ALAMO COLLEGES
ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016   Agenda/Minutes

Faculty Credentials
AGENDA/MINUTES
DATE: 3/6/14
Attendees: ☑ Mary Cottier ☑ William Fuller
            ☑ Audrey Moseley ☑ Renita D Mitchell

SACS COC
Southern Association of Colleges and Schools
Commission on Colleges

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1		Verify Faculty Roster Form		Can you write in form? Can you add a row? Can you write a lengthy paragraph? - (Completed)		
2		Locate copy of Faculty Handbook		Renita - Ask George Johnson or Cindy Katz		
3		Faculty Transcripts		Mary - Ask HR to come up with a way to access all faculty transcripts. In the meantime all chairs will have to complete the faculty roster form by going through their records and then		
4		Identify department chairs		Sean Nighbert, Gregory Gonzales, Renita D Mitchell, Kathy White, George Johnson, Herman Hauschildt, Janie N. Gonzales, Dr. Kelly- , Mary A Kunz, Rafael Brisita, Randall, Dawson, Annette Bailey, Diane Hester, Jessica Cooper (Completed)		
5		Identify # of fulltime faculty		Renita - Ask each chair to identify their programs and the faculty in each program using spreadsheet (Program, # of fulltime faculty)		
6		Faculty teaching SDEV		Audrey - Determine how to identify the counselors – they teach SDEV and are considered faculty.		
7		Get updates on reports for FT to PT ratios & Student to Faculty Ratio		**Mary - Contact Rhonda**		
8		Identify selection process for fulltime and adjunct faculty		William - Process needs to be looked at for Arts & Sciences, Allied Health, and Applied Sciences.		
9		Send info to Chairs		**Renita - Send faculty roster, spreadsheet, and dropbox instructions to chairs on March 7th.**		
10						

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.