



Minnesota
STATE COLLEGES
& UNIVERSITIES

MINNESOTA STATE COLLEGES AND UNIVERSITIES ACADEMIC AND STUDENT AFFAIRS DIVISION COMMITTEE CHARGE DOCUMENT

Joint Committee on Credential Fields: This is an ongoing committee established under the Minnesota State College Faculty (MSCF) collective bargaining agreement.

Purpose: Its purpose is to make recommendations regarding credential fields and minimum hiring qualifications for two-year college faculty. This includes the alignment of appropriate credential fields with programs and disciplines at the system level.

Committee Members: This committee is comprised of six of faculty members appointed by the Minnesota State College Faculty [MSCF] and six college administrators appointed by the Office of the Chancellor.

Primary Responsibilities: The primary responsibilities of this committee are: 1) To make recommendations on the establishment of new credential fields and the minimum hiring qualifications for those fields. 2) To make recommendations on the modification of existing credential fields and the minimum hiring qualifications for those fields.

Operating Guidelines:

1. The Committee appoints co-chairs, one representing the faculty and one representing the administrators.
2. The Committee is staffed by the Office of the Chancellor Academic and Student Affairs staff.
3. The Office of the Chancellor Credentialing Director in collaboration with the co-chairs shall set meeting dates, times and locations, establish meeting agendas, and prepare meeting summaries.
4. The Committee may appoint task forces or use other resources to assist with the research, review, and recommendation process to establish faculty minimum qualifications.
5. The process for making recommendations shall be by consensus. When agreement is reached, recommendations from this Committee are submitted to the Office of the Chancellor staff for dissemination as appropriate to system constituent groups for review and comment. Final recommendations on credential fields and minimum qualifications are submitted to Senior Vice Chancellor Linda Baer for action. Any modifications or additions of credential fields and minimum hiring qualifications will be made on the "master list" of credential fields, maintained by the Office of the Chancellor, and a copy sent to MSCF.

Meeting Times and Dates: The Committee meets on a regular basis during the academic year in downtown St. Paul, alternating between the Office of the Chancellor facilities and Education Minnesota facilities. Additional meetings may be held during the summer as needed. Travel expenses for faculty will be paid the state MSCF and administrators will be responsible for their own expenses through their campus reimbursement process.

Outcomes and Projected Timelines: Each academic year this Committee shall address new areas where there is no current credential field and no current minimum hiring qualifications. In addition, this Committee shall address the revision of current fields and minimum qualifications. It is anticipated the Committee will review a minimum of 30 existing credential fields and minimum hiring qualifications and make necessary revisions.

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