

Equivalency Meeting Minutes Aug. 31, 2018

Present: Michael Henry, Nicole Frantz, Shelly Kaldunski, Sarah Whyly, Maria Padilla, Jonathan Marhenke

Absent: April Chapman, Tracy Ruelle, Sarah H

- Welcome to Fall 2018 – Our new faculty alternate, Jonathan Marhenke, was introduced. We explained the way the committee handles cases and how the voice of a discipline rep is included in the process.
- Robin briefly outlined the next steps for the committees revisions to Procedure 4.3.2bP (Faculty Equivalency). The revisions have been approved by the Senate and are ready to go to College Council. At CC constituent groups can ask to review the proposed procedure. Robin suggested that Academic Affairs Council and possibly EPCC will want to review the document. If there are substantial suggested revisions, it will come back to Equivalency before being sent to the Board for approval.
- This year the committee will continue to work on guidelines to help candidates and discipline reps know what is needed in an application to support requests for equivalency. Once we complete this task, we will work on making revision to the equivalency application to improve the process. Maria said that there is a college that has incorporated their equivalency application into the Neogov application. Robin requested that Maria present this application at our next meeting.
- The committee worked through most of the revisions needed for the guidelines document. Some challenges remain, but we are about ready to move onto the application revisions.
- Sarah W. requested that the guideline document be presented to the Academic Senate. She would also bring the department chair workload (to follow the guidelines) to AFA's attention.
- Robin said that once we get these documents approved, she will take them to DCC-IM as an information item. She also suggested that the committee propose a Spring PDA workshop to clarify process to departments.
- Shelly suggested that departments might want to develop their own examples for their department. Robin strongly supported this approach and asked that before the discipline begins using their version that they present it to the committee.

Our next business meeting is scheduled for 9/14 from 10-12