



Technical College System of Georgia



SACSCOC Faculty Credentials

Manage Faculty Credentials Application allows College Users to manage Academic, Certification, and Experience Qualifications of College Faculty in order to justify Faculty Credentials for teaching courses.

This data is used to help demonstrate the college is following credential guidelines set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the regional body for the accreditation of degree-granting higher education institutions in the Southern states.

Contents

BANNER Requirements.....	1
SIAINST (Faculty Advisor Information)	1
SIAFDEG-Entry for Colleges attended, Degrees, and Majors.....	2
SCACRSE	6
KMS Faculty Credentials Module Access.....	7
KMS Requirements	7
Base Information Still Required to be Entered into BANNER	8
eCampus Transcripts from a Host College (Beta)	8
Refreshing BANNER Instructor's Base Data	9
Faculty Search and Data Input/Edit	10
Qualifications, Academic	11
Qualifications, Certifications.....	12
Qualifications, Experience.....	13
Faculty Justifications.....	14
Ecampus Processing	16
Reports	19
Ecampus Instructors Error Checking	Error! Bookmark not defined.
Summary/Tips	21

KMS SACSCOC Faculty Credentials Tool Overview

The TCSG Data Center has developed a web-based Faculty Credentials application which houses all credentials data. All credentials information should be managed from the KMS SACSCOC Faculty Credentials application to provide a centralized and consistent format for reporting credentials information to SACSCOC.

BANNER Requirements

The following Banner Requirements should be completed before using the KMS Faculty Credential Module. Baseline instructor data, which is required for all instructors, should be entered into BANNER as the foundation for the KMS Credentials application.

SIAINST (Faculty Advisor Information)

Note: This step must be completed in order for instructors to show up only one time on the Roster and Matrix (according to their primary area of responsibility). Every time a new faculty member is added in Banner, this step should be completed.

The first step in the process is to access the form SIAINST.

Enter ID# or Search for faculty member. Enter Term. Press "GO".

The screenshot shows the Banner search interface for SIAINST. The browser title is "ellucian Faculty/Advisor Information SIAINST 9.3.5 (PROD)". The search fields include "ID:" with the value "900144917" and "Term:" with the value "201916". The name "Leath, Jessica D." is displayed. A "Go" button is present. A message at the bottom states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

Enter Status and Status date, Check Faculty box, Check Advisor box if needed, Enter Category, Enter Staff Type, and Enter Workload Rule. Save. Reminder - if you need help use the search button.

The screenshot shows the "FACULTY MEMBER BASE DETAILS" form in Banner. The browser title is "ellucian Faculty/Advisor Information SIAINST 9.3.5 (PROD)". The ID is "900144917" and the term is "201916". The form includes fields for "From Term" (201916), "To Term" (999999), "Status" (AC), "Status Date" (03/18/2019), "Appointment Date", "Faculty" (checked), "Advisor" (unchecked), "Override Process Rule Security" (unchecked), "Override User ID", "Override Activity", "Date", "Category" (GEN), "Staff Type" (PT), and "Workload Rule" (PT). A "Start Over" button is visible.

Press "Alt" and "Page down". Enter Type. Enter Rule. Check Default Indicator box. Check Home Box. Enter Department. Enter Percentage (normally 100%). Save.

Faculty/Advisor Information SIAINST 9.3.5 (PROD)

ID: 900144917 Leeth, Jessica D. Term: 201916

FACULTY CONTRACT

From Term: 201916 Maintenance To Term: 999999

Type *	Type Description	Rule	Rule Description	Default Indicator *
PT	Part-Time	PT	Part-Time Agreement	<input checked="" type="checkbox"/>

Record 1 of 1

FACULTY COLLEGE AND DEPARTMENT

From Term: 201916 Maintenance To Term: 999999

Home	College	College Description	Department	Department Description	Percentage
<input checked="" type="checkbox"/>			GENE	General Education	100

Record 1 of 1

If you do not find a department code, contact your Registrar so that it can be entered and will appear