

## Criterion 2.A

### Faculty Credentials Report

In response to the Higher Learning Commission's Peer Review Team in 2018 determining there was significant confusion on behalf of faculty and staff regarding the Commission's policy on faculty credentials and shared governance, Southern employees revisited the policy and procedure it uses to select and hire faculty (SCP-2171, *Professional and Educational Requirements for Faculty*). The policy was revised to include additional references; the insertion of the definition for an instructional specialist to match that found in other institutional policies; clarification of the minimum number of advertisements required in 6.2.1; the process for updating the Faculty Credentialing and Tested Experience form (SCP-2171.A); responsibilities for the Human Resource Director; and title changes. The professional and educational requirements closely align with HLC guidelines.

In addition to changes within the policy, a Southern Institutional Procedure (SIP) was developed in support of the policy (SIP-2171, *Faculty Credentialing and Tested Experience*; and forms SIP 2171.A-E, *Faculty Qualifications Including Tested Experience*). This procedure provides guidance when a person with non-standard credentials needs to be hired to teach a class. Demonstrated evidence of sufficient content expertise and the ability to deliver the required content must be submitted through a portfolio of experience for the respective School Dean and their School team to evaluate. If granted, the faculty member will be assigned a mentor that already meets the required qualifications.

The procedure and forms were developed in a collaborative determination, steered and primarily developed by faculty. School Deans met with faculty of each department to discuss combinations of education and experience that would be adequate tested experience. The Deans submitted their recommendations to the Faculty Senate and the Curriculum and Instruction Committee for review and recommendations. The recommendations proceeded through the remainder of the governance system being fine-tuned and improved as necessary throughout the governance committees to ensure consistency, accuracy, and complete coverage of evidence to support the required credentialing of course disciplines. The process of this procedural path included the Management Council of Academic Affairs and Student Services (MCAS), Executive Council, and the President's Cabinet.

Human Resources' role in this action was to provide assistance as needed and confirm precise and comprehensive reporting and/or justification, as well as regular maintenance of record keeping and availability. This process was developed to provide clarity in regards to faculty credentials and qualifications to align with Commission policy and teaching assignments through monitoring of every faculty member's required documentation pertaining to academic credentials. It is a requirement for all faculty personnel files to contain a complete and up to date SCP-2171.A form. Human Resources, through the assistance of the Chief Information Officer, also developed a Transcript Check-List Faculty Credential Form consisting of all faculty in the data base. This form

is used to validate receipt of official transcripts and to correlate and validate with SCP-2171.A (Appendix A).

Once a candidate has been identified for a faculty position, the candidate is required to send official transcripts to the Office of Human Resources. Upon receipt, the official transcript is placed in the individual's personnel file and a copy is sent to the respective School Dean. The Dean then completes form SCP-2171.A based upon the candidate's degree(s). Upon completion of SCP-2171.A by the respective School Dean, the *Faculty Credentials Certification* Form and transcript are submitted to the Chief Academic Officer for review, verification, and approval. Once fully approved, SCP-2171.A is sent to the Office of Human Resources and is placed in the faculty member's personnel file. For quick reference, a working copy is also placed alphabetically in a three-ring binder and maintained in the Director of Human Resource's office. After the faculty member's hiring proposal is fully approved, the information on the transcript and SCP-2171.A are entered into an electronic credentialing database embedded within BANNER (Appendix B). This database stores all information, providing the institution with trackable resources and evidence that all faculty meets the requirements to teach in a particular field of study. This also provides an instrument and a trail for the School Deans and Chief Academic Officer to review potential and available faculty to fill positions in disciplines as the need or situation arises.

This action has improved the confusion and interpretations of institutional and Higher Learning Commission policies as identified during the 2018 visit related to this subject. Through the above personnel's continual monitoring of their faculty each semester and throughout each new faculty change, the practices implemented will provide clear evidence required to align with the Commission's policies while also improving course matchups with qualified faculty.

