

**Curriculum Advisory Board**  
**Friday, March 25, 2022**  
**1:30 pm**  
**CHEC 227**  
**Meeting Minutes**

**Voting Members Present**

Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Andrea Fields, Cynthia Gruver, John "Rusty" Haggard, Tiffany Heitz, Joan Hunsaker, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Barry Piazza, Mark Popowski, Heather Rawls, Charles Ring, Steven Rizzo, Mike Rose, Rachna Sachdeva, Jimmy Wallace, Helen Wang

**Voting Members Absent**

Sean Boyll

**Non-Voting Members Present**

Ex-Officio Members: Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Donna Smith  
Advisory Members: Lacy Castleman, Wendy Gunderson, Mari Lopez, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio: Daphne Babcock, Brenden Mesch, Jamie Mills, Cameron Neal  
Advisory Members: n/a

**Others Present**

Pamela Darling-Facio, Jon Hardesty, Caryn Hawkins, David Malone, Lily Quezada, Karen Stepherson

Kathryn Fant called the meeting to order at 1:30 pm.

**New Curricular Proposals**

- ◆ No new curricular proposals were presented.

**Expedited Proposals**

- ◆ **Nursing**
  - Course descriptions and Student Learning Outcomes (SLOs) were updated to match WECM. Additionally, the Additional Collin Outcomes for some of the clinical courses were updated to match the current Concept Based Curriculum utilized by the Nursing Department.
    - Updated courses include:
      - RNSG 1161 (*Clinical I – Nursing – Registered Nurse Training*)
      - RNSG 1163 (*Clinical I – Registered Nursing/Registered Nurse*)
      - RNSG 2361 (*Clinical II – Nursing – Registered Nurse Training*)
      - RNSG 2362 (*Clinical III – Nursing – Registered Nurse Training*)
      - RNSG 2363 (*Clinical IV – Nursing – Registered Nurse Training*)
      - RNSG 2563 (*Clinical III – Registered Nursing/Registered Nurse*)
- ◆ Motion to approve as proposed → seconded → approved

**Informational Report**

- ◆ There was no Informational Report.

## Deans' Liaison Report – Wendy Gunderson

- ◆ Human Resources (HR) answered questions regarding how adjunct faculty sick leave is calculated.
  - It's based on the number of hours they're teaching during the 16-week term. Leave is only calculated for that one term and then the next term, it starts over from scratch.
  - If an adjunct faculty needs to take sick leave, the Associate Dean/Director from their Division Office submits the Leave Without Pay form. If it's leave without pay because of being sick, HR deducts the appropriate amount of sick time from the allocated hours.
- ◆ Per Human Resources, there have been some problems with faculty substitutes. At times, people who were subbing were not eligible to sub. Faculty can substitute for other faculty, but when there are staff individuals, even if they're teaching as part of their load, they can't substitute because they're not permitted to exceed a certain number of hours. They reminded the deans to monitor that.
  - If a staff member also serves as adjunct faculty, they'll need to make sure that their first role is listed as adjunct faculty. If adjunct faculty isn't listed as their first role, then they cannot sub.
- ◆ Faculty can bring their sealed transcripts to the dean, who will then sign the envelope and send it up to HR rather than requesting to have it mailed.
  - If the transcript is sent from another college/university in the DFW area, the transcript may be accidentally delivered to the Admissions Office rather than HR.
- ◆ Dr. Hardesty presented the SACS principle of the month: 8.1 - looking at the goals and outcomes of student achievement. He was also looking at the institutional level for success measures and how it has to be aggregated by the demographics.
- ◆ Dr. Hardesty requested the deans provide a list of hybrid classes for the last five years, because of the new requirement to notify SACS of any changes in modality.
- ◆ Dr. Hardesty discussed FCIs (Faculty Credential Inventories) and there was some discussion on trying to come up with a way of being consistent with this before SACS comes in.
- ◆ Sarah Lee provided an update on the out-of-state adjunct hiring, which is done on a state-by-state basis. A spreadsheet has been started which confirms the states we've already gone through the process with so we can check it when we're potentially hiring someone from out-of-state.
- ◆ Sarah Lee talked about the online distribution of classes and that things were going to be sent out to the Deans/Associate Deans.
  - Faculty who are teaching online starting this fall are required to have taken one of the Quality Matters courses.
  - They discussed the onboarding of faculty and some of the different roles because there are some things Associate Deans/Directors will need to pass on to the Discipline Leads when it comes to new faculty (especially adjunct faculty) understanding the assessment process.
- ◆ Karen Musa discussed guided pathways and student communications, trying to look at a holistic view for both Continuing Education (CE) and workforce included. They're establishing a new group with the deans to try to look at that more closely.
- ◆ Brenden Mesch discussed creating a standard software build for the open PC labs, so that the same software is accessible across the district. They're looking to see what the different areas have and what they can have across the board.
- ◆ There was discussion on:
  - outdated reports in Argos. Some of the outdated reports may be removed from the reporting page.
  - determining a standardized process for covering classes when a faculty member is absent (per request from the Provosts).
  - adding CAP (Collegiate Academy of Professors) faculty to faculty distribution list for online classes, because some of the CAP faculty were left off the list in the past.

- adding a Cougar Care link to the Concourse syllabus instead of people adding it individually, so students will have access to it.
- access to Grammarly, which is based out of the Ukraine.

