

Iowa Community College Quality Faculty Plan Requirements and Faculty Minimum Standards

Jeremy Varner, Consultant



Quality faculty plan requirements
and minimum faculty standards
presentation, 2008.

Proposed Administrative Rule Changes

- HF 2679 (2008) and SF 588 (2007)
- Changes in law impact three main areas
 - Institutional QFP requirements
 - Minimum Faculty Standards
 - Faculty Supplemental Salary Distribution



There were a number of significant changes to Iowa Code passed by the 82nd General Assembly and signed into law by the governor in 2007 and 2008.

Because of these changes, the Department promulgated administrative rules -- the regulations that are used to implement the Iowa Code.

Senate File 588 (2007) and House File 2679 (2008) impact three main areas of interest (for this presentation):

1. Institutional QFP requirements
2. Minimum faculty standards
3. Faculty supplemental salary distribution

The proposed administrative rules were circulated electronically to stakeholders prior to action by the State Board of Education.

Quality Faculty Plans

- Purpose: The QFP process exists to ensure the competence of Iowa's community college instructors
- History: The QFP process replaced permanent faculty licensure in 2003 reflecting concerns about licensure's requirements as measures of quality instruction
- The QFP process shifted the responsibility for ensure faculty competence from the Board of Educational Examiners to the colleges themselves
- QFPs are institutional plans intended to guide the hiring and professional development of college faculty
- QFPs focus on instructors as lifelong learners, scholars, and experts in their fields



Institutional Quality Faculty Plans (QFPs)

The purpose of the QFP process is to ensure the competence of Iowa's community college instructors. The QFP process replace permanent faculty licensure in 2003 reflecting concerns about licensure's requirements as measures of quality instruction. The move away from licensure shifted responsibility for ensuring the competence of faculty from the Board of Educational Examiners (BoEE) to the colleges themselves. QFPs are institutional plans designed to guide the hiring and professional development of faculty. The process focuses on instructors as higher education professionals, as lifelong learners, scholars, and experts in their fields.

QFP Committee Membership Requirements

- Each college's QFP is developed by its institutional QFP Committee and approved by its Board of Trustees

QFP Committee Requirements

- Must consist of faculty and administrators
- Must have no more than a simple majority of the same gender
- Faculty must be equally representative of CTE and Arts and Sciences
- Faculty must be appointed by the certified employee organization representing the faculty (i.e. union), if any. Otherwise, faculty must be appointed by the college administration
- Administrators must be appointed by the college administration



Institutional QFPs must be developed and maintained by the college's QFP committee AND be approved by college's board of trustees.

Each college's QFP committee must meet certain requirements to be in compliance with the law including:

1. The committee must consist of faculty and administrators.
2. The committee must not have a simple majority of a single gender.
3. Faculty must be equally representative of the arts & sciences and CTE.
4. Faculty must be appointed by the union if unionized or by the college administration if not.
5. The college administration appoints administrators to the committee.

Institutional QFP Requirements

- All colleges' QFP committees must update their QFPs to comply with new Code and administrative rule requirements
- Plans must be approved by the college's Board of Trustees
- QFP committees must maintain their QFPs on an ongoing basis



All colleges' QFP committees will need to update their institutional plans to comply with new administrative rules. Once updated, the QFPs must be approved by the college's board of trustees. College QFP committees must maintain their QFP on an ongoing basis. The Department recommends plans be updated at least annually. The Department will notify colleges when it requires QFPs or any related procedural documents be submitted for review.

Institutional QFP Requirements

- All credit faculty, counselors, and media specialists must be included in the institutional QFP
- QFP requirements may be differentiated for various employee groups
- Institutional QFPs must include professional development components for all instructional staff, counselors, and media specialists



There were a number of changes to institutional QFP requirements. First, the pool of employees mandated to be included has been expanded. Previously, only full-time instructors had to be included in the institutional QFP (or, prior to 2003, had to be licensed). Now, all faculty teaching credit coursework, counselors, and media specialists, must be included in the plan. Please note that this is a list of mandatory groups required to be included in the QFP. College QFP committees have the autonomy to add additional employee groups at their discretion (e.g. librarians). The Department's administrative rules define counselors and media specialists as those who are classified as such within the institution's collective bargaining agreement or written policy. College QFP committees are provided flexibility in developing their institutional QFP. QFP requirements may be differentiated for various employee groups. For example, a college's QFP committee may set different requirements for full-time faculty than adjuncts or counselors. While colleges have significant autonomy in developing their institutional QFPs, all plans must include professional development components for all instructional staff, counselors, and media specialists. Additionally, the plans must include th² nine minimum components outlined in Iowa Code 260C.36.

