

Case for Reqs/Std:

- _ CS3.7.2 Faculty evaluation
- _ CS3.7.3 Faculty development
- _ CS3.7.4 Academic Freedom
- _ CS3.7.5 Faculty role in governance
- _ CS 3.2.9 Personnel appointment
- _ CS3.8.3 Librarian staffing
- _ CS3.4.10 Resp. for curriculum
- _ CS3.4.11 Pgm Coordination
- _ CS3.9.3 Student Success staffing

| ITEM | TIME | AGENDA ITEM | PRINCIPLE | ACTIONS | NOTES | ESCALATION ISSUE Y/N |
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| 1 | 12:20 | Approval of Minutes | N/A | Kimbel May to forward approved minutes from 2/25/2014 meeting to Rhonda Johnson. | N/A | N |
| 2 | 12:22 | Review & Discussion of CS 3.2.9 – Personnel Appointment | C CS 3.2.9 – Personnel Appointment <i>“The institution publishes policies regarding appointment, employment, and evaluation of all personnel.”</i> | <p>Examined the following documents:</p> <p><u>Policies:</u> B.5.1 (Policy) Board Responsibilities (#7) D.2.1-(Policy) Equal Employment Opportunity D.2.2-(Policy) Hiring Practices D.2.3-(Policy) Qualifications for Hire D.2.4-(Policy) Nepotism, Conflicts of Interest D.2.5-(Policy) Hiring Authority, Status, Assignments and Duties D.2.6-(Policy) Telecommuting D.2.7-(Policy) Employee Licensure, Registration and Certification Requirements</p> <p><u>Procedures:</u> D.2.2.1-(Procedure) Hiring Practices D.2.3.1-(Procedure) Criminal History Background Checks and Drug Testing D.2.3.2-(Procedure) Faculty and Department Chair</p> | <p>Examples of other types of documentation for this Comprehensive Standard:</p> <p><i>“Contracts, memorandums of understanding, or other agreements for outsourced services/programs.”</i></p> <p>Does SPC outsource any services or programs? Housekeeping, UPS Store, Bookstore, Cafeteria, Printing Facilities – contracts available to upload to Xitracs? Rose Spruill will follow up on this question.</p> <p><i>“In cases where educational services or programs are outsourced, the mechanisms for ensuring that the practices for employment, appointment, and evaluation of personnel are comparable with those used by the institution.”</i></p> <p>Dual Credit/Early College instructors – what policies govern their personnel appointments, evaluations, etc.? Diane Hester will follow up on this question.</p> <p><i>“Evidence of a periodic review for the currency of such policies.”</i></p> | Y(?) |

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| | | | | <p>Positions</p> <p>D.2.3.3-(Procedure) Faculty Members' Use of English</p> <p>D.2.3.4-(Procedure) Pre-Employment Screening for Controlled Substances</p> <p>D.2.4.1-(Procedure) Nepotism</p> <p>D.2.4.2-(Procedure) Conflicts of Interest</p> <p>D.2.5.1-(Procedure) Hiring Authority, Status, Assignments and Duties</p> <p>D.2.5.2-(Procedure) Staffing Review</p> <p>D.2.5.3-(Procedure) Position Elimination, Realignment and Reassignment</p> <p>D.2.5.4-(Procedure) Full-Time Tenured and Tenure Track Faculty Relocation Between Colleges</p> <p>D.2.7.1-(Procedure) Employee Licensure, Registration and Certification Requirements</p> <p>D.7.1-(Procedure) Employee Evaluations</p> <p>D.7.1.2-(Procedure) Faculty Performance Evaluations</p> <p>Email updates sent by District Ethics and Compliance Officer to all Alamo Colleges employees when policy actions are taken by the Board of Trustees and Chancellor.</p> <p>HR site in Alamo Share http://share.alamo.edu/hrorgdev/SitePages/Home.aspx</p> <p>Faculty Calendar of Activities in Alamo Share</p> | <p>While Board Policies and Procedures clearly state dates of adoption/amendment/Board action, many other documents (and potential pieces of evidence for this standard) at the HR Alamo Share site are undated or show no date of revision or review. Some still say "ACCD".</p> | |
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| 3 | 1:00 | Review & Discussion of CS 3.8.3 – Qualified Staff (Library & Learning Resources) | <p>CS 3.8.3 – Qualified Staff (Library & Learning Resources)</p> <p><i>“The institution provides a sufficient number of qualified staff-- with appropriate education or experiences in library and/or other learning/information resources-- to accomplish the mission of the institution.”</i></p> | <p>Examined the following documents:</p> <p>D.2.2 (Policy) Hiring Practices</p> <p>D.2.3.2 (Procedure) Faculty and Department Chair Positions</p> <p>D.8.2.1 (Procedure) Promotion Process</p> <p>D.5.1.1 (Procedure) Employee Compensation and Exempt/Non-Exempt Status</p> <p>Position descriptions (HR)</p> <p>List of library faculty and staff on SPC Library website and online SPC Catalog</p> <p>Staffing and teaching schedules for library faculty and staff</p> <p>Library Reference Services Manual detailing duties</p> | <p>Examples of other types of documentation for this Comprehensive Standard:</p> <p><i>“Evidence that personnel use opportunities for professional growth and training.”</i></p> <p>Recommendation given to have library employees use AlamoLearn as a way to document their professional growth and training.</p> | N |
| 4 | 1:10 | Adjournment | | | | |