

SACS REAFFIRMATION 2016 Agenda/Minutes

FACULTY CREDENTIALS
 AGENDA/MINUTES
 DATE: 2/25/14
 Attendees: Mary Cottier William Fuller
 Audrey Moseley Renita D Mitchell



TEAM 10
 Case for Reqs/Std:
 _ CR2.8 Fac. quality /integrity
 _ CS 3.7.1 Faculty Competence

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1		Define the process for faculty qualification		SACs has already defined faculty qualifications for faculty. Double check Board Policy vs SACS policy	Board Policy and SACS needs to be in alignment	
2		Create Faculty Credential Form		Renita will create a form that is user friendly.	Look at converting this pdf	
3		Obtain Transcripts		Develop procedure for collecting transcripts. Can we use e-transcripts?	Determine if we need hard copies of faculty member's transcripts.	
4		Create dropbox folder for chairs		Renita will create a dropbox folder and instructions to send to the chairs		
5		Determine data for 2.8		Mary will contact Rhonda Johnson to get data of the ratios of fulltime to part-time faculty for Spring 2014 (need it by discipline). Also need faculty staffing by discipline.	Send Rhonda a copy of the table we are trying to duplicate.	
6		Determine data for 2.8		Mary will contact Rhonda Johnson to get data of ratios of student to faculty for Spring 2014.		
7		Start writing the narratives		William will start the narrative for 3.7.1 Audrey will start the narrative for 2.8		
8		Reminder – next meeting		Next meeting will be March 6 th @3pm	Renita will attend the SASC meeting at District and leave early. Ask Sean to take notes from me once I leave.	
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Thought process:

- (1) Create form and brief instructions (due March 3rd)

Convert Faculty Roster Form to include: Header on each page, page #s, table not to split over pages for a given cell, last updated. Put at least 35 rows on the sheet/form

Column 1: Identify every fulltime and part-time faculty member teaching Spring 2014 (and those scheduled for Fall 2014); must be in alphabetical order regardless of fulltime or part-time status.

Column 2: List each course once (if the instructor is teaching multiple sections).

Column 3 & 4: A& S if the faculty member does not have a degree in teaching discipline – 18 hours in discipline; AAS – Identify educational qualifications and/or licensure/certifications/work experience.

- (2) Add all department chairs to dropbox folder to submit the transcripts. Renita will move the transcripts to new software program.

- (3) Send form with instructions to Department Chairs to complete. (Due April 7th)

Along with instructions for the form, have chairs gather transcripts and upload to dropbox following the procedure below:

Official Transcripts (graduate and undergraduate degrees):

- Check records to see if the records housed in each department contains official transcripts. Scan transcripts and upload to dropbox or
- If the department does not have official transcripts, contact District, Jaime Salazar, to request official transcripts. If transcripts from District are clear then scan transcripts and upload to dropbox or
- If we cannot get clear original transcripts, the faculty member will have to provide the department with official transcripts for all degrees obtained. If it is an e-transcript, the email needs to be converted to pdf and uploaded to dropbox along with the e-transcript (which already comes as a pdf).

Create a naming convention for upload to maintain organization.