Turning Your Camel into a Horse:
A Collaborative Approach to Building the Faculty Roster

Dr. Matt Roberts, VPAA
Ms. Erika Brammer, Dean of Libraries
Section 6: Faculty

6.2.a For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. *(Faculty qualifications)*
The Why

• Under-representation of Institutions presenting on this standard
• High rate non-compliance
  • Offsite
  • Onsite
• Nuts & Bolts
King’s Outcome

- 386 Faculty Members
- OffSite Committee: 98.1% (7 names)
- OnSite: 100% compliance (0 names)
Your Experiences

Poll 1: What words come to mind when you think about building a roster for your institution?

Poll 2: What methods have you employed when building a roster?

Poll 3: Who does the data entry?

Poll 4: Who does the work of editing?
The Camel: The Committee Model

Monthly Accreditation Council meetings
  ◦ Two years out
  ◦ Roster building meeting
  ◦ Many hands make light work
  ◦ Ever hear of the saying too many cooks in the kitchen?
The Camel: The Goals

Each faculty member tell their own story

Easily readable format
  ◦ Be kind to your reader

Printable

Data collection manageable

Data standardized
  ◦ How do we do this if we’re not relying on 1 person to do final editing

Brainstorm turned into.....
Proof of Concept: Existing System

Portal: Faculty Web Profile
# Proof of Concept: Testing the Hypothesis

## Google Form: Roster fields

### 3.7.1 Faculty Roster – Version 5/27/16

<table>
<thead>
<tr>
<th>Name, (F,P)</th>
<th>Discipline</th>
<th>Courses Taught</th>
<th>Degrees and Graduate Courses</th>
<th>Work Experience, Licensure or Certifications, and other Justification to Courses Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Cara, (F)</td>
<td>Education, Political Science</td>
<td>SF17, EDUC 5320 Introduction to Education, 4 (LR)</td>
<td>Ph.D., Cultural Studies in Education, University of Tennessee – Knoxville, 2004; M.A., English, Virginia Tech, 1989; B.A. Classics, King College, 1982.</td>
<td>Director and Assistant Professor, English for Speakers of Other Languages, King College, 1982-2000; Affiliate Professor, English as a Second Language, King College, 2001-2004; Affiliate Professor, English as a Second Language, King College, 2001-2004.</td>
</tr>
<tr>
<td>Brahim, Erika, (F)</td>
<td>KING Courses, Librarians</td>
<td>SF17, EDUC 5320 Introduction to Education, 4 (LR)</td>
<td>MLS, Library Science, UMD Madison, 2000; BA, English, Northern College, 2005; I’m not with schooling.</td>
<td></td>
</tr>
<tr>
<td>Brahim, Erika, (F)</td>
<td>KING Courses, Librarians</td>
<td>SF17, EDUC 5320 Introduction to Education, 4 (LR)</td>
<td>MLS, Library Science, UMD Madison, 2000; BA, English, Northern College, 2005; I’m not with schooling.</td>
<td></td>
</tr>
<tr>
<td>Holden, Cassandra L, (F)</td>
<td>Nursing</td>
<td>SF17, RUSA 3220 Introduction to Education, 4 (LR)</td>
<td>UNF/Nursing Sanford University 2011; MN/Nursing Administration, ODU Virginia University, 2005; MEd/Education, Virginia Tech, 2002; BS/Nursing Virginia Commonwealth University, 1993.</td>
<td>Associate Dean, King University 2011-2013; Assistant Professor, King University 2008-2013; Director of Critical Care Services, South County Hospital 2000-2004; Program Manager, Ash A Nurse Wellmont Health System 1997-2000; Assistant Nurse Manager ED Wellmont Health System 1991-1997; Registered Nurse ED Wellmont Health System 1989-1997.</td>
</tr>
<tr>
<td>Brammer, Erika, (F)</td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td>MLIS, Library Science, UW-Madison, 2008; BA, Org Comm, North Central College, 2002; I'm so done with school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KING Courses, Libraries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brammer, Erika, E, (F)</td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td>MALIS, Library &amp; Information Science, University of Wisconsin, 2008; BA, Organizational Communication, North Central College, 2002;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP17, EDUC 5620 Introduction to Education, 4 (UN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP17, EDUC 3020 Introduction to Education, 4 (UN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holden, Cevatia L, (E)</td>
<td>SP17, BUSA 3220 Introduction to Education, 4 (UN)</td>
<td>DMR/Nursing Sanford University 2011;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean of Library Services, King University, 2011-Preser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructional Services Librarian, King College, 2010-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outreach Services Librarian, King College, 2009-2010.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Librarian, Lemont Public Library, 2008.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Services Assistant, Fountaingdale Public Li</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Assistant, College of Dupage, 1997;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Dean, King University 2011-2013.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Turning the Camel into a Horse: Collaboration

