



Faculty Credentials Minutes 1/8/2024

Start: 3:00pm **End:** 3:50pm

Attendance

Present: VPASA Theresa Billiot, Dean Tracy Kincannon, Dean Charla Lewis, Associate Dean Rebekah Wagenbach, Interim Dean Amanda Beasley, Associate Dean Abbas Aboohamidi, Dr. Marjory Hall (Faculty Senate Representative), Mr. Tito Aznar, Ms. Cheyenne Heltzel (HR), Ms. Kasey Sewell

Agenda: [Agenda 01.08.24 Faculty Credentials.docx](#)

Meeting

- Deadline for Deans to review adjunct faculty credentials is January 19, 2024.
- February 2, 2024 is deadline for Deans to cross-verify adjunct faculty credentials.
- Make sure OPSU will meet HLC criterion 3.C on the quality assurance report. We need evidence to prove to HLC that faculty members are qualified.
- Good faith efforts identified:
 - Current faculty credentials policy states that Deans will evaluate the academic credentials. If they do not have the academic credentials, their alternative credentials will go to the VPASA to determine qualification. The current policy authorizes the VPASA to act unilaterally; therefore, we established the faculty credentials committee to mitigate the perception of bias.
 - External blind peer review process was established, led by Dean Lewis to provide an opportunity for faculty who did not meet the academic credentials to appeal the committee's decision.
 - Subject to University funds, Dr. Dinger has proposed that the university reimburse the tuition for faculty to obtain the 18 graduate hours.
 - The timeline for achieving the minimum 18 graduate credit hours is 18 months from the time faculty receive the qualifications plan.
 - The deadline was extended for the decision to intend/not intend to achieve the minimum 18 graduate credit hours until March 1, 2024. Previously, this was a one-week deadline in December 2023.
 - During the blind peer review process, Dean Lewis will send items out to the deans for viewing and disseminating to faculty to ensure accuracy.
- No one is to reach out to peer reviewers except Dean Lewis.
 - Reaching out to a peer reviewer or intervening in the process will disqualify the appeal.
- Dr. Billiot leaves meeting at 3:31pm.
- Dean Lewis read a draft of an email for peer reviewers to the committee.
 - Committee member suggested adding a deadline date.
 - Other group edits completed. It will be emailed to the group for approval.
- Dean Lewis suggested creating a document to report back on the decision. The faculty member will receive that report.
- Discussion of peer reviewers
 - Anyone who has worked at OPSU cannot be included as a peer reviewer.
 - Community College peer reviewers were excluded because OPSU is a 4-year institution.
 - A peer reviewer can't be someone from the industry—must be from an HLC-accredited institution.



- Appeals would be reviewed to see who is qualified with the same CIP code.
- If someone is appealing two CIP codes, they will have two different reviewers for those separate CIP codes
- Blind review – Any identifying information will be blacked out by Dean Lewis before sending to the reviewer. PDF of items will be sent to the reviewer.
- Dean Lewis will send items out to the deans for viewing and disseminating to faculty to ensure accuracy.

Minutes Approved: 01/15/24