

Faculty Credentialing Procedures

Broward College World Summit

June 9, 2015

Presented by David Moore with help from:

Scott Mason, District Director for International
Education

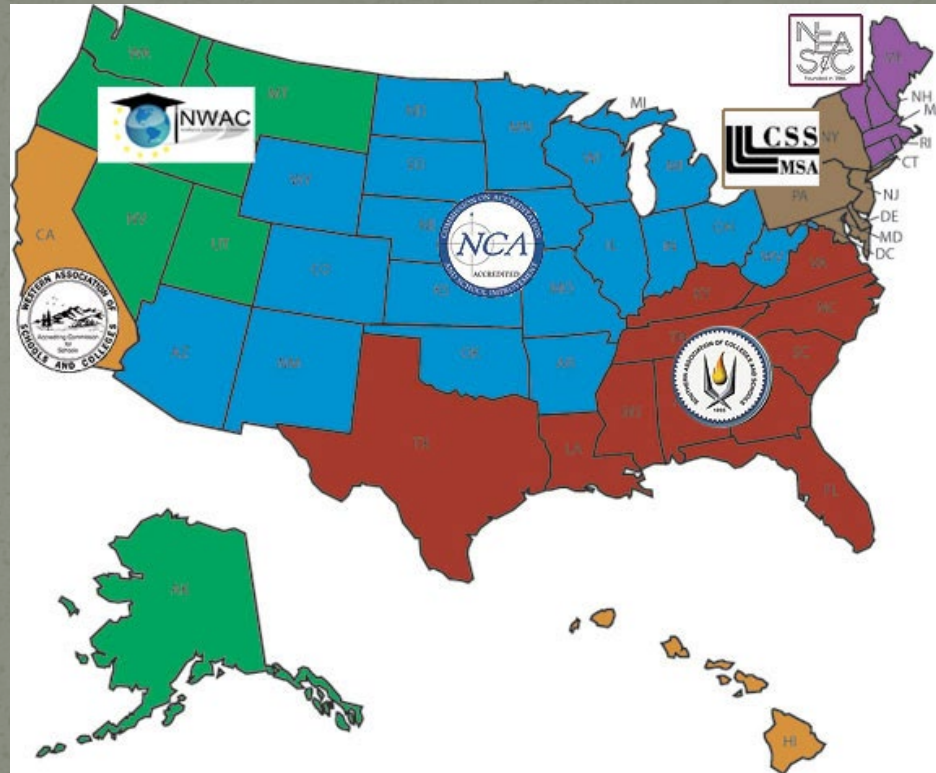
Steven Obenauf, Broward College SACS Steering
Committee member responsible for Faculty
Credentialing



Accreditation

Why?

- Quality
- Transfer
- Aid



Who?

- SACS COC

SACS-COC Requirements for Accreditation

- **Section 1: Principle of Integrity**
- **Section 2: Core Requirements**
 - Including 2.8 Faculty Numbers and Qualification
- **Section 3: Comprehensive Standards**
 - Including 3.7.1 Faculty Credentials
- **Section 4: Federal Requirements**

3.7.1 FACULTY CREDENTIALS

- Faculty credentials is **THE MOST COMMONLY CITED AREA FOR NON-COMPLIANCE** – roughly **90%** of institutions are cited.



SACS COC STANDARD 3.7.1

The institution employs **competent faculty members** qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline

SACS COC STANDARD 3.7.1 (continued)

- The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

OK, WHAT DOES THAT MEAN?....

...**undergraduate** and graduate degrees

- If you have faculty with 15 graduate hours in the discipline, you can probably use 3 undergraduate hours to get to the required 18
- Using more than one undergraduate course is probably risky without additional qualifications
- So ... in your conversions with potential faculty, you may ask some to have Silny or another agency evaluate undergraduate transcripts in addition to graduate ones

GENERAL GUIDELINES FOR CREDENTIALING

- a. Faculty teaching **developmental** courses: a **baccalaureate degree** in a discipline related to the teaching assignment.
- b. Faculty teaching **general education** courses: doctorate or **master's degree in the teaching discipline** or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.