If you build it they will come

Vice President of Academic Affairs
Dean of Libraries
Chief Information Officer
Database Manager
Roster: Data Entry

SACSCOC CS 3.7.1: Credentials (Faculty Roster)

SACSCOC requires that the "institute employs competent faculty members qualified to achieve and goals of the institution." You are about to create what is known as a "Faculty Roster." This will document every faculty member, what they teach, and why they are qualified to teach them to see what a sample faculty roster looks like.

Expand (click) to view courses taught previous academic year

SU18, EDUC 5070 Advanced Educational Psychology, 3 (G)

Navigation

Click any of the sections to move around the form. Your responses will be saved automatically each time you move to another section. Otherwise, you may save manually at any time by using the "Save" button.
If you have published, presented, or conducted research in your teaching discipline please provide a summary statement of these activities so reviewers can refer to your CV for detailed information. Otherwise, you may skip this section.

**Activity Description:**
Please be succinct. Example: I have published in 3 referred journals OR I have presented at 2 professional conferences over the last 5 years.

I have published a paper on multiple intelligences (education psychology) in an international peer reviewed journal; I have presented numerous papers and at conferences in linguistics, educational psychology, and best practices in higher education administration. Please see CV for more details.
Roster: Launching
Roster: How To video

Meet Your Guides

Katie Vande Brake
Dean for Academic Programs

Erika Brammer
Dean of Library Services

Faculty Roster Creation
Unlisted

287 views
Roster: Accountability

Make your org chart work for you.
Roster: Building it

Too much data

Courses distinctive to your institution
- HUMN 2171 The Quest for a Meaningful Life 4 (UT)
- The Humanities* sequence of two courses that explore the meaning of “the good life” through a study of Western political/social history and examination of human experience reified in literature is team taught by professors credentialed in History and English Literature.
- Please see the institution's 3.7.1 narrative for a full description of Humanities courses

Learn how to harness the power of Excel
Roster: 4th Column

Competing Philosophies
Real estate – use it or lose it?

<table>
<thead>
<tr>
<th>Name, (F,P)</th>
<th>Discipline</th>
<th>Courses Taught</th>
<th>Degrees and Graduate Courses</th>
<th>Work Experience, Licensure or Certifications, and other justification to Courses Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernard, Ryan Carlson (F)</td>
<td>Appalachian Studies</td>
<td>FA-16: IDST 2150 21st Century Research Skills 1 (UT) SP-17: APAL 3130 Introduction to Appalachian Music 4 (UT)</td>
<td>BS, Recording Industry Management, Middle Tennessee State University, 2000 MALS, Appalachian Studies, East Tennessee State University, 2006 MS, Library and Information Science, University of Tennessee, 2010</td>
<td>• IDST 2150 is based upon the Association of College &amp; Research Libraries Framework for Information Literacy for Higher Education and is taught by a professional librarian with a terminal degree.</td>
</tr>
<tr>
<td>Shepherd-Powell, Julie Alison (P)</td>
<td>Appalachian Studies</td>
<td>FA-16: APAL 3110 Appalachian Culture 4 (UT) FA-16: APAL 3130 Introduction to Appalachian Music 4 (UT)</td>
<td>BA, Anthropology, Appalachian State University, 2002 MA, Appalachian Studies, Appalachian State University, 2005 PhD, Anthropology, University of Kentucky, 2017 Graduate Work: 66 hours, Anthropology University of Kentucky</td>
<td></td>
</tr>
<tr>
<td>Smith, Christy Ann (P)</td>
<td>Appalachian Studies</td>
<td>SP-17: APAL 3110 Appalachian Culture 4 (UT) SP-17: APAL 3150 History of Appalachia 4 (UT)</td>
<td>BA, English, East Tennessee State University, 1998 MALS, Appalachian Studies, East Tennessee State University, 2007</td>
<td></td>
</tr>
</tbody>
</table>
Roster: EDIT, EDIT, EDIT

• Multiple Data Loads
• Data clean up
Roster: EDIT

And EDIT some more.

Don’t be afraid to use paper.
Takeaways

Use faculty to enter own data
  ◦ They know their own story

Spellcheck

Standardized language
  ◦ Degrees
  ◦ Certifications

Start early

Take advantage of a SACSCOC VP visit – more than worth the time and effort