**Credentialing Committee Meeting**

**Via Go-To-Meeting**

**February 7, 2019**

**1:00 p.m. – 3:00 p.m.**

Present: Dr. Martha Lavender, Dr. Vicky Ohlson, Trish Jones, Jimmy Hodges, Peggy Linton, Dr. Leslie Hartley, Rodney Land, Darlene Andrews, Amy Smith, Dr. Edith Smith, Dana Clements, Jesse McDaniel, and Bruce Crawford for Dr. Perry Ward

Absent: Dr. Perry Ward, Timmy James, Cynthia Buchheit, Tracey Driscoll, George Scott, Art Rousseau, Natalie English, and William Tunnell

Call to Order

 Dr. Lavender called the meeting to order and welcomed all committee members.

Approval of Minutes from Previous Meeting

 The minutes from the December 3, 2018 meeting were reviewed and approved.

1. Policy 608.01 – Instructor Load and Hours

 The revised policy and Chancellor’s Procedures for 608.01 Instructor Load and Hours was distributed to the presidents and instructional officers before the Christmas holidays for review and comments. One comment received was to ask the committee to look at the work week for full-time faculty. After discussion on this issue, the committee will not recommend changing the 35-hour week to a 40- hour work week.

The committee was also asked to clarify when faculty would be paid an overload. It was moved and seconded to change the wording in section 4.1 stating any instructional load of more than 15-16 credit hours or more than 30 contact hours constitutes an overload and must be approved by the president of the institution.

2. Subcommittee Reports

 2.1 Faculty Credentialing and Rank Assignment for Initial Employment

 a. Academic and CTE Inventories: The subcommittee met on December 13, 2018 to discuss the program inventory/credentialing documents for ACA (formerly A Level), CTE1 (formerly B Level), and CTE2 (formerly C Level). Mr. Hodges explained the three inventory/credentialing documents and the rationale for placing each program on either ACA, CTE1, or CTE2. The committee voted to approve the recommendations by the subcommittee.

b. Alternate Salary Schedules: This subcommittee has met and is developing language for the revision to the Chancellor’s Procedures for Policy 605.02 which would clarify that a faculty new hire can be placed at Instructor Rank I through Instructor Rank IV as justified by his/her credentials. The subcommittee is also working on developing new hire rank assignment scenarios that would provide more clarity on the flexibility of the Procedure for Policy 605.02 for salary schedule placement, and working on developing recommendations for inclusion of professional work experience requirements for initial hire of CTE instructors. They will present their recommendations at the next meeting of the full Committee.

 c. Subjectivity in Evaluation: This item will be discussed at the February 26 meeting.

 d. Mistrust and Communications: This subcommittee presented recommendations for revision to the draft Chancellor’s Procedure for Policy 605.03 that would prohibit supervisors from making decisions on subordinates’ promotion portfolios based on personal or political motivations and would require the supervisor to review the portfolio and render an approval decision for advancement to the Portfolio Review Committee within 30 calendar days of the portfolio’s submission. It also proposed that the Portfolio Review Committee include four elected faculty representatives rather than three appointed faculty representatives and the immediate supervisor. In discussion, it was discovered that the Subjectivity in Evaluation subcommittee had developed an alternative plan that left immediate supervisors on the Portfolio Review Committees but removed them as “gatekeepers” for submission to the Portfolio Review Committee. The Committee decided it preferred to consider both plans in writing in a side-by-side comparison, and decided to delay vote on the submitted recommendation until the next meeting.

 2.2 Promotion/Progression in Rank: Both items will be moved to next agenda.

 a. 25% for higher rank

 b. Time in Rank

3. Other Issues

 System-wide Mandatory Training: Discussion regarding training will not take place until all subcommittee work has completed.

 Standardized Evaluations for Faculty/Staff: No discussion from committee at this time.

5. Next meeting – Date/Time

 The next meeting is February 26, 2019, at 1:00 p.m. via Go-to-Meeting.