



ALAMO  
COLLEGES

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016 Agenda/Minutes

FACULTY & STAFF AFFAIRS

AGENDA/MINUTES

DATE: 3/18/2014



Southern Association of Colleges and Schools  
Commission on Colleges

TEAM 4

Case for Reqs/Std's:

- \_ 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 |
|------|-------|--|--|---|---|----------------------|
| 1    | 12:20 | Review & Discussion of CS 3.4.10 – Responsibility for the Curriculum | CS 3.4.10 – Responsibility for the Curriculum<br><br>“The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” | <p><b>Considered the following documents:</b></p> <ul style="list-style-type: none"> <li>Instructional Unit Reviews??</li> <li>Curriculum Review (District and College committees)</li> <li>National Accreditation Boards for individual programs</li> <li>Legal Reference –TACC Policy Reference Manual</li> <li>Quality Enhancement Plan (QEP)-Student Learning Outcomes</li> <li>Manual or Handbook for developing new programs (in development by Randal Dawson + others?)</li> <li>Unit Plans</li> <li>Faculty Handbook</li> <li>A.1.3 (Policy) College District Vision, Mission, Values and Goals – Goal #3</li> <li>B.2.1 (Policy) Organizational Plan #8</li> <li>B.5.1 (Policy) Board Responsibilities #11</li> <li>E.1.6 (Policy) Program and Course Offerings</li> <li>D.7.1.1 (Procedure) Employee Evaluations</li> </ul> | <p><b>“What is the process for the development, evaluation, and improvement of the curriculum?”</b></p> <p>Not all departments may be doing instructional unit reviews. (Arts &amp; Sciences?) Diane Hester will check on this.</p> <p><b>“What is the role of faculty regarding the content, quantity, and effectiveness of the institution’s curriculum?”</b></p> <p style="text-align: center;"><b>&amp;</b></p> <p><b>“What are the policies and procedures for expanding or limiting the curriculum and what are the faculty’s responsibilities?”</b></p> <p>A flowchart exists on the Curriculum Committee AlamoShare website, but no <u>SPC-specific</u>, written policies or procedures were found on expanding or limiting the curriculum. Does one exist? Does it specify faculty responsibility?</p> <p>We are concerned that there are no District policies that specify <u>faculty</u> responsibility for the curricula (though it does mention Chancellor and Board responsibilities).</p> <p><b>“How does the institution ensure the quality and effectiveness of its curriculum so that it is appropriate to its educational programs? What standards for review of curriculum quality does the institution use?”</b></p> | Y                    |

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|---|------|--|--|---|---|----------|
|   |      |  |  | Curriculum Committee<br>Assessment of QEP/Student Learning Outcomes   | We know of no college-wide standard in place for curriculum quality review. Some programs follow standards for their accrediting bodies. But how does SPC ensure quality and effectiveness of its curriculum? |          |
| 2 | 1:04 | Review & Discussion of CS 3.9.3 – Qualified Staff (Student Affairs and Services) | CS 3.9.3 – Qualified Staff (Student Affairs and Services)<br><br><i>“The institution employs qualified personnel to ensure the quality and effectiveness of its student affairs programs.”</i> | <b>Considered the following documents:</b><br>Education Support Services Organizational Chart<br><br><u>Procedures:</u><br>D.6.1.1 (Procedure) Professional Development<br><br>D.6.1.2 (Procedure) Required Training<br><br>D.6.1.3 (Procedure) Tuition Reimbursement for Employees and Child Dependents<br><br>Human Resources – position descriptions for Student Affairs staff | Roster of Student Affairs staff will be required for this section. Contact Dr. Machen (?)   | <b>N</b> |
| 3 | 1:25 | Discussion   | N/A  | Clarification needed on required/suggested documentation, due dates of narratives, template/sample of narratives, collection of documentation, Xitracs training.<br><br>Jessica Cooper will contact Dr. Sides for more clarification on these issues.   |   |          |
| 4 | 1:30 | Adjournment  |  |   |   |          |