

Faculty Equivalency Meeting

March 2, 2018

Minutes

Minutes taken by Shelly Kaldunski

Present: Robin Fautley, Shelly Kaldunski, Mike Henry, Maria Campus-Padilla, Deb Chigazola

Absent: Sarah Whyly, Nancy Persons, Eric Thompson, Tracy Ruelle, Sarah Hopkins

Discussion of Items:

The committee discussed various application formats, and worked on Equivalency Tasks document.

Robin advocated for a preamble to the equivalency application, “this is what equivalency means...” at the top of the document and then also on page 2. We still need to figure out where this definition of equivalency should go.

Goal: to get information from the candidate in an easy, clear format

Robin envisioned a code the applicant uses to access more information, question/answer style throughout the document, something like: “See: 1B for more information”.

Mike liked the idea of an application with live links, question/answer style throughout. As the committee considered resources to accomplish this type of document, a conversation about our current NEOGOV app ensued:

- NEOGOV is a private company who we contract to handle our applications.
- Maria mentioned questions cannot be changed on the application, it is intended to be a general/multi-purpose app: classified, faculty and management all use the same app. NEOGOV must approve the format, but supplemental questions *can* be added.
 - Equivalency link under “Supplemental Questions”
 - “Do you meet min qualifications stated below? Yes/No”
- Robin would prefer basic titles in the application, like “Transcripts,” currently the candidate can modify the names of folders, which makes finding pertinent information time consuming.
- Deb mentioned that transcripts should be located near the education category.
- Maria can ask NEOGOV, but likely we cannot modify the format of their app.
- However the Equivalency App *can* be modified. Committee member’s felt the app is redundant and does not ask the right questions.
- Robin asks: What is the value of the Equivalency App? Only question #7, Narrative Synopsis is useful.
- Mike suggests a “Plan B” app, which would be used for applicants filing equivalency.
- Deb likes this idea for soliciting candidates.

- Robin: application needs to be clear enough for candidates who haven't been coached or recruited.

Committee agrees the Department Chair Equivalency Review Sheet is a helpful document. We need that discipline expert's point of view.

- Should General Ed requirements be listed on that document?
- Shelly mentioned Department Chairs seem to be an important link in the chain, better equivalency training *for them* should happen.
- We need a checklist for the discipline rep.
- Robin had ideas about how to accomplish discipline rep training:
 - DCCIM annual training
 - Provide examples of successful applications
 - PDA
 - Flex Activity

Though the information is helpful, Robin finds our current Dept. Chair Equivalency Review Sheet, time consuming and kludgy to use:

- We currently have a fillable PDF.
- When the document is sent to Robin, it's an un-editable pdf, so she's unable to make comments directly on the form without a lot of effort.
- Maria said HR doesn't lock the document, this must be occurring via discipline rep.
- Not sure what solution is possible... We need assistance from a person that works with online forms. Hopefully Sarah Whyly can contribute suggestions.

Committee brainstormed more Equivalency Tasks:

- From the discipline rep
- Work experience