GENERAL GUIDELINES FOR CREDENTIALING

- c. Faculty teaching **associate degree** courses designed for **transfer** to a baccalaureate degree: doctorate or **master's degree** in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.
- d. Faculty teaching **associate degree** courses **not designed for transfer** to the baccalaureate degree: **bachelor's degree** in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

Broward College Faculty Credentialing Manual

Academic Affairs

June 2012

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CREDENTIALING REQUIREMENTS FOR SPECIFI

Architecture
Arts: Fine and Applied
Arts: Dance
Arts: Music
Arts: Music Applied
Arts: Theatre
Behavioral Science: Anthropology
Behavioral Science: Psychology
Behavioral Science: Social Work
Behavioral Science: Sociology
Biological Science
Building Construction
Business
Business: Accounting
Business: Business Law
Business: Finance
Business: Food Service / Hospitality / Travel
Business: Traffic Management / Logistics

| Discipline Area | | Behavioral Science: Sociology | | |
|-----------------|-------------------|-------------------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| SYG | | | X | Master's Degree in Sociology OR Master's Degree and 18 graduate credit hours in Sociology or related subfield |
| SYG 2340 | | | X | Master's Degree in Sociology OR Master's Degree and 18 graduate credit hours in Sociology, Psychology, Human Sexuality, or related subfield |
| SYG 2421 | | | X | Master's Degree in Sociology OR Master's Degree and 18 graduate credit hours in Sociology, Psychology, Marriage and Family Therapy, or related subfield |

| Discipline Area | | Biological Science | | |
|-----------------|-------------------|-----------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| BOT | | | X | Master's Degree in Botany or a Biological Science Subfield OR Master's Degree and 18 graduate credit hours in Botany or a Biological Science subfield |
| BSC | | | X | Master's Degree in Biology or a Biological Science Subfield OR Master's Degree and 18 graduate credit hours in Biology or a Biological Science subfield |

DEGREE OR GRADUATE HOURS

| 1 | 2 | 3 | 4 |
|----------------------|---|---|--|
| NAME (F,P) | COURSES TAUGHT Including Term, Course Number & Title, Credit Hours(D,UN,UT,G) | COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific Graduate coursework, if needed | OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
| CHOUDHURY LAURA (F) | Winter Term 2012 CHM1025 INTRODUCTION TO CHEMISTRY, 3(UT) | Qualifications PhD (CHEMISTRY) Emory University | |
| | | | Date Form Completed: 2/26/2013 |
| | | | 4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
| CHUNG SCHICKLER GENE | Winter Term 2012 BOT2010 GENERAL BOTANY, 3(UT) | Qualifications EdD (HIGHER EDUCATION) Florida International University graduate coursework: PCB 5806, Endocrinology (3) ZOO 5996, Ichthyology (3) BOT 5406, Phycology (3) BSC 5935, Topics in Biology (3) BSC 5936, Glaser Seminar (1) BCH 6507C, Enzymes (1) BSC 6026, Workshop Biology (2) BSC 5934, Topics in Biology (2) BOT 5605L, Phycology Lab (1) | |

ALTERNATIVES TO THE DEGREE

.... The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related **work experiences** in the field, professional **licensure** and certifications, honors and **awards**, continuous documented excellence in **teaching**, or other demonstrated **competencies** and achievements that contribute to effective teaching and student learning outcomes. ...

| 1 | 2 | 3 | 4 |
|------------------|---|---|--|
| NAME (F,P) | COURSES TAUGHT Including Term, Course Number & Title, Credit Hours(D,UN,UT,G) | COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific Graduate coursework, if needed | OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
| SMALL ROBERT (P) | Fall Term 2012 THE2000 THEATRE APPRECIATION, 3(UT) | Qualifications MS (INTERDISCIPLINARY ARTS) Nova Southeastern University | Professor Small is a professional actor with over 40 years of stage, television and film acting to his credit. He is appropriate to teach acting I and theatre appreciation. |

WE MUST PROVIDE SACSCOC

- A **ROSTER** FOR ALL FACULTY

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution:

Name of Primary Department, Academic Program, or Discipline:

Academic Term(s) Included:

Date Form Completed:

| 1 NAME (F, I) | 2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) | 3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed | 4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
|------------------|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

ROSTERS FOR ALL BROWARD CAMPUSES

Faculty Roster Form

Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Broward College

Name of Primary Department, Academic Program, or Discipline: ACCOUNTING

Academic Term(s) Included: 20122 - Winter Term 2012

Date Form Completed: 2/26/2013

| 1 | 2 | 3 | 4 |
|--------------------|---|---|---|
| NAME (F,P) | COURSES TAUGHT Including Term, Course Number & Title, Credit Hours(D,UN,UT,G) | COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific Graduate coursework, if needed | OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
| APPLEBAUM ALAN (F) | Winter Term 2012 ACG2001 PRINCIPLES OF ACCOUNTING I, 3(UT) | Qualifications MSTAX (TAXATION) Florida International University | CPA - 12/31/2012 - 12/31/2014 |
| | ACG2011 PRINCIPLES OF ACCOUNTING II, 3(UT) | Qualifications MSTAX (TAXATION) Florida International University | 12/31/2012 - 12/31/2014 Certified Public Accountant |
| | ACG2100 INTERMEDIATE ACCOUNTING I, 3(UN) | Qualifications MSTAX (TAXATION) Florida International University | 12/31/2012 - 12/31/2014 - Certified Public Accountant |

