

NCA STEERING COMMITTEE MINUTES

Thursday, March 17, 2005

11:15 A.M., CN301

Present: Linda Curran, Rick Beck, Ellen Boswell, Gail Bruce-Sanford, Jennifer Caine, Joan L. Foster, Kathy Heyl, Roberta Hills, Frieda Holley, Jeff Johnson, Vonda Knox, Larry Langton, Cathy Lucas, Stephanie Moran, Abel Moreno, Ann Murphy, Ellen Susman, Hal Tamblyn,

Absent: Cathy Lucas, Jeff Johnson

1. The minutes of the March 10, 2005 meeting were not available.
2. *Collecting data on the degrees of part-time faculty:* Stephanie Moran's committee had met and had the following questions/concerns. Suggested answers are italics.
 - a. Who will make the initial contact with department chairs about checking the degrees of part-time faculty once the information is collected by HR? Who will explain the importance of the task? *Either the Steering Committee will or VP Joan Foster will.*
 - b. If information is needed to complete a file for a part-time faculty, who should make the request? *It was suggested that HR ask the dean to ask the chair.*
 - c. Who should be keeping the official transcripts? *HR should.*
 - d. Transcripts are needed as verification of the last degree. The assumption is that the transcript used must be an official transcript. *Is that correct?*
 - e. Are transcripts from all institutions attended by the part-time faculty member needed or only those where a degree was completed?
 - f. A process for completion of part-time faculty files needs to be established. Part-time faculty are often hired at the last minute and there is insufficient time to verify credentials. HR needs to establish a system for recording if the credentials are complete. It is assumed that the department chair and/or dean will ask the candidate for an official transcript and that the official transcript will be sent to the chair. The official transcript then should be sent to HR. HR needs to notify the dean at some point if the documentation is not complete. A suggestion was made that part-time faculty be given 60 days to provide an official transcript. **Task: Establish this process.**
 - g. To make degree information easy for HR to enter into Banner, the following question was proposed for the Part-time Faculty Appointment Form: "What is your highest degree and when did you obtain that degree?"
 - h. It was noted that part-time faculty sometimes earn an advanced degree after they have been teaching for a while but records are not changed in HR. To collect this information, additional questions were suggested for the Part-time Faculty Appointment Form: "Are you currently working on a higher degree?" "Have you received a degree since your last contract?" An official transcript is needed for verification.
 - i. Tamy Calahan has stated that IT will be able to print a report once the data are entered into Banner. Rick Beck will see if there is a standard Banner report.
3. The Committee briefly discussed the presidential candidate and his understanding of MSCD's role and mission.
4. The Steering Committee discussed Criterion Three. See the Criterion Three document.

5. Criterion Three focuses on assessment. As part of the discussion, Linda Curran distributed the recommendations of the Task Force on Assessment created by President Kieft and reviewed them. Some of the recommendations are mentioned in the Criterion Three document.
 - a. Linda noted that the annual assessment reports submitted by program faculty seem to be rarely used for planning or change.
 - b. There is little integration of curricular and co-curricular assessment.
 - c. The emphasis on student learning should extend beyond academic departments, especially including co-curricular activities. See the Criterion Three Document.
 - d. It would be helpful to have data warehousing for assessment purposes.
 - e. More resources are needed for assessment: a data warehouse, increased staff resources, and professional development.

Assignment: Read all the handouts and continue to study Criterion Three and look at Criterion Four.