

SACS REAFFIRMATION 2016 Agenda/Minutes

FACULTY CREDENTIALS
AGENDA/MINUTES
DATE: 4/4/14
Attendees: Mary Cottier William Fuller
 Audrey Mosley 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		Transcripts		Each Department must verify that they have transcripts in the files for their entire faculty body. Identify all faculty that are missing transcripts. This committee will take the combined list to HR to request access to transcript. TRANSCRIPTS MUST BE ON FILE, READABLE, AND READILY AVAILABLE!!! When this committee asks for a copy for all the transcripts, the department chair must submit a hard copy that will be delivered to the Chair of this committee and stored in SLC 3 rd floor. Departments will also provide certification documentation (copy within the department). List of missing transcripts by April 15 th and send request from HR for missing transcripts.	Deans & VPAS have decided that we need a copy of all transcripts of all faculty. We need a statement from District that says all transcripts they send to us have been copied from original documents.	
2		Faculty Roster & Faculty Credential Forms		Need all department rosters & credentials form. Extend the deadline to April 15 th .		
3		Hiring Process		(Mary) Process for hiring faculty in Arts & Sciences (William) Process for hiring faculty in Applied Sciences		
4		Correspondence to Chairs		Send email to Mary for department chairs with extended due dates		
5		Narratives		Audrey and Bill will continue to work on their narratives.		
6		Verifying Faculty Credential Forms		Mary and Renita will start reviewing Rafael's and Kathy's credential forms.		

Next Meeting – April 11th @8:30am

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. Keep the transcripts on file. They must be on file here at SPC, readable, and readily available.
- If the department does not have official transcripts, contact District, Jaime Salazar, to request official transcripts. If transcripts from District are legible, keep the transcripts on file. They must be on file here at SPC, readable, and readily available.
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- If you cannot get clear original transcripts, the faculty member will have to provide the department with official transcripts for all degrees obtained. Keep the transcripts & email that transmitted the transcripts on file. They must be on file here at SPC, readable, and readily available.

Create a naming convention for upload to maintain organization.