



MINNESOTA STATE JOINT COMMITTEE ON CREDENTIAL FIELDS CHARGE DOCUMENT

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

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, as well as reviewing and revising credential fields and approach to align with required legislative and accreditation standards

Committee Members: This committee is comprised of seven faculty members appointed by the Minnesota State College Faculty [MSCF] and seven administrators appointed by the Minnesota State system office (six campus administrator and the Associate Vice Chancellor for Academic Affairs).

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. Recommendations are forwarded to the Senior Vice Chancellor for Academic Affairs for consideration and action.

Operating Guidelines:

1. The Committee is co-chaired by the Associate Vice-Chancellor of Academic Affairs, and one college faculty member selected by the faculty committee members.
2. The College Faculty Credentialing Director in collaboration with the co-chairs shall set meeting dates, times and locations, establish meeting agendas, and prepare meeting summaries.
3. The Committee may appoint task forces or use other resources to assist with the research, review, and recommendation process to establish faculty minimum qualifications.
4. The process for making recommendations shall be by consensus. When agreement is reached, recommendations from this Committee are submitted to the Minnesota State system office staff for dissemination as appropriate to system constituent groups for review and comment. Final recommendations on credential fields and minimum qualifications will be submitted to the Senior Vice Chancellor for Academic and Student Affairs (or designee) for consideration and 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 Minnesota State system office, and a copy sent to MSCF.

Meeting Times and Dates: The Committee meets on a regular basis during the academic year. Additional meetings may be held during the summer as needed. Travel expenses for faculty will be paid by 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.

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