Southern West Virginia Community and Technical College  
 All Faculty - Spring 2018 through Spring 2020  
 Checklist for checking files for Official Transcript and valid 2171.A

15-Jan-2020

ID	Name	Official Transcript	2171.A
S00002684	Abraham, Brian	_____	_____
S00023931	Abraham, Joseph	_____	_____
S00125158	Abraham, Stephanie	_____	_____
S00052392	Adkins, Denise	_____	_____
S00058207	Alderman, William II	_____	_____
S00006225	Alderman, William Sr.	_____	_____
S00128684	Alviani, Henry	_____	_____
S00043518	Anderson, William	_____	_____
S00062639	Baisden, Samantha	_____	_____
S00114593	Baisden, Susan	_____	_____
S00063629	Baldwin, Susan	_____	_____
S00125393	Banks, Adam Mr.	_____	_____
S00127752	Bartlett, Kevin	_____	_____
S00109728	Bell, Angela	_____	_____
S00005038	Bias, Regina	_____	_____
S00126052	Bligh, David	_____	_____
S00129086	Bonilla, Alfredo	_____	_____
S00127131	Bragg, Nicholas	_____	_____
S00060407	Brown, Andrea	_____	_____
S00029251	Brown, James Jr	_____	_____
S00024040	Brown, Kimberly	_____	_____

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15-Jan-2020

ID	Name	Official Transcript	2171.A
S00056019	Brown-Cohenour, Tina	_____	_____
S00105239	Browning, Emily	_____	_____
S00128681	Browning, Tamara	_____	_____
S00054803	Brumfield, Jamie	_____	_____
S00003679	Bryant, Tahnee	_____	_____
S00127791	Carolla, Jonathan	_____	_____
S00052838	Carter, Brian	_____	_____
S00000974	Clay, Nancy	_____	_____
S00014603	Cline, Christine	_____	_____
S00105389	Cline, Teresa	_____	_____
S00015494	Cline-Riggins, Shawn	_____	_____
S00119349	Coffin, Alberto	_____	_____
S00008043	Colegrove, Irma	_____	_____
S00010637	Combs, Aymee	_____	_____
S00125124	Curtis, David	_____	_____
S00069383	D'Angelo, Lawrence	_____	_____
S00001819	Dalton, Kathy	_____	_____
S00013724	Daniel, Stephanie	_____	_____
S00018705	Dardi, Shirley	_____	_____
S00125429	Davis, Brandie	_____	_____
S00000236	Davis, Sharon	_____	_____

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15-Jan-2020

ID	Name	Official Transcript	2171.A
S00039819	Deskins, Katherine	_____	_____
S00000413	Drake, Heather	_____	_____
S00004053	Elkins, Sheliah	_____	_____
S00094568	Ellis, Anitra	_____	_____
S00125315	Ellis, Jonathan	_____	_____
S00092317	Evans, Hattie	_____	_____
S00063344	Evans, John	_____	_____
S00006584	Evans, Vicky	_____	_____
S00043480	Farley, Erica	_____	_____
S00113499	Foster, Lora	_____	_____
S00125407	Freeman, Nathan Mr.	_____	_____
S00051499	Goldie, Leslie Jr.	_____	_____
S00006399	Grubb, Donald	_____	_____
S00000048	Hall, Gail	_____	_____
S00092890	Hallis, Eva	_____	_____
S00015604	Hamilton, Mary	_____	_____
S00044084	Hatfield, Stacy	_____	_____
S00110562	Hensley, Gary	_____	_____
S00030895	Hensley, Gordon II	_____	_____
S00002326	Hensley, Kimberly	_____	_____
S00064970	Herndon, Misha	_____	_____