F, P: Full or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

ROSTER FOR ALL INTERNATIONAL CENTERS

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Center for American Education (CAE) - Peru

Name of Primary Department, Academic Program, or Discipline: Associate of Arts, General Education

Academic Term(s) Included: Winter

| 1 NAME (F, P) |
|------------------|
| |

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: American College of Higher Education – Sri Lanka

Name of Primary Department, Academic Program, or Discipline: Associate of Arts, General Education

Academic Term(s) Included: Winter 2012 & Fall 2013

Date Form Completed: 26 February 2013

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Institute of American Education (IAE) at the Vietnamese American Training College (VATC)

Name of Primary Department, Academic Program, or Discipline: Associate of Arts, General Education

Academic Term(s) Included: Winter 2011-2012 and Fall 2012-2013

Date Form Completed: 26 February 2013

| 4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
|---|
| |

| 1 NAME (F, P) | 2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) | 3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed | 4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught |
|------------------|---|---|---|
| Anna Alich (P) | <p>Winter 2011-2012 ARH2000 Art Appreciation (UT)</p> <p>Fall 2012-13 ARH2000 Art Appreciation (UT)</p> | MA (Art History), University of Cincinnati | |

F, P: Full-time or Part-time; U, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

DEGREES AND DISCIPLINES SACS COC WILL TAKE AN EXTRA LOOK AT



MBA

- Business – Yes
- Management – Yes
- Marketing – Maybe
- Hospitality – Maybe
- Finance - Some
- Accounting – No
- Economics - No

JD

- Business Law – Yes
- Criminal Justice – Some
- Political Science
(Government) – Maybe

DEGREES AND DISCIPLINES TO BE CAREFUL WITH



Math Education Degree

- Must have 18 hours of Math or Statistics **content** courses – Education or methods courses can not count

English Education Degree

- Must have 18 hours of English, Writing, or Literature **content** courses – Education courses can not count

By the way ... Faculty with Physics or Engineering degrees are often able to teach mathematics

DEGREES AND DISCIPLINES TO BE CAREFUL WITH



ESL

- BS or MS in TESOL preferable
- If the faculty member has a degree in English, they should have coursework, training, or experience in ESL

| Discipline Area | | English Second Language | | |
|-----------------|-------------------|-------------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| EAP 0xxx | X | | | Bachelor's Degree in TESOL OR A related Bachelor's Degree in English, Foreign Language, Communications, Linguistics, related Language Arts subfields, and demonstrated competencies in teaching EAP |
| EAP | | | X | Master's Degree in TESOL, English, or Linguistics OR Master's Degree with 18 graduate credit hours in TESOL, English, or Linguistics |

DEGREES AND DISCIPLINES TO BE CAREFUL WITH



**On a graduate
transcript,
prefixes and
course titles
matter**

| | |
|----------|--|
| GEOGG051 | Conservation Organisations |
| GEOGG054 | Environmental and Biological Monitoring |
| GEOGG055 | The Rural Matrix: Institutional and Policy Context |
| GEOGG056 | Managing Nature |
| GEOGG059 | Examination |
| GEOGG061 | Coastal and Marine Ecosystems |
| GEOGG063 | Scientific Basis of Conservation |
| GEOGG064 | Remote Sensing/GIS for Conservation |
| GEOGG074 | Lakes |
| GEOGGC99 | MSc Conservation: Research Dissertation |

Credentialing New Faculty

Please submit the following to **Scott Mason**
District Director for International Education

- Completed International Center Data Sheet
- CV or Resume
- Academic Transcripts (original or true certified copy)
- Josef Silny or World Education Services (WES) evaluation of academic credentials from non-U.S. institutions

CREDENTIALING CASE STUDIES



Faculty Degree:

- PhD Zoology, Yale
- MS Marine Biology, University of Miami
- Can they teach OCE 1001 Oceanography?