Minimum Components

Institutional QFPs shall, at a minimum, include nine minimum components:

1. Plan maintenance provisions
2. Determination of the employees included in the plan
3. Orientation for new faculty
4. Continuing professional development for faculty
5. Procedures for accurate recordkeeping and documentation
6. Consortium arrangements where appropriate
7. Activities to ensure faculty attain and demonstrate instructional competencies within their subject or technical areas
8. Procedures for collection and maintenance for records demonstrating each faculty member has attained or documented progress toward attaining minimum competencies
9. Compliance with the faculty accreditation standards of NCA



The nine minimum components that must be included in all institutional QFPs are displayed in the slide.

The QFP Process and Accreditation

- Accountability for the QFP process is completed through the state accreditation process.
- Accreditation site visit protocols related to the QFP process have been in place since 2006. The Ad Hoc Accreditation QFP Protocol Committee met and provided recommendations for changes earlier this year.
- In the future, the CC Professional Development Committee will make recommendations for QFP site visit protocols to the CC Accreditation Advisory Committee. The CC Accreditation Advisory Committee will make recommendations on site visit protocol and other accreditation issues to the DE.



Accountability for the QFP process is completed through the state accreditation process. Accreditation site visit protocol related to the QFP process have been in place since 2006. The Ad Hoc Accreditation QFP Protocol Committee met in June 2008 and provided recommendations for changes. In the future, the Community College Professional Development Advisory Committee will make recommendations on QFP site visit protocol to the Community College Accreditation Advisory Committee which is charged with continuously reviewing the state accreditation process and making recommendations to the Department. Note: The Professional Development Advisory Committee will play a key role in serving as a vehicle for colleges to share promising practices in QFP implementation.

Minimum Faculty Standards

- HF 2679 expanded the pool of college faculty subject to state credentialing requirements
- By July 1, 2011, all credit faculty (except instructors teaching developmental courses not intended to transfer or apply toward graduation) must meet minimum standards



Minimum Faculty Standards
HF2679 (2008) expanded the pool of faculty subject to state minimum standards. Last year, SF588 (2007) expanded the credential requirements from full-time credit faculty to also include credit faculty under contract for half-time or more.
HF2679 took this a step further -- By July 1, 2011 all faculty teaching credit courses must meet minimum standards (except instructors teaching only developmental courses not intended to transfer or count toward graduation). This includes adjunct instructors teaching any credit coursework.

Minimum Faculty Standards

Arts and Sciences

- Possess a master's degree from a regionally accredited graduate school and have successfully completed 12 credit hours of graduate level courses in each field of instruction the instructor is teaching
- OR
- Have two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary for practice (e.g. law, engineering, accounting, medicine)



The minimum faculty standards for arts and sciences instructors are displayed in the slide.

Minimum Faculty Standards

Career and Technical Education

- Possess a baccalaureate or graduate degree in the area or related area of study or occupational area in which the instructor is teaching classes
- OR
- Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches

Also, all CTE instructors must be Registered/Certified/Licensed in the occupational area if required by the state



The minimum faculty standards for career and technical education instructors are displayed in the slide.

Faculty Supplemental Salary Funds

- The General Assembly appropriated \$1.5 million to supplement faculty salaries in FY 2009
- Legislation changed how funds are distributed to the colleges
- Funds are distributed based on the college's proportion of total full-time equivalent instructors instead of based on the college's proportion of total salary expenditures
- The Department of Education expects to begin releasing the funds to colleges soon
- The college distribute supplemental salary funds to eligible faculty



Iowa Administrative Code

- Proposed changes to administrative code will be reviewed by the State Board of Education on Nov. 19.
- If approved, the rules will be reviewed by the Administrative Rules Review Committee in January. Once filed, the rules are published in the Iowa Administrative Bulletin and become effective 35 days later.
- Larger review of Ch. 21 and 24 administrative rules
 - Overhaul will focus on providing greater clarity
 - Will update language, remove duplication, and align language with current practice (not change current practice)
 - All stakeholder groups will have the opportunity to provide input including the faculty advisory committee

13



Contact Information

Jeremy Varner
jeremy.varner@iowa.gov
515/281.3866

14