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15-Jan-2020

ID	Name	Official Transcript	2171.A
S00096266	Hoover, Rodney	_____	_____
S00123757	Hugueley, Darrell	_____	_____
S00089429	Irfan, Tehseen	_____	_____
S00108731	James, Anna	_____	_____
S00125327	Jefferson, David	_____	_____
S00097141	Jobe, Perry	_____	_____
S00098330	Johnson, Zachary	_____	_____
S00122805	Jones, Jamie	_____	_____
S00102121	Keeney, Charles III	_____	_____
S00015434	Kirk, Brandon	_____	_____
S00001623	Kirk, Melissa	_____	_____
S00075568	Koutsunis, Jason	_____	_____
S00018081	Krasse, Mary	_____	_____
S00098072	Lester, Derek	_____	_____
S00059452	Lester, Gina	_____	_____
S00127405	Lowe, Justin	_____	_____
S00125326	Lowe, Paul	_____	_____
S00021228	Lowe, Tricia	_____	_____
S00056709	Lowes, Cynthia	_____	_____
S00054497	Lowes, Guy	_____	_____
S00082662	Lynch, Karen	_____	_____

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15-Jan-2020

ID	Name	Official Transcript	2171.A
S00027574	McCleese, Brady Jr	_____	_____
S00061407	McComas, Shawn	_____	_____
S00072118	McDonald, Beverly	_____	_____
S00040059	McDonald, William	_____	_____
S00033680	McRoberts, Meloney	_____	_____
S00120146	McVaney, Sarah	_____	_____
S00060810	Meadows, Glenn	_____	_____
S00079217	Meadows, Tabitha	_____	_____
S00061889	Midkiff, Michael	_____	_____
S00039285	Miller, Robert	_____	_____
S00104582	Miller, Tia	_____	_____
S00091910	Montgomery, Megan	_____	_____
S00008701	Morgan, Kimberly	_____	_____
S00063547	Moseley, William Jr.	_____	_____
S00061244	Mounts, Stephanie	_____	_____
S00023857	Mullins, Debra	_____	_____
S00043234	Mullins, Tahnee	_____	_____
S00083198	Muncy, Takara	_____	_____
S00101998	Napier, Katelyn	_____	_____
S00069705	Newsome, Okey III	_____	_____
S00001616	Ooten, Timothy	_____	_____

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15-Jan-2020

ID	Name	Official Transcript	2171.A
S00129328	Padon, Marilyn	_____	_____
S00079969	Payne, Matthew	_____	_____
S00099783	Pennington, Chelcee Ms.	_____	_____
S00014538	Phillips, Verna	_____	_____
S00000079	Picklesimer, Sonya	_____	_____
S00083721	Pidaparathi, Sarma	_____	_____
S00017978	Poole, Patricia	_____	_____
S00113732	Prater, Alan	_____	_____
S00015758	Puckett, Charles	_____	_____
S00065163	Reed, Donald	_____	_____
S00007920	Rhodes, Roger	_____	_____
S00119954	Rimmer, Tina	_____	_____
S00015645	Runyon, Judith	_____	_____
S00106368	Saunders, Eric	_____	_____
S00006943	Saunders, Russell	_____	_____
S00000773	Slone, Beverly	_____	_____
S00065974	Smith, William	_____	_____
S00064991	Spaulding, Melanie	_____	_____
S00020959	Spears, Karrie	_____	_____
S00127688	Spratt, Michael	_____	_____
S00069391	Spry, Christy	_____	_____



Southern West Virginia Community and Technical College  
 All Faculty - Spring 2018 through Spring 2020  
 Checklist for checking files for Official Transcript and valid 2171.A

15-Jan-2020

ID	Name	Official Transcript	2171.A
S00126307	Spry, Roger		
S00062891	Spry-Lambert, Kerri		
S00095869	Starkey, Ashley		
S00100705	Starr, Eric		
S00005918	Stewart, Lori		
S00030849	Stollings, Roger		
S00061119	Stupi, Thaddeus		
S00119542	Taylor, Sheridan		
S00122686	Teeters, Lillie		
S00090105	Thomas, John		
S00018888	Thompson, Rick		
S00081373	Vanover, Tracey		
S00011234	Varney, Joyce		
S00056218	Vineyard, Rebecca		
S00122655	Viscarra, Miguel		
S00119643	Ward, Christopher		
S00127165	Weaver, Teresa		
S00028029	White, Katherine		
S00057816	White, Melissa		
S00014533	White, Paula		
S00105538	Wireman, Greg		

