

Equivalency Committee Minutes 2/23/2018

Minutes taken by Sarah Whyly

Present: Nicole Frantz, Mike Henry, Sarah Whyly, Deb Chigazola, Robin Fautley, Sarah Hopkins

Guests: Eric Thompson, Tracy Ruelle

Absent: Shelly Kaldunski

- Amended minutes were approved for 2/9/2018 w/one abstention.
- Reviewed Faculty Equivalency Application
- Deb noted that the layout of finding things on our website is difficult if you are not from our particular school.
- Discussion of the wide variance of the formats and content of transcripts and records that are forwarded.
- Robin pulled up a Word doc format of the application form for us to review.
 - Made changes to language specific to transcripts under 'Education'.
 - Included information inclusive of all post-secondary institutions and specified that this needs to include evidence of fulfilling general education requirement.
 - With regard to exact titles of degrees earned; added as conferred by transcript and all degrees should be listed.
 - Discussed adding an addendum to header Academic Institution/Program of Study – R.Fautley wants to hold off on creating note for specificity until later in the document rather than placing it in the header.
 - Added note that if no degree is conferred, then number of units completed need to be listed.
 - Added to Cali Gen Ed Req. Note that says that if you are challenging the equivalent of an AA degree, list courses that apply to the gen ed reqs. For an AA degree in California.
 - R. Fautley added note requesting catalog descriptions that list the courses above that are equivalent to the graduate degree course requirements for this position
 - E. Thompson & S. Whyly noted that this can be difficult in programs of study that don't require specific coursework.
 - T. Ruelle reminded us to add note about foreign institutions degree evaluations to ensure they align with US standards.