### **Faculty Council Report – Melinda McBee**

#### **◆ February 18, 2022**

- President Ward extended an invitation to Executive Dean Dr. Sarah Lee and Associate Dean Jill Nugent to attend Faculty Council meeting. They were willing to do so, but they wanted to meet with President Ward first before they agreed to do that.
- Staff Council has asked Faculty Council to partner with them for a random acts of core values program. That motion was approved.
- The committee proposed the following plan for the 2022 Faculty Council Election to continue electing by academic division programs to phase out campus-wide seats by reducing the number of representatives to 24, adding seats to deans by division/campus, and adding one full-time seat for the McKinney campus. That motion was approved.
- There was a proposed program for Mindfulness Centers on each campus.
- The college did away with course banking in 2016, but President Ward has the sense that Dr. Matkin approves of course banking, so he's moving forward to see if it can be restored.
- President Ward will talk to Abe Johnson about the inconsistency among Associate Deans regarding full-time faculty being required to find substitutes.
- Faculty Council calls for a clear grievance policy that's separate from the contract non-renewal issue.

#### **◆ March 18, 2022**

- President Ward met with Dr. Sarah Lee to discuss faculty concerns. She informed him that she's only hiring adjuncts in areas that do not have campus coverage.
  1. Dr. Lee will attend the April Faculty Council meeting to answer any questions.
- The tuition rate increase was approved. Even with the increase, Collin College still has the lowest tuition in the state.
- A faculty hiring committee was proposed, formed at the developmental level with a chair chosen by the department to work with the Associate Deans and then a one-year, temporary, full time position will be terminated.
- HR had concerns about bringing back course banking, however, President Matkin supports it.
- There's a standing committee on the Board's Organization, Education, and Policy Committee that Dr. Lorena Rodriguez will chair.
  1. She asked for volunteers.
- President Ward read a resolution he received on academic freedom. (The resolution did not come from the Academic Freedom Committee).
  1. Rebecca Orr writes the issue of the resolution being presented anonymously without the stipulated time for sending consideration in the meeting, reminding representatives of their obligation to find out what their constituents think about the resolution. The motion was made and then seconded to send the resolution to the Academic Freedom Committee for evaluation before sharing it with faculty.

### **PLA Review Board Report – Donna Smith**

- ◆ There was no PLA Review Board meeting in March.

### **Academic Governance and Strategic Planning Council Report – Kathryn Fant**

- ◆ Dr. Abe Johnson presented on the faculty hiring processes being reviewed, because the faculty part isn't carried out in the same way across divisions. He's working on this with Roger Ward. Once it's worked out, they'll bring the proposal back to the AGS for a vote.

- ◆ Dr. Johnson is revisiting the pay for online courses with overloaded students. His main concern is there's an imbalance in pay with those who are teaching face-to-face classes and those who are teaching online, because online classes have the capacity to hold more students. Face-to-face enrollment limits are set to a maximum of 35 students or it may be based on however many seats are available in the room.
  - For online classes, Dr. Johnson has suggested that an Associate Dean would be able to add one student to each of two separate sections without notifying the faculty and no additional pay. The faculty would be consulted for any additional students and the faculty could have two more students added to each of those sections without additional pay.
    1. Beyond that, any additional overloaded students would be at per-head pay.
- ◆ A shared governance statement is still in progress.
- ◆ Allison Boye proposed having an open-door week at Collin where certain faculty will volunteer to have another faculty member come in and observe them teaching.
- ◆ Additionally, regarding the contract renewal process, there are several steps in the annual process for full-time faculty Multi-Year Contracts (MYC).
  - Per Dr. Matkin, he has never disapproved a contract that completed the whole process and was approved.
  - In a faculty's first few years, they're on single-year contracts. For those three years, the contract renewal process doesn't go through the Council on Excellence (COE); the review comes from student evaluations and observations from the Associate Dean, then further review by the Dean, Provost, and Dr. Matkin. There's no faculty input unless a faculty member was the one doing the observing.
  - The steps for the MYC Renewal Process are as follows.
    1. Faculty complete Fall/Summer Addendum for the MYC packet.
    2. Detailed faculty review by Associate Dean and recommendation to Dean.
    3. Dean reviews full packet and makes recommendation and then sends complete MYC packet to HR.
    4. HR prepares review packets for COE, a peer-review committee elected by faculty.
    5. COE completes a detailed review of all components of the MYC packet.
    6. COE members vote to recommend or not recommend an MYC.
    7. COE recommendations are forwarded next to the Campus Provost for review.
    8. Campus Provost recommendations forwarded to Senior Vice President of Campus Operations.
    9. SVPCO recommendations forwarded to District President.
    10. District President approves or does not approve contract.

### **CAB Business/Discussion Items**

- ◆ CAB Membership Renewals/Roll-Offs & Term Limits
  - Prior to CAB Discussion:
    - If a CAB member is at the end of their three-year term and they'd like to continue to serve, they'll need to talk to their dean about being renewed.
    - If a CAB member is at the end of their second term, they may be asked to step aside and let someone else serve.
  - CAB discussed the possibility of adding term limits and possible extensions to those terms. Per that discussion, the following motions were made.
    - Motion to approve term limit (*number of years for each term not specified*) → seconded → approved
    - Motion to approve a three-year, two-term limit (i.e. six years total) with an extension of two additional years as needed (one year to serve as chair and one year to serve as an ex officio) → seconded → not approved
    - Motion to approve a three-year, two-term limit (i.e. six years total) with no term

extensions → seconded → approved

- ◆ Status of CAB Recommendations: All CAB recommendations from February have been approved by leadership. There is nothing outstanding.
- ◆ February 25<sup>th</sup> Meeting Minutes
  - Correct attendance.
  - Change “Motion to approve as it stands” to “Motion to approve as presented”.
  - Add page numbers.
    - Motion to accept February minutes with above corrections → seconded → approved

**Next Meeting**

- ◆ Friday, April 22, 2022 at 1:30 pm in CHEC 227

Motion to adjourn → seconded → meeting adjourned at 2:44 pm