

Faculty Assembly Meeting Minutes, Oct. 14, 2026

Oct. 14, 2026, 3:15 p.m., Tucker Hall

I. Call to Order at 3:15

II. Approval of Minutes

Secretary: Kathleen Anderson

A motion was made by Francisca Castillo to approve the September 9, 2026 minutes. The motion was seconded by John Elliott.

Approved.

III. Reports of Officers and Standing Committees

President: Dr. Channell Cook –

• Access to Faculty Assembly Meetings

Historically, FA meetings have been attended in-person; have noticed a decline in attendance and would like to start offering the meetings on Webex from now on; votes will be in-person only.

A motion was made by Steven Saunders to approve the request to offer FA meetings on Webex. The motion was seconded by Cassandra Bell.

Approved.

• Faculty Assembly Questionnaire

Will send survey to get faculty feedback regarding the vision for the assembly; survey is anonymous

Vice President: Mark Solis —

Call for Professional Standards and Responsibilities volunteer; will send details of duties.

Benefits: Kathleen Pastore — no report

Professional Development: Francisca Castillo — no report

Professional Standards and Responsibilities: vacant

Need volunteer

Honors and Recognition: Carl Taylor —

• Minnie Stevens Piper Foundation award; nominations due in a month; sending email with background on foundation and award; look at requirements and nominate someone; only have 1 week; will go to president's office for decision.

• Request to the Faculty Trust: Request \$500 to support our current initiatives for Thanksgiving dinner donations, the Christmas tree gift donations, and student support for graduation. Money will be used to cover extra expenses when initial funds are insufficient to support all needs.

A motion was made by Dr. Javier Ramirez to approve the request for \$500 from the Faculty Trust. The motion was seconded by Kathryn Hernandez.

Approved.

- Bereavement Group: want to support faculty in bereavement. Email if you are interested in participating or have ideas on how to support faculty.

IV. Unfinished Business

- Academic Honesty and Proctoring Committee — Dr. Javier Ramirez

Ad Hoc Committee on AI met last week; main conclusion is that a “one size fits all” policy for AI is ineffective.

Reviewed reasons: test proctoring challenges, AI use for DC students, relationship with AI varies across disciplines, unclear AI usage among faculty, staff, students.

Recommendations:

Short term: strategic plan to streamline proctoring for Spring 27, invite rep from dual enrollment to committee

Long term: study of AI usage and its impact on institution and community, provide sustained PD on AI (trying to avoid misinformation on what AI is and is not)

Committee is not starting from scratch; using reports created by Dr. Lane-Worley: “AI at Lee College; A Framework for Responsible Governance” and AI Governance and Risk Assessment form

Reviewed research being used to inform the committee.

Committee will meet 3 more times: October, November, December

Audience Member: Students are required to take a plagiarism class online after they have plagiarized; should create a class on AI for all students to take. Students coming from K-12 are often told not to use AI; are we prepared to deal with that regarding dual credit students?

Answer: Jose Martinez oversees academic integrity; met about options for AI education; if a DC student is in a college course, then have to follow LC policy.

Jose Martinez: Currently designing workshops/sessions (will ask faculty for feedback soon); students can take the workshops/sessions without violating policy; students will be able to sign up on own or as instructor requirement; will be offered through Penji (in-person or remote) and will focus on academic integrity in writing-based classes and non-writing-based classes, along with a session for second violations.

Audience Member: Expressed concern over dual credit students and main campus students not being held to the same expectations and standards regarding technology requirements

Dr. Norris: Main campus students have technology use options on campus; DC students do not have the same access; working to make sure they have what they need on their campus

Dr. Lane-Worley: Aware of the issues with Chromebooks and iPads; DE committee is looking for a proctoring tool that is compatible with both. We can't switch in middle of year; looking for next year

Audience Member: Advised audience to look at report of financial situation of students; high percentage skip meals; can't afford laptops

Audience Member: Goose Creek purchased external cameras for each proctoring location, so now I require external cameras

Audience Member: Need to look at reimagining assessment; alternative ways for final assessments

Jose Martinez: If the student doesn't follow procedures for your examination, then they can receive a 0 for not following procedures/instructions (Jose reviewed various testing situation issues and inconsistencies in AI use between faculty that cause problems for students.)

Audience Member: Despite issues, we must make sure responsibility is put on the student, not just faculty

Audience Member: We all have anecdotal evidence for AI use in our courses; that's why we need a formal longitudinal study that is not just anecdotal evidence

Audience Member: Grammarly and copilot are AI tools on student landing pages without clear instruction on using them; partially faculty responsibility to clarify how to use tools; confusing to have tools but no common understanding

Audience Member: AI literacy is everyone's responsibility

V. New Business

VI. Comments by the President of Lee College Jacob Atkin or other representatives of the administration

Dr. Norris: Note to the AI committee: touch base with K-leigh Villanueva regarding AI tools used by the Access Center

Curtis White is overseeing DE this semester; in spring, will start filling the position by application

Reminder to attend Faculty PD next Friday; Mont Belvieu campus updates next FA meeting

VII. Announcements

VIII. Adjournment — Adjourned at 4:12 p.m.

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