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

ALAMO COLLEGES
ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016   Agenda/Minutes

FACULTY STAFF AFFAIRS
AGENDA/MINUTES
DATE: 2/18/2014

SACS COC
Southern Association of Colleges and Schools
Commission on Colleges

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1	12:20	Approval of minutes from meeting held 2/11/2014.	N/A	Kimbel May to submit to Rhonda Johnson by email.	Minutes approved. To save time at future meetings, Recorder Kimbel May will send minutes electronically to team members for approval, then submit to Rhonda Johnson.	
2	12:25	Review & Discussion of CS 3.7.2 – Faculty Evaluations	CS 3.7.2 – Faculty Evaluations "The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status."	Examined the following documents: D.7.1.1 (Procedure) Employee Evaluations D.7.1.2 (Procedure) Faculty Performance Evaluations "SPC Faculty Handbook" found in Alamo Share.	*"What are the policies, procedures, and criteria that govern faculty evaluation and how are these publicized among the faculty and others?"* Not everyone can access the SPC Faculty Handbook in Alamo Share – access is currently restricted (?) to only some faculty. The link to the SPC Faculty Handbook is not easily found in Alamo Share. Searching the SPC Alamo Share site does not retrieve the Handbook as a result. *"What evidence exists that shows that evaluation is administered on a regular and timely basis, at least every three years?"* Do departments keep personnel files, and would they be able to produce them to show as evidence during a site visit? Or, would requests for this documentation by SACS during the site visit be referred to District Human Resources? This seems to be a Records Management issue – there is no consensus or procedure as to where, how long, and in what format (electronic? hard	Y

					copy?) evaluation documents should exist. No standards that this Functional Team is aware of are in place at SPC. ***"How are faculty evaluations administered and <mark>used in ensuring the effectiveness</mark> of all faculty, especially in terms of student learning?"*** It is clear that faculty evaluations are <u>administered</u>. But how are faculty evaluations actually "<u>used</u> in ensuring the effectiveness" of faculty in terms of student learning, beyond student grade reports? It is the responsibility of each individual faculty member to <u>use</u> the improvements suggested by their peers (peer evaluation), chairperson (faculty evaluation by chairperson), and from their own self-evaluation to improve their teaching. How much of a standardized process of measurement would be required by SACS on this point? Note that the *SACS Resource Manual* lists as Required Documentation under this section: "Evidence that shows that evaluations are taking place regularly <u>and being used to measure performance effectiveness</u>."	
3	12:50	Review & Discussion of CS 3.7.3 – Faculty Development	CS 3.7.3 – Faculty Development *"The institution provides evidence of ongoing professional development of faculty as*	Examined the following documents: D.6.1 (Policy) Professional Development (includes Upward Mobility) D.6.1.1 (Procedure) Professional Development D.6.1.2 (Procedure) Required Training D.6.1.3 (Procedure) Tuition Reimbursement for Employees and Child Dependents	***"How does the institution support faculty professional development, including <mark>financial support</mark>?"*** What procedure is in place for allocating travel funds? Is it consistent among all departments/divisions? Document suggested by SACS: "Description of resources allocated by the institution in support of ongoing faculty professional Development." Required trainings are sometimes not available/not offered. Example: New Supervisor training in	Y

			teachers, scholars, and practitioners."		AlamoLearn. ***"What activities are classified as professional development?"*** Definition in D.6.1 applies to all employees in the Alamo Colleges. As this Comprehensive Standard applies to faculty specifically, do we need to provide a stricter definition in the narrative that addresses the development of faculty "as teachers, scholars, and practitioners"? ***"What are the policies, <mark>procedures,</mark> and programs dealing with the professional development of members of the faculty?"*** Document suggested by SACS: "Description of how faculty share their professional development experience with other members of the faculty." In the past, faculty submitted travel narratives with their receipts when returning from professional development events that required travel. It seems this is no longer required. There is no current formal procedure in place for sharing professional development experience.	
4	1:10	New meeting location	N/A	Diane Hester to check on availability of CLR 301 as new regular meeting room due to problems with accessing current meeting space.	N/A	
5	1:15	Adjournment				