

**Faculty In-Service**  
**Monday, January 6, 2020**

Helena – <a href="#">8:30 a.m.</a> in A 120	Stuttgart – <a href="#">11:00</a> at B 111	DeWitt – <a href="#">2:00 p.m.</a> B105
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**Agenda**

**1. Faculty Qualifications-the ADHE audit was sent to CAOs December 31 for fall 2019.**

**Qualification Currently within AHECB policy:**

- Faculty must hold degrees, certifications and licenses from institutions accredited by agencies recognized by the U.S. Department of Education or Council on Higher Education Accreditation such as the Higher Learning Commission or from agencies with comparable status, certification or recognition in other countries.
- Faculty members teaching general education core courses are expected to hold at least a master's degree that includes 18 graduate hours in the teaching field. (A limited number of faculty may hold equivalent documented experience to meet educational qualifications.)
- Typically, faculty members teaching remedial/developmental education courses hold a master's degree, but must hold at least a bachelor's degree in the teaching field. Faculty members teaching in occupational skill areas must hold at least an associate degree or appropriate industry-related licensure/certification.
- A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level. If doctoral programs are offered, a sufficient number of graduate faculty must have dissertation committee experience

Four PCCUA faculty have been selected for verification for the Fall 2019 and more will be selected in the Spring 2020.

**2. HLC September 2019 mandates-effective September 2019 (See 7 & 8)**

[http://download.hlcommission.org/policy/updates/AdoptedPolicyConsumerProtection\\_2017-11\\_POL.pdf](http://download.hlcommission.org/policy/updates/AdoptedPolicyConsumerProtection_2017-11_POL.pdf)

**3. Schedules-we may need to make some changes based on the ADHE random check which will take place every semester.**

4. Syllabi-All need to be sent to Linda Miller [lmiller@pccua.edu](mailto:lmiller@pccua.edu)
5. Academic Calendar-Meeting time/Faculty Senate request  
  
1 credit: 15 contact hours of lecture, PCCUA uses a 50 minute hour so one credit equates to 750 minutes per credit for lecture and we block a two hour final.
6. ADHE Academic Affairs Handbook  
[https://static.ark.org/eeuploads/adhe/AA\\_CAO\\_Packet.pdf](https://static.ark.org/eeuploads/adhe/AA_CAO_Packet.pdf)
7. HLC Policy Handbook  
[http://download.hlcommission.org/policy/HLCPolicyBook\\_POL.pdf](http://download.hlcommission.org/policy/HLCPolicyBook_POL.pdf)
8. Model Policy on Free Speech and Expressive Activities in Outdoor Areas of Campus

### **Additional Program and Credit Hour Information**

#### Educational Programs

The institution has educational programs that are appropriate for an institution of higher education. The Commission may decline to evaluate an institution for status with the Commission if the institution's mission or educational programs fall outside areas in which the Commission has demonstrated expertise or lacks appropriate standards for meaningful review. In appropriate proportion, the institution's programs are degree-granting and involve coursework provided by the institution, establishing the institution's commitment to degree-granting higher education. The institution has clearly articulated learning goals for its academic programs and has strategies for assessment in place.

The institution:

- maintains a minimum requirement for general education** for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor's degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any exceptions are explained and justified.
- has a program of general education that is grounded in a philosophy or framework developed by the institution or adopted from an established framework.** It imparts common knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess. The institution clearly and publicly articulates the purposes, content and intended learning outcomes of its general education program.
- conforms to commonly accepted minimum program length: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, and 30 semester credits beyond**

the bachelor's for master's degrees. Any exception to these minima must be explained and justified.

**•meets the federal requirements for credit ascription described in the Commission's Federal Compliance Program**

[http://download.hlcommission.org/FedCompOverview\\_2019\\_PRC.pdf](http://download.hlcommission.org/FedCompOverview_2019_PRC.pdf) (See Assignment of Credits, Program Length, and Tuition).

The Carnegie formula provides the standard unit of measuring credit in higher education, whereby one credit hour generally consists of one hour of classroom work and two hours of outside preparation over the course of the academic term. “One hour of classroom work” is defined as 50 to 60 minutes. Under this method, a full-time student in an education program using a semester, trimester, or quarter system would have a workload of 36 hours per week through the academic term (12 hours of classroom work and 24 hours of outside preparation per week).

Although the he US Dept. of Education and HLC do not define the credit hour in terms of “seat time” institutions must comply with the US Department of Education definition to qualify for Title IV funding.

**US Department of Education-Title IV Funding Definition...Federal Student Aid Handbook**

“A credit hour is now formally defined, for Title IV aid purposes, as an amount of work that reasonably approximates not less than:

1)one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for a semester or trimester hour, or ten to twelve weeks for one quarter hour of credit (or the equivalent amount of work over a different amount of time); or

**This is where the 1:3 ratio comes into play. It is also important to remember that 15 weeks constitute entire weeks. Holidays and other factors require meet times which often exceed a true 15 week period. For example, a three credit hour class, which meets Labor Day week or Thanksgiving week only, has one meeting session and that week is not a one week period of time.**

2) at least an equivalent amount of work as required in #1 for other academic activities such as laboratory work, internships, practica, studio work, or other academic work leading to the award of credit hours.”