

SACS REAFFIRMATION 2016 Agenda/Minutes

FACULTY CREDENTIALS
 AGENDA/MINUTES
 DATE: 4/15/14
 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		Verifying documents in Dropbox		<p>The following chairs have added requested information to Dropbox</p> <p>Faculty Credential Form: Rafael, Jessica, Randall, Janie, Sean, Greg, Renita, Kathy, George*, Herman, Annette and Diane</p> <p>*George's was incorrect. Michou, and Mary are missing their Faculty Credential Form.</p> <p>Fulltime Faculty Roster: Rafael, Jessica, Randall, Janie, Gregory, Renita, Kathy, Herman. Michou, Sean, George, Diane, Mary, and Annette are missing their Fulltime Faculty Rosters</p> <p>Transcripts: Transcripts for faculty were uploaded by Rafael and Renita. Recall chairs were not required to upload transcripts but were asked to keep a copy of transcripts housed in the department for quick reference.</p>		
2		Identify Missing Documents needed to complete Narratives		<p>Upload documents to Dropbox: Faculty Handbook & D.3.2 Policy for Faculty & Chair Position</p> <p>Audrey had questions about Resource Allocation forms and the process for the Operational Unit and Assessment Plan.</p>		
3		Reviewing Faculty Credential Forms		<p>Renita: Sean, Kathy, Janie, Randall, Gregory, George, Mary: Jessica, Rafael, Renita, Herman, Annette, Diane</p> <p>Then swap out forms to make sure we are comfortable with the product.</p>		
4		Credentials		<p>What % has above minimum requirements? As Renita and Mary go through Faculty Credential we will get totals for: AAS, BS, MA, MS, PhD.</p>		
5		Next Meeting		<p>April 21st @3:30pm – we will sit down and read the narratives and make any changes that need to be made. Outstanding items will be address and sent to the appropriate source.</p>		

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.