Southern West Virginia Community and Technical College  
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ID	Name	Official Transcript	2171.A
S00126180	Workman, Candace	_____	_____
S00059588	Workman, Stephanie	_____	_____
S00127183	Yeager, Jeffrey	_____	_____
S00011649	York, Michael	_____	_____

The Chief Information Officer held meetings with the Chief Academic Officer and School Deans to discuss the credentialing needs and to determine the best way to manage the on-going need. It was decided to utilize the Oracle database and connect the system to Banner to enable a check-and-balance with class schedules as they are produced. The institution's reporting system, Argos, was utilized to build data entry and query screens that gives the Office of Human Resources the ability to enter the information from 2171.A by course for each instructor. The Argos screens also allow the academic area to query on each instructor and to find a credentialed instructor when a need arises in certain areas. Below is a screen print of the main Argos screen:

**Southern**  
West Virginia Community and Technical College

This data is maintained by Human Resources. Faculty are credentialed to teach a course by Academics and Human Resources is updated to make it part of the personnel file.  
As per Policy SCP-2171 Professional and Educational Requirements for Faculty, a Faculty Credentials Certification Form will be completed by the Dean and Vice President for Academic Affairs and forwarded to the Human Resources Office for updating the personnel file.

### Faculty Credentialing

Faculty: Abraham, Stephanie (S00125158) Refresh List

Subject: EC - Economics Course: 241

SUBJ_CODE	CRSE_NUMB
BU - Business	100
BU - Business	207
EC - Economics	241
EC - Economics	242
MG - Management	260
MK - Marketing	270

6 items

FACULTY_ID	FACULTY_FULL_NAME
S00125158	Abraham, Stephanie
S00006225	Alderman, William Sr.
S00129086	Bonilla, Alfredo
S00030895	Hensley, Gordon II
S00061244	Mounst, Stephanie
S00129328	Padon, Marilyn
S00017978	Poole, Patricia
S00061119	Stupi, Thaddeus

8 items

Term Code For Reporting

Entire Credential Database

Comment Form

Comments:

Credential to Add

Faculty Subject Course Add Credential

Credential to Remove

Faculty Subject Course Remove Credential

The following is a breakdown of each part of the form and an explanation of how each section functions.

This section shows the selected instructor from the drop-down box and displays the courses they have credentials to teach and any related comments from the 2171.A.

The screenshot shows a web form with a 'Faculty' section. At the top, there is a dropdown menu with 'Abraham, Stephanie (S00125158)' selected and a 'Refresh List' button. Below this is a table with two columns: 'SUBJ\_CODE' and 'CRSE\_NUMB'. The table lists six courses: BU - Business (100), BU - Business (207), EC - Economics (241), EC - Economics (242), MG - Management (260), and MK - Marketing (270). Below the table, it says '6 items'. At the bottom, there is a 'Comments:' section with a large empty text area and a vertical scrollbar.

SUBJ_CODE	CRSE_NUMB
BU - Business	100
BU - Business	207
EC - Economics	241
EC - Economics	242
MG - Management	260
MK - Marketing	270

This section will allow academics to search the credentialing database to find a qualified instructor for a course.

The screenshot shows a web form with two dropdown menus at the top: 'Subject' with 'EC - Economics' selected and 'Course' with '241' selected. Below these is a table with two columns: 'FACULTY\_ID' and 'FACULTY\_FULL\_NAME'. The table lists eight instructors: S00125158 (Abraham, Stephanie), S00006225 (Alderman, William Sr.), S00129086 (Bonilla, Alfredo), S00030895 (Hensley, Gordon II), S00061244 (Mounts, Stephanie), S00129328 (Padon, Marilyn), S00017978 (Poole, Patricia), and S00061119 (Stupi, Thaddeus). Below the table, it says '8 items'.

