

## **Minutes of Meeting**

### **Faculty Credential Policy Review Committee**

**May 6, 2019 – 3:00 PM – Online Via Go-to-Meeting**

#### **Attendees**

Dr. Martha Lavender, Dr. Vicky Ohlson, Peggy Linton, Rodney Land, Dr. Timmy James, Bradley Fricks, Dana Clements, Darlene Andrews, Kenneth Kirkland, Dr. Leslie Hartley, Tracey Driscoll, Art Rousseau, Jesse McDaniel, Cynthia Buchheit

#### **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 29<sup>th</sup> meeting were reviewed; motion was made by Tracey Driscoll to approve the minutes. Motion was seconded by Darlene Andrews and the Committee voted unanimously to approve the minutes.

#### **Announcements**

Dr. Lavender reported that she had received information from the ACCS Classification Committee that while their work was temporarily on hold, they expected it to resume soon and that the D3 salary schedule would be part of the compensation study.

#### **Old Business**

Dr. Lavender presented the draft of the Chancellor's Procedure for Policy 605.03 (Faculty Promotion/Progression in Rank) with revisions that reflected previously submitted subcommittee recommendations. Dr. Lavender asked that the Committee 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. Minor adjustments in wording were made on several items to clarify the intent of the committee. Items that received particular attention and lengthier discussion were:

- Evidence of teaching excellence – Trended student evaluations and course pass/fail rates were added to the list of examples of evidence that may be included in a faculty member's portfolio.
- Suggested timeline for the portfolio submission and review process –Changes were made to reduce the time frame for the Portfolio Review Committee to review submissions from 3 months to 2 months. The time frame for the instructional dean's review and the president's review was adjusted to approximately 3 weeks each. A 10-day period was established for appeals to the president following a denial of promotion, with a similar 10-day period for the president to review the appeal and communicate a final decision.

After all items had been discussed, a motion was made by Dr. Vicky Ohlson to accept all revisions and approve the Policy and Procedure 605.03 for movement forward. A request was then made to clarify the motion. What was meant by "approve" and "move forward"? Dr. Lavender stated that "approve" and "move forward" meant agreeing to publish the draft as revised during the meeting for a defined period for review and comment by faculty and other stakeholders System-wide, after which the Committee would consider the received feedback, make final revisions, and forward final drafts to the

Chancellor and Board of Trustees. Dr. Ohlson concurred that this was what she proposed with her motion. A second to this motion was made by Peggy Linton. A roll call vote was taken of the 9 voting members who were present at the meeting (out of 12 total voting members) and all 9 voted to approve the motion.

Dr. Lavender suggested that the Committee send a mass email out to all presidents, instructional officers, and faculty to notify them of the posting of the drafts for Policy and Procedure 605.02 and 605.03 on the ACCS website and to solicit feedback. Dr. Ohlson reminded the Committee that the System Office had no master list of email addresses segregated by position, so the email would have to be sent to all ACCS employees, not just the targeted groups, and that approval for such mass emails had to be granted by the Chancellor. Dr. Ohlson agreed to ask for the Chancellor's permission and the Committee established Friday, May 10<sup>th</sup> as the goal for posting the drafts on the ACCS website and sending the mass email. The Committee agreed on setting a deadline of June 5<sup>th</sup> for submission of feedback through the public comments portal.

There being no further business to discuss, the meeting was adjourned.

VLO/vlo