**Credentialing Committee Meeting**

**May 15, 2018**

**Online Using GoToMeeting**

Present: Dr. Martha Lavender, chair; Peggy Linton, Vicky Ohlson, Timmy James, Jimmy Hodges, Cody Thompson and Leslie Hartley

**A. Minutes from Previous Meetings**

The minutes from the April 20th, April 25th, and May 10th meetings were reviewed and approved as submitted.

1. **Recap of work to date on Policy 605.02 (Faculty Credentials)**

Two recommendations for revisions to ACCS Policy 605.02 and the Chancellor’s Procedure for Policy 605.02 from the System Office Human Resources Division were presented for the Committee’s consideration and were approved:

1. Add the word step to the policy statement so it would now read “The President is authorized to approve rank and step assignment for initial employment.”
2. Make the *ACCS Academic Inventory and Credentialing Document Listed by Credential* a part of the Chancellor’s Procedure for Policy 605.02 and reference it in the description of each faculty credential group. Also, add the word step to the last sentence of bullet #7 so that it reads “Faculty hired prior to the approval of this policy will retain rank, step, and salary assigned under the previous faculty credential standards.”

An additional question from The Human Resources Division at the System Office was also presented for the Committee’s consideration: Is the Committee was recommending the deletion of Salary Schedule D2 with the recommendation of the new proposed salary schedule for instructors? It was noted that Salary Schedule D2 could be adapted to match the design of the proposed new salary schedule without changing any dollar values. The Committee agreed that this option should be presented to the Chancellor for further input.

1. **Further Discussion of Policy 608.01 (Faculty Load and Hours)**

Preliminary revisions to the Chancellor’s Procedures for Policy 608.01 were presented and the Committee discussed and acted on several points:

The Committee agreed to leave the minimum faculty work week at 35 hours, but to emphasize that presidents have the authority to set faculty work hours, with 35 being only a minimum.

The Committee agreed that no change was required to the language about maximum contact hours for technical instructors for the summer.

The list of factors for presidents to consider when determining credit hour/contact hour equivalencies for non-teaching assignments was removed according to the Committee’s recommendation from the previous meeting.

Discussion ensued on whether or not to include a reference to an example formula that could be used to determine equivalent credit hours/contact hours for supervision of students enrolled in credit-bearing activities such as internships, preceptorships, and apprenticeships. The Committee decided that including such an example might imply that a formula is necessary and have unintended negative consequences at colleges where voluntary teamwork is already working well to manage such assignments.

Discussion was held on the number of independent study students a faculty member should be expected to supervise without compensation and whether such assignments should be voluntary or not. The Committee agreed that faculty members should have a choice of whether to accept assignments to manage independent study students. It was noted that some institutions (not necessarily in the ACCS) compensate faculty members when the number of independent study students exceeds a certain number. It was also noted that in some ACCS colleges, there is a maximum number of independent study students that a faculty member is allowed to oversee and in other ACCS colleges the number of independent study students assigned to a faculty member is factored into the faculty member’s credit hour production calculation. It was suggested that any reference to compensation in the Chancellor’s Procedure might prompt faculty members to request compensation for any independent study assignments. This matter was tabled until the next meeting.

The Committee approved making the discussed changes to the Chancellor’s Procedure for Policy 608.01 and Policy 605.02 and presenting the revised documents to the Chancellor.

There being no additional items on the agenda, the committee voted to adjourn until the **next meeting, TBA.**

VLO