

## SACS REAFFIRMATION 2016 Agenda/Minutes

## FACULTY & STAFF AFFAIRS

AGENDA/MINUTES DATE: 3/4/2014



## TEAM 4

## Case for Reqs/Stds:

- \_ CS3.7.2 Faculty evaluation
- \_ CS3.7.3 Faculty development
- \_ CS3.74 Academic Freedom
- \_ CS3.7.5 Faculty role in governance
- \_ CS 3.2.9 Personnel appointment
- \_C S3.8.3 Librarian staffing
- \_ CS3.4.10 Resp. for curriculum
- \_ CS3.4.11 Pgm Coordination
- \_ CS3.9.3 Student Success staffing

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1	12:20	Approval of Minutes	N/A	Kimbel May to forward approved minutes from 2/25/2014 meeting to Rhonda Johnson.	N/A	N
2	12:22	Review & Discussion of CS 3.2.9 – Personnel Appointment	C CS 3.2.9 – Personnel Appointment  "The institution publishes policies regarding appointment, employment, and evaluation of all personnel."	Examined the following documents:  Policies: B.5.1 (Policy) Board Responsibilities (#7)  D.2.1-(Policy) Equal Employment Opportunity  D.2.2-(Policy) Hiring Practices  D.2.3-(Policy) Qualifications for Hire  D.2.4-(Policy) Nepotism, Conflicts of Interest  D.2.5-(Policy) Hiring Authority, Status, Assignments and Duties  D.2.6-(Policy) Telecommuting  D.2.7-(Policy) Employee Licensure, Registration and Certification Requirements  Procedures: D.2.2.1-(Procedure) Hiring Practices  D.2.3.1-(Procedure) Criminal History Background Checks and Drug Testing  D.2.3.2-(Procedure) Faculty and Department Chair	Examples of other types of documentation for this Comprehensive Standard:  "Contracts, memorandums of understanding, or other agreements for outsourced services/programs."  Does SPC outsource any services or programs? Housekeeping, UPS Store, Bookstore, Cafeteria, Printing Facilities — contracts available to upload to Xitracs? Rose Spruill will follow up on this question.  "In cases where educational services or programs are outsourced, the mechanisms for ensuring that the practices for employment, appointment, and evaluation of personnel are comparable with those used by the institution."  Dual Credit/Early College instructors — what policies govern their personnel appointments, evaluations, etc.? Diane Hester will follow up on this question.  "Evidence of a periodic review for the currency of such policies."	Y(?)

While Board Policies and Procedures clearly state damendment/Board action, many other documents (and potential pices of adoption/amendment/Board action, many other documents (and potential pices of adoption/amendment/Board action, many other documents (and potential pices of adoption/amendment/Board action, many other documents (and potential pices of adoption/amendment/Board action, many other documents (and potential pices of adoption/amendment/Board action, many other documents (and potential pices of adoption/amendment/Board action, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendment/Board alcon, many other documents (and potential pices of adoption/amendments (and potential pices of adoption and potential pices of adoption and potential pices of adoption and potential pices o	 	
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3	1:00	Review & Discussion of CS 3.8.3 – Qualified Staff (Library & Learning Resources)	CS 3.8.3 – Qualified Staff (Library & Learning Resources)  "The institution provides a sufficient number of qualified staff with appropriate education or experiences in library and/or other learning/information resources to accomplish the mission of the institution."	Examined the following documents:  D.2.2 (Policy) Hiring Practices  D.2.3.2 (Procedure) Faculty and Department Chair Positions  D.8.2.1 (Procedure) Promotion Process  D.5.1.1 (Procedure) Employee Compensation and Exempt/Non-Exempt Status  Position descriptions (HR)  List of library faculty and staff on SPC Library website and online SPC Catalog  Staffing and teaching schedules for library faculty and staff  Library Reference Services Manual detailing duties	Examples of other types of documentation for this Comprehensive Standard:  "Evidence that personnel use opportunities for professional growth and training."  Recommendation given to have library employees use AlamoLearn as a way to document their professional growth and training.	N
4	1:10	Adjournment				