



ATTENDEES: Dale Austin, Jayna Cheesman, Diane Gagel, Louise Hensley, Gary Lindle, Connie Ray, Ruby Watts
GUESTS: Richard Greissman, Cliff Swauger, Brenda Teague, Connie Wood
PRESIDING: Connie Ray
PROJECT COORDINATOR: Jayna Cheesman
RECORDER: Debra Claunch

AGENDA ITEM	DISCUSSION
<p>Overview</p>	<ul style="list-style-type: none"> • Connie R. opened the meeting and said she had invited Cliff, Richard and Connie W., so they could help answer some of the questions presented in earlier meetings. She explained the purpose of the committee was to respond to SACS regarding criteria for TA credentials. Connie said the response from SACS indicates a central monitoring system to meet these criteria. • Connie R. said the university would have to report on what has been completed to address SACS concerns in September 2003. • The 03-04 academic year is when the project should be ready for implementation. • Connie R. said the next SACS review, in 8 to 10 years, will be handled differently than in the past. In the future, institutions will post information concerning their processes, documents and reports to an internet site. These sites and links will be reviewed remotely by SACS. A follow-up visit from SACS will focus on reviewing the Quality Enhancement Plan. She thinks SACS will focus on the processes versus the documents and reports. • Connie R. explained her responsibility is to nail down the mechanics of the process to input TA credentials in HRS. A faculty credentials screen already exists in HRS. Part of the process is to discuss the modifications needed to collect TA credentials and to generate reports periodically to assess the progress.
	<ul style="list-style-type: none"> • Connie R. asked if the process to collect credentials for TAs and PTIs is a business procedure or an academic procedure, and who should be responsible for data entry. There are two goals: <ul style="list-style-type: none"> ○ 1. Full compliance (not all information on TAs is being collected) ○ 2. How to distribute the workload • Connie W. said the Chair or Director of an academic unit is ultimately responsible for making the work assignment, although data entry in HRS is often delegated to others in the area. • Richard said the DGS takes the lead in assigning the student, but if a position does not exist, this could create problems. <ul style="list-style-type: none"> ○ The Chair is responsible for working out the TA work assignment. The Chair signs the Teaching Credentials Form. The Teaching Credentials Form is completed for each TA, certifying the criteria, and signed. The data would then be input to the system. • Richard said some PARs are/need to be cut before the TA arrives. This is especially a problem for students from the Chinese mainland who arrive right before classes begin. • Connie W. said most of the assignments are entered in HRS the last week of July, first week of August and the students may or may not be present. She asked why the student signature would be required on the credentials form. Connie R. replied it was needed for personal accountability. Connie W. said the student has already attested to the authenticity of the credentials when they apply to graduate school. The process is different for PTIs. • Richard said the process for PTIs is being reviewed. He said doing the data entry at the point of hire would be best, as it would reduce the volume of the workload.