FACULTY_ID	FACULTY_FULL_NAME
S00125158	Abraham, Stephanie
S00006225	Alderman, William Sr.
S00129086	Bonilla, Alfredo
S00030895	Hensley, Gordon II
S00061244	Mounts, Stephanie
S00129328	Padon, Marilyn
S00017978	Poole, Patricia
S00061119	Stupi, Thaddeus

Through security, these items are ONLY viewable and accessible by Human Resources and are used to maintain the credentialing database based on the 2171.A forms received.

The screenshot shows a web interface for managing credentials. At the top left, there is a box containing the text "8 items". To its right is a button labeled "Comment Form". Below these are two main sections. The first section is titled "Credential to Add" and contains three dropdown menus labeled "Faculty", "Subject", and "Course", followed by a button labeled "Add Credential". The second section is titled "Credential to Remove" and contains three dropdown menus labeled "Faculty", "Subject", and "Course", followed by a button labeled "Remove Credential".

A report can be run at any time and on any semester to verify that all instructors are credentialed. A term can be selected in the following area and a report selected from a drop-down menu will create an Excel spreadsheet of any potential semester credentialing issues.

The screenshot shows a single dropdown menu with the label "Term Code For Reporting" above it. The dropdown menu is currently closed, showing a small downward-pointing arrow.

When the “Entire Credential Database” button is selected, it transfers to an overall view of the credentialing database that can be exported to excel for review.

Entire Credential Database

## Credentialing Database

ID	Name	Subj	Crse
S00125158	Abraham, Stephanie	BU - Business	100 - Introduction to Business
S00125158	Abraham, Stephanie	BU - Business	207 - Business Law
S00125158	Abraham, Stephanie	EC - Economics	241 - ~Principles of Economics I
S00125158	Abraham, Stephanie	EC - Economics	242 - ~Principles of Economics II
S00125158	Abraham, Stephanie	MG - Management	260 - Principles of Management
S00125158	Abraham, Stephanie	MK - Marketing	270 - Principles of Marketing
S00052392	Adkins, Denise	CJ - Criminal Justice	All Courses
S00052392	Adkins, Denise	OR - Orientation	110 - Introduction to College
S00058207	Alderman, William II	HS - History	All Courses
S00058207	Alderman, William II	OR - Orientation	110 - Introduction to College
S00058207	Alderman, William II	PS - Political Science	All Courses
S00058207	Alderman, William II	SO - Sociology	All Courses
S00058207	Alderman, William II	SP - Speech	All Courses
S00006225	Alderman, William Sr.	BU - Business	All Courses
S00006225	Alderman, William Sr.	EC - Economics	All Courses
S00006225	Alderman, William Sr.	MG - Management	All Courses
S00006225	Alderman, William Sr.	MK - Marketing	All Courses

464 items

**right-click and select "save results" to export entire database to Excel**

Back to Main Form

After developing the forms for the credentialing information, the process was documented to assist the academic areas and Human Resources in maintaining currency and accuracy of the information. Below is a listing of the current process.

# Credentialing Process

## **New Faculty Member (full-time or adjunct):**

### **Academics will send to HR:**

1. Signed contract
2. Official transcript of their highest degree (if given to academics)
3. Completed and signed 2171.A form for credentialing

### **HR will perform the following:**

1. Enter the person into Banner (the system will then generate a Southern email address)
2. Update the SIAINST screen in Banner to flag the person as a Faculty and/or Advisor so they can be assigned to class sections as faculty or students as an advisor.
3. Notify academics that the person is in Banner and can be assigned to class sections
4. Use the 2171.A form to add the credentialing information to the database
5. File the 2171.A form in the person's file and in the 2171.A file

## **Existing/Previous Faculty Member (full-time or adjunct):**

### **Academics will send to HR:**

1. Signed contract if applicable
2. Updated 2171.A for credentialing if applicable

### **HR will perform the following:**

1. Use the 2171.A form to add the credentialing information to the database
2. File the 2171.A form in the person's file and in the 2171.A file