**Minutes of Meeting**

**Faculty Credential Policy Review Committee**

**April 29, 2019 – 2:00 PM – Online Via Go-to-Meeting**

**Attendees**

Dana Clements, Cynthia Buchheit, Dr. Edith Smith, Peggy Linton, Rodney Land, Dr. Timmy James, Tracey Driscoll, Dr. Martha Lavender, Darlene Andrews, Dr. Vicky Ohlson, Dr. Leslie Hartley, Jimmy Hodges, Amy Smith, Natalie English, Kenneth Kirkland, Trish Jones

**Call to Order/Approval of the Minutes**

The meeting was called to order by the Chair, Dr. Martha Lavender and the minutes from the April 4th meeting were reviewed; corrections were made to reflect that the agreed-upon role of the supervisor in the promotion process entailed serving as a resource for portfolio development (not to review the portfolio for accuracy/completeness) and to serve as a member of the portfolio review committee. Motion was made by Tracey Driscoll to accept this correction and approve the amended minutes. Motion was seconded by Dr. Timmy James and the Committee voted unanimously to accept the revision and approve the minutes.

**Announcements**

Dr. Lavender informed the Committee that Policy 608.01 (Instructor Load and Hours) and the associated Chancellor’s Procedures which had been presented for review at the Board of Trustees’ regular monthly work session on March 13 were considered at the regular monthly Board of Trustees’ meeting on April 10 and the Board voted to adopt.

**Old Business**

Dr. Lavender presented the draft of the Chancellor’s Procedure for Policy 605.02 (Faculty Credentials and Rank/Step Assignment for Initial Employment) with revisions that reflected previously submitted subcommittee recommendations. Dr. Lavender asked that the Committee to review the draft Procedure in an item-by-item manner to ensure that the Committee was in full agreement on the document before moving it forward. The Committee then collectively read and discussed each item at length, voting unanimously to make several revisions:

* Replacement of the title “Academic Inventory” with “Program Inventory”
* Expansion of the title “Distinguished Instructor” to “Instructor V (Distinguished Instructor)”
* Addition of advising and recruitment responsibilities to the description of Instructor I
* Addition of a progression of responsibilities for committee work from simple participation at the departmental/college level for instructors at Rank I to leadership at the System/state-level for instructors at Rank IV.
* Replacement of the words “as determined by the department” with “as defined by the department” in the context of the Rank I duty to provide timely feedback on student assessments
* Addition of a progression of responsibilities for instructors to engage in unit planning/program evaluation and student learning outcome assessment from simple participation and implementation at Rank I to more active leadership for design, development, and assessment of unit plans and student learning outcomes at Rank IV.
* Removal of the word “may” to clarify that instructors at progressively higher ranks must demonstrate additional advanced academic/workforce credentials/professional development and/or a sustained record of teaching excellence and institutional/professional/community service.
* Removal of marketing and recruitment from Rank IV responsibilities since recruitment was added to Rank I responsibilities.

When every item had been discussed and revised with unanimous consent, a motion was made by Dr. Vicky Ohlson to accept all revisions and approve the Policy and Procedure 605.02 for movement forward. Tracey Driscoll seconded the motion and the Committee voted unanimously to approve.

Dr. Lavender then presented the proposed new Salary Schedule D-1 and D-2 for a final review. It was noted that Salary Schedule D-2 as presented contained Salary Schedule D-1 numbers for Ranks IV and V. Dr. Vicky Ohlson performed a quick comparison using the official salary schedules posted on the ACCS website and confirmed this error. She agreed to make corrections and send to Dr. Lavender to accompany Policy and Procedure 605.02 as it is moved forward.

Dr. Lavender then broached the subject of the D-3 Salary Schedule. Discussion ensued on the dilemma of desiring to recommend an increase in pay while having no Adult Education personnel representation on the Committee and no source of increased funding. Jimmy Hodges made the motion that the Committee issue a recommendation to the Chancellor that Salary Schedule D-3 undergo a formal compensation review. Dr. Leslie Hartley offered a second to the motion, and the Committee unanimously voted to approve.

Dr. Lavender reminded everyone that the Committee still needed to conduct a final review of the draft for the Chancellor’s Procedure for Policy 605.03 (Promotion/Progression in Rank) and asked for a meeting to be scheduled in May. Everyone preferred meeting online rather than in person. Dr. Lavender took a poll of those present at the meeting to determine a viable date/time for the next meeting considering the end-of-semester activities and last days of work for faculty on the Committee. May 6th at 3:00 p.m. was established as the best option. Dr. Lavender asked everyone to reserve that day/time on their calendars and promised to send a calendar invitation out for the GoToMeeting session as soon as possible.