- Assists with questions from the Training and Development team members
- Assists in Committee assignment process
- May delegate responsibilities to other members or officers, as needed
- Regularly communicates updates to FDAC members

Vice Chair (Chair-Elect) Duties

Vice Chair (Chair-Elect) duties can include the following and others, as needed:

- Serves on the Executive Committee
- Leads in Committee assignment process
- Schedules Committee chair meetings, as needed
- Prepares to serve as Chair in following year
- Regularly communicates updates to FDAC members

Recorder Duties

Recorder duties can include the following and others, as needed:

- Serves on the Executive Committee
- Records and distributes FDAC meeting minutes within 2 weeks of meeting
- Reviews procedures at least one time a year and suggests any potential updates
- Assists in Committee assignment process
- Regularly communicates updates to FDAC members

Committee Chairs Duties

Committee Chairs duties can include the following and others, as needed:

- Leads assigned projects
- Communicates with committee members
- Develops, distributes, and monitors task lists and supplies

- Creates and communicates post-event summaries and/or reflections
- Regularly communicates updates to FDAC members

Removal and Vacancies

From time to time, a FDAC member’s position may become open for various reasons. The vacating member is responsible for notifying the AVP of Training and Development of the impending vacancy as soon as possible.

The FDAC will suggest filling the vacant position immediately or waiting until the upcoming nomination cycle.

If an officer cannot fulfill duties due to illness, absence, disqualification, resignation, or removal from office, the AVP of Training and Development shall, in consultation with the FDAC Executive Committee, determine an appointee.

Draft History

With reliance on Faculty Council, Staff Council, Online Advisory Board, Council on Excellence, Curriculum Advisory Board, and Student Government Association for procedural documents as examples for creation of this document.

Original Draft - Spring 2024

Current Membership

Name	Department	Campus	Term and Position
Cathleen Akers	History	McKinney Campus	2022 -
Dr. Rebecca Burton	Education	Frisco Campus	2022 -
Dr. Cathy Donald-Whitney	Biology	McKinney Campus	2016 -
Linda Kapocsi	INRW, ESL	Plano Campus	2022 -
Dr. Lisa Kirby	English	Plano Campus	2022 -
Dawn Headrick	Health Sciences – Respiratory Care	McKinney Campus	2024 -
Dr. Michael Latham	Economics	Plano Campus	2022 -
Dr. Patrick Lewis	Art	Frisco Campus	2022 – Chair 2022 – 2024
Dr. Sahalie Mitchell	Humanities	Wylie Campus	2022 -
Dr. Serena Richards	English	Frisco Campus	2024 –

			Faculty Council Co-Chair Teaching and Learning Committee 2024 -
Kenya Rutherford	Interpreter Prep/Deaf	Plano Campus	2024 -
Russell Smith	Animation & Game Art	Wylie Campus	2024 -
Dr. Kevin Suber	Banking & Finance Support Services	Plano Campus	2022 – Faculty Council Co-Chair Teaching and Learning Committee 2024 -
Dr. Tiffany Vincent	Government	iCollin Virtual Campus	2022 -

Past Membership

Name	Department	Campus	Term and Position
Mindi Bailey	Humanities	iCollin Virtual Campus	??? – 2024
Ann Blackman	Executive Director	Frisco	??? - ???
Dr. Kimberly Harris	Music	Wylie	??? - ???
Regina Hughes	Associate Dean	Plano	??? - ???