



ATTENDEES: Dale Austin, Mike Cantrell, Jayna Cheesman, Sarah Hall, Louise Hensley, Gary Lindle, Connie Ray, Ruby Watts, Scott Wood
PRESIDING: Connie Ray
PROJECT COORDINATOR: Jayna Cheesman
RECORDER: Debra Claunch

AGENDA ITEM	DISCUSSION
Student Type field	<ul style="list-style-type: none"> • Jayna read an email received from Diane Gagel dated 10/24/02 in which Brenda Teague recommended using the STUDENT TYPE field on the assignment screen to identify TAs. Student Type indicates FT/PT, TA/RA/Undergraduate, etc. • Connie said in the College of Medicine, the only difference between an RA and a TA is based on who funds the position. • Jayna asked Scott if all TAs are exempt from FICA. Scott said no, not all are exempt. He said they look at data in SIS in conjunction with 'Student Status' in HRS to determine who is exempt from FICA. • Gary said the JOB CLASS CODES to look at are 8241 (TA), 8251 (RA) and 8261 (GA), all with a JOB GROUP CODE of 'S'. • Connie said each college has a different process for getting data in the Faculty database, and the credential piece of the database is not complete. <ul style="list-style-type: none"> ○ ACTION ITEM: Jayna will ask Mike Carter to write a report and include the following fields: <ul style="list-style-type: none"> ○ Name ○ ID ○ student status (A, B, E, T, V, Y) ○ JOB CLASS CODE (8241, 8251, 8261) ○ JOB GROUP CODE (S) ○ Job Class Title ○ FTE in hours (HRS) ○ SIS FT/PT status ○ Sorted by Department # and Department name. • Ruby said there were different definitions for full-time. Gary said a full-time TA usually has a 0.5 FTE, half-time TA would be .25 FTE. • Does FT/PT in HRS apply to student or employee workload? • Connie said in the Medical Center, TAs and RAs are not supposed to teach courses independently until their second year. • Ruby said in the past, he is aware of senior engineering students who were teaching labs.
Review of Screen 01F	<ul style="list-style-type: none"> • Connie said Screen 01F, the Primary Appointment Screen, has no information that is applicable to TAs, but this is the screen that gives access to Screen 06F, Faculty Qualifications and Screen 08F, Credentials. • Depending on the department, entering the Faculty Department may be the only information needed to populate the screen. <ul style="list-style-type: none"> • ACTION ITEM: Dale will determine what information is required on each of the screens.
Review of Screen 06F	<ul style="list-style-type: none"> • Need this screen for TAs. • Should populate Sector, College, Academic Home Unit, Primary Academic Unit.

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	<ul style="list-style-type: none"> • TEACHING AREA should remain. Primary and secondary; up to 6 digit CIP code. • Add field: HIGHEST DEGREE IN AREA. Values should be generic, Bachelors, Master, Doctorate, etc. • TERMINAL DEGREE IN TEACHING AREA: should use generic codes, such as graduate, doctorate, etc. • NUMBER OF GRADUATE HOURS IN TEACHING AREA: this should be a required field. There should be no blanks allowed as a valid entry. Do not zero-suppress these values, since '0' is a valid value. • NUMBER OF GRADUATE HOURS IN AREA RELATED TO AREA: This field is not required. • MINIMUM HOURS OF ELIGIBILITY MET: this should be changed to MEETS SACS 18 HOUR RULE. The values should be Yes or No, based on the number of graduate hours in the teaching area above. • YEARS OF WORK QUALIFICATION: Not needed for TAs. • YEARS OF TEACHING QUALIFICATIONS: Not needed for TAs. • OTHER QUALIFICATIONS: Not needed for TAs. ○ ACTION ITEM: Connie will check with the Teaching and Learning Center to see if ENGLISH FIRST LANGUAGE: AND ENGLISH QUALIFICATION: are required.
Review of Screen 08F	<ul style="list-style-type: none"> • DEGREE CODE: a generic code that should be populated from HIGHEST DEGREE on Screen 06F for TAs. If the information on the screen is for a faculty member, it should be populated from the TERMINAL DEGREE IN TEACHING AREA field found on Screen 06F. • DEGREE MAJOR: this is the CIP code. • SECOND MAJOR. • DEGREE MINOR: this is the CIP code. • YEAR AWARDED: date degree major was awarded. • INSTITUTION: this is the institution that awarded the degree, the 7 digit alphanumeric FICE code. There is a table available in SIS which can be utilized for this. • HIGHEST DEGREE: may not be the same as the terminal degree for area of teaching. • HIGHEST DEGREE ASSOC WITH PRIME ASSIGN: This is a Yes/No field and is okay. • PROF CERT REGISTRY: this field is used to justify to SACS why part-time faculty were hired. It is used for broader uses for faculty. (primary health related????) May not need for TAs, but could be used for other instructor types. • Dale suggested there should be one data entry screen to enter TA information. He asked if this should be a new record or part of the faculty data. He said if the data is merged, it would be hard to distinguish faculty from TAs. Scott asked how long the data should be maintained and what happens when the person becomes a faculty member. • How is a faculty or TA identified on the screen now? • Louise said Screen 01F doesn't edit to see if you're a faculty member before letting the user enter data. It just makes sure the person has an assignment in the same department. This screen is department driven. The reports Barry Rankin does are populated from information on this screen.
	<ul style="list-style-type: none"> • Connie said, depending on who is asked, you'll get different answers on whose responsibility it is to enter and maintain the information relating to TAs. The Provost says it is an academic issue and not a business issue. Doug Kalika believes the responsibility should be pushed to the department level. Whoever enters payroll information should be able to enter this information. Connie said every department has a DGS who works with the TAs to complete their paperwork. The paperwork could be forwarded to the Department Chair's office for entry. ○ ACTION ITEM: Connie will write a memo to the Provost and Doug Kalika, outlining how this process could be

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	<p style="text-align: center;">implemented.</p> <ul style="list-style-type: none"> • Connie said English has about 70 TAs and Math has 50 TAs, but for most departments this data entry would be manageable. The largest data entry would be when a TA is first entered in the system. After they are in the system, maintenance would consist of updating the graduate hours each semester. • Is there any value in updating the information after the SACS qualifications are met? • What about a TA who has three (3) assignments in three (3) different departments, who is responsible? Gary said only one department can be listed as the prime department and one department must be listed as the prime. Whoever is listed as the prime department must manage the information for all the assignments because of HRS security. • Most reporting comes off the prime assignment. • Louise asked if the field, ASSOC WITH PRIME ASSIGN is the employment prime or the teaching prime? If a TA has assignments in Engineering, Math and Physics, is this three (3) academic units in one semester or in an assignment period? Gary has seen some TAs working for three (3) different academic departments in one term. <ul style="list-style-type: none"> ○ ACTION ITEM: Louise will see if the Prime Department must enter all the data because of security, and if ASSOC WITH PRIME ASSIGN on Screen 08F is tied to Prime Assignment on Screen 016. ○ ACTION ITEM: Jayna will talk with Barry Rankin about how he is using the data for reporting. Gary said he uses the STAT File, with JCC=8241 and Job Group=S. • Connie said she is thinking of asking Cliff Swagger to join the committee.
	<ul style="list-style-type: none"> • NEXT MEETING: Unscheduled