CREDENTIALING CASE STUDIES



Faculty Degree:

- PhD Zoology, Yale
- MS Marine Biology, University of Miami
- Can they teach OCE 1001 Oceanography?
- NO

| Discipline Area | | Physical Science: Oceanography | | |
|-----------------|-------------------|--------------------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| OCE | | | X | Master's Degree in Oceanography, Geology, Earth Science, or related Marine Science subfield OR Master's Degree and 18 graduate credit hours in Oceanography, Geology, Earth Science, or related Marine Science subfield |

CREDENTIALING CASE STUDIES



Faculty Degree:

- MS Theology,
Southwestern Baptist
Theological Seminary
- Can they teach PHI
2600 Ethics?

CREDENTIALING CASE STUDIES



Faculty Degree:

- **MS Theology, Southwestern Baptist Theological Seminary**
- Can they teach PHI 2600 Ethics?
- **NO**

| Discipline Area | | Philosophy | | |
|-----------------|-------------------|-----------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| PHI | | | X | Master's Degree in Philosophy OR Master's Degree and 18 graduate credit hours in Philosophy |

| Discipline Area | | Religion | | |
|-----------------|-------------------|-----------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| REL | | | X | Master's Degree in Religion or Theology OR Master's Degree and 18 graduate credit hours in Religion or Theology |

CREDENTIALING CASE STUDIES



Faculty Degree:

- MA Linguistics, Florida Atlantic University
- What can they teach?

CREDENTIALING CASE STUDIES



Faculty Degree:

- MA Linguistics, Florida Atlantic University
- ENC and EAP

| Course Prefix | Developmental (D) | Transferable (UN) | Transferable (UT) | Requirements |
|---------------|-------------------|-------------------|-------------------|---|
| ENC 0xxx | X | | | Bachelor's Degree in English, English Education, Literature, Linguistics, or Language Arts OR A Bachelor's in an English subfield or Education and demonstrated competencies in Developmental English |
| ENC | | | X | Master's Degree in English, Literature, Linguistics, Rhetoric, or Language Arts OR Master's Degree and 18 graduate credit hours in English, Literature, Linguistics, Rhetoric, or Language Arts |

| | | | | |
|-----|--|--|---|---|
| EAP | | | X | Master's Degree in TESOL, English, or Linguistics OR Master's Degree with 18 graduate |
|-----|--|--|---|---|

CREDENTIALING CASE STUDIES



Faculty Degree:

- PhD International Affairs, University of Miami
- What can they teach?

CREDENTIALING CASE STUDIES



Faculty Degree:

- PhD International Affairs, University of Miami
- =Government (CPO), International Relations (INR), Public Administration (PAD), various POS courses

| Discipline Area | | Social Science: Political Science | | |
|--------------------------|-------------------|-----------------------------------|-------------------|---|
| Course Prefix | Developmental (D) | Non-Transferable (UN) | Transferable (UT) | Requirements |
| CPO INR PAD POS | | | X | Master's Degree in Political Science, Government, Public Affairs, or International Relations OR A Master's Degree and 18 graduate credit hours in Political Science, Government, Public Affairs, or International Relations |

CREDENTIALING CASE STUDIES



Faculty Degree:

- MS Mathematics
Education, Nova
Southeastern
University
- 3 graduate hours of
Math content courses
- Can they teach MAC
1105 Algebra?

CREDENTIALING CASE STUDIES



Faculty Degree:

- MS Mathematics Education, Nova Southeastern University
- 3 graduate hours of Math content courses
- Can they teach MAC 1105 Algebra?
- No

| | | | | |
|----------|--|--|---|---|
| MAT 1033 | | | X | Master's Degree in Mathematics, Statistics, or Mathematics Education OR Master's Degree and 18 graduate credit hours in Mathematics, Statistics, or Mathematics Education |
|----------|--|--|---|---|

| | | | | |
|--|--|--|---|---|
| MAC MAD MAP MAS MGF MTG | | | X | Master's Degree in Mathematics or Statistics OR Master's Degree and 18 graduate credit hours in Mathematics or Statistics |
|--|--|--|---|---|

CREDENTIALING CASE STUDIES



Faculty Degree:

- PhD Physics, Illinois Institute of Technology
- 18 graduate hours of MAA, MAS, and MTG Math courses
- Can they teach MAC 2311 Calculus?

CREDENTIALING CASE STUDIES



Faculty Degree:

- PhD Physics, Illinois Institute of Technology
- 18 graduate hours of MAA, MAS, and MTG Math courses
- Can they teach MAC 2311 Calculus?
- **Absolutely**

| | | | | |
|-----|--|--|---|---|
| MAC | | | X | Master's Degree in Mathematics or Statistics OR Master's Degree and 18 graduate credit hours in Mathematics or Statistics |
| MAD | | | | |
| MAP | | | | |
| MAS | | | | |
| MGF | | | | |
| MTG | | | | |

Questions???