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	<ul style="list-style-type: none"> • Connie W. asked if the goal was to 1) collect information on TA's, or 2) certify that those in primary teaching areas meet SACS requirements? She said if the goal is to know when a graduate student passes the 18 hour mark or obtains a master's program, then she suggests only entering those at the 18 hour or masters threshold, and assume that if someone is not in the system, they don't meet the criteria. Another assumption is that the Instructor of Record is correct. • Richard suggested comparing the Instructor of Record in SIS against the Credentials Record in HRS. He said there are flags currently in SIS to prevent a social security number from being entered based on certain criteria. He said an audit report could be run to identify whether or not the Instructor of Record is in the Credentials file. • General discussion of the 18 hour requirement and masters requirements. Connie W. said a masters degree also requires 18 hours in the discipline. SACS requires the student to have 18 graduate semester hours in the teaching area and a masters degree. Connie W. asked what 18 hours in the discipline means. Does the CIP code have to match the CIP of the discipline? <ul style="list-style-type: none"> ○ ACTION: Connie R. will clarify whether or not the masters must be in the same discipline as the teaching area. • General discussion concluded that 3 areas should be provided on the Teaching Credentials Form for credential area information, to allow for TAs teaching in three different disciplines. <ul style="list-style-type: none"> ○ ACTION: Connie R. and Connie W. will work on revising the Teaching Credentials Form. • Connie R. said a goal is to collect the critical information and to reduce the workload. She asked who should be responsible for the data entry of TA credentials. • Richard said the deans offices are already maintaining most of this information. Departments are responsible for seeing course records are correct, and that 'Staff' is converted to a real person in the SIS instructor records. • Connie R. suggested the responsibility be given to the college deans. They would be responsible for determining how and who will enter the data. This could be at the dean or department level depending on the college. She suggested making October 1 the deadline for data input. Connie W. said this would be feasible since courses are not set in stone until after the first week of classes.
English Certification	<ul style="list-style-type: none"> • Connie R. asked if a flag was needed in HRS to indicate that English certification had been obtained? • Richard said any student who would be in front of a class, no matter what capacity, and either in a primary or secondary role, was required to have English certification. This includes any ITA (International TA), primary instructors, recitations instructors, etc. If the TA is only grading papers, and would not be in front of a class, the certification would not be required. He said the problem is when the TA moves from one level to another they are not being re-screened for English language proficiency. He also said this information is not as well maintained during the Spring semesters. There was a consensus that adding the English certification for those TAs with primary responsibility for a class would be a useful tool for monitoring compliance.
DQ Analysis Reports	<ul style="list-style-type: none"> • Jayna reviewed the handout: TA Data Quality Analysis Reports. She explained that Mike Carter was currently working on these reports, and asked everyone to please notify her if they thought of any additional reports that were needed. • TA Data Quality Analysis Reports: <ul style="list-style-type: none"> ○ 1. Instructors in SIS attached to Fall 2002 courses, and not identified in HRS with active "instructor" assignments in that date period (based on ID). ○ 2. Instructors in HRS with active assignments for the Fall 2002 period, but not in SIS (based on ID). ○ 3. Name inconsistencies for instructors in SIS and HRS. ○ 4. Comparison of the student's SIS enrollment status versus the student type in HRS (FT/PT). ○ 5. Identify non-student instructors (not a student in SIS) who are not identified as faculty or PTI, and/or whose student type is not blank. ○ 6. Identify student instructors (is a student in SIS) whose HRS data does not indicate they are a student. (The JCC is not equal to those for TA, GA or RA, and/or the student type is blank). ○ 7. Inconsistencies within the instructor data in HRS.

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	<ul style="list-style-type: none"> ○ 8. Inconsistencies with HRS title and student classification. (“Are all TA, GA and RAs graduate students?”) • Jayna asked if another code should be added to HRS to further define TAs. Currently there is no way to identify whether the student is the primary instructor, secondary instructor, grader, etc. Diane said the Job Class Codes are not correct now, and adding additional codes would only create more problems. She said the role is associated with the course and not the individual. For example, an individual could be the primary instructor for one course, and the grader for another. • Ruby said they are currently looking at the course record in SIS for a field that can be used to indicate the role of the instructor. He said even if this is only a 2-digit field, a table could be built to address all possibilities. • Courses with ‘staff’ as the instructor must eventually have a social security number attached to it. Ruby generates a report each semester to identify such courses and sends these to the departments for updating. <ul style="list-style-type: none"> ○ DATA QUALITY ISSUE: Richard said there is another problem. When a faculty member increases their administrative duties and assignments in HRS are changed, they often lose some faculty privileges, because screens 01F and 02F are not coded consistently. • Diane asked if snapshots of the credential information would be needed. It was determined these would be required on a semester basis and should be taken at the beginning of each term after the credentials information has been updated in HRS. They would not be required for summer terms. • PTI equals Job Group 5, Job Class 9129 and Job Status 4 or 9.
Review Outstanding Action Items	<ul style="list-style-type: none"> • Connie said based on today’s meeting, Dale’s screen review is on hold. • Louise said based on the present security, the Prime Department must enter all the data for a person in HRS.
	<ul style="list-style-type: none"> • Jayna asked who should receive the data quality reports after they are run, and who will be responsible for fixing the data. Connie said she wanted to see what kind of errors are identified and go from there, before determining who should receive the reports and fix the errors. • General discussion about voluntary faculty and credential information. Volunteer faculty are not entered in SIS. Diane asked if they could be in HRS without an assignment. This was identified as out of scope for this project.
	Meeting adjourned 10:45
	<ul style="list-style-type: none"> • NEXT MEETING: TBA