

3.C.1.

The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.

- Of the 39 full-time faculty employed at ASUMH, all but 7 have served the institution for five or more years (based on *ASUMH Catalog 2015-2016*, pages 187-191).
- Ratio of faculty to students is 39 full-time faculty (based on ASUMH Catalog 2015-2016) to 1566 students for a ratio of 1 full-time faculty member per 40 students. (Spring 2016 numbers of students at 1566 from Chancellor's Report of February 11, 2016, in email).
- Number of full-time faculty is 39.
- Number of full-time administrative support and classified staff is 60. (based on *ASUMH Catalog 2015-2016*, pages 192-196)
- Number of administrative officers and deans: 9. (based on *ASUMH Catalog 2015-2016*, pages 186-187)

Assessment of student learning:

IV.a.2 Assessment ASUMH is committed to providing high-quality educational programs and institutional services. Assessment of programs and measurement of services serve two valuable purposes: identification of strengths, which should be encouraged, and discovery of areas needing improvement, which must be addressed to improve performance, whether by students, faculty, staff, or administration. All members of the ASUMH community are involved to help carry out its mission to the fullest extent (page 32, *Faculty Handbook 2013*).

IV.a.2.i Statement of Assessment Purpose ASUMH's assessment plan is a comprehensive, evolving program designed to assess and improve student learning and measure overall institutional effectiveness. ASUMH is committed to offering strong educational programs, and continuous review of academic programs and institutional services leads to overall improvement and continued excellence (page 33, *Faculty Handbook 2013*).

Faculty create appropriate measurement tools for student academic progress, ranging from exams to projects. Faculty provide clear criteria to measure student academic performances with rubrics and other methodologies. (Supporting documents: Syllabi in Virtual Advising Center).

Staff are encouraged to participate in professional development campus activities, especially student support staff. Staff receive a tuition discount and a bonus upon completion of degrees pending legislative approval. Completion of degrees aids staff in their direct dealings with students (Source: *Staff Handbook*—see the ASUMH portal)

3.C.2.

All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.

Instructors who teach transferrable credits hold, at minimum, a master's degree. Four full-time faculty members who teach in non-transfer programs hold an appropriate degree and/or have the appropriate level in expertise in the field in which they are teaching. Adjunct faculty are required to hold the same degrees to be eligible to teach in transfer classes or in non-transfer programs. All adjunct faculty have their degrees registered in the personnel office. Faculty who teach off-site in funeral science have the same qualifications as on-site faculty do. Faculty who teach concurrent classes in high schools must hold a master's degree or higher. Current vita for all faculty may be viewed in the Office of Personnel. (Source: *Faculty Handbook 2013*, Qualifications section)

3.C.3.

Instructors are evaluated regularly in accordance with established institutional policies and procedures.

Instructors are evaluated in the fall by students and in the spring by their peers and supervisors in accordance with the instructor evaluation policies outlined in the ASUMH Faculty Handbook (May 2013 edition), and in accordance with the evaluation policies outlined in the Institutional Academic Evaluation Process as approved by the Academic Council and Faculty Senate in February 2015. (See attached).

3.C.4.

The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

Budget supports continuing education of faculty through travel to professional seminars, paying to keep licensure and certificates current, offering webinars, and providing in-house professional development opportunities.

- **Competitive Pattee Grants are offered to faculty for enrichment**
- **Perkins money is available for faculty training**

- Faculty often lead and/or propose faculty professional training
- Faculty PD is monitored by Deans

3.C.5.

Instructors are accessible for student inquiry.

- All faculty keep a minimum of 10 office hours a week
- Faculty provide tutoring services in various locations (Schliemann Learning Center, ASUMH Writing Center, or other appropriate venue)
- Faculty provide email and phone accessibility

3.C.6.

Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

Campus Professional Development 2014-2015 (source email from Human Resources dated 3/9/15 and 10/30/14) (Also listed in 3.B.5)

- Community Education: Public Speaking, November 2014
- Giving Voice Diversity Awareness Workshop, November 2014
- Academic Advising Workshop, March 2015
- Google Docs II, March 2015
- Wellness Transformations, March 2015
- DPS Travel Training, April 2015 (monthly offerings)
- Enhancing Blackboard Classes with Graphics, April 2015

Campus Professional Development 2015-2016 (source email from Cindy Kirksey dated xx) (Also listed in 3.B.5)

- Appreciative Advising Part I, August 2015
- Appreciative Advising Part II, February 2016
- Screen Capture and Video Recording, October 2015
- Google Docs, October 2015
- DPS Travel Training, April 2015 (monthly offerings)

Staff requests are encouraged - no specific method for identifying PD for staff
HR Manages staff PD opportunities

Who enforces the PD requirements? What is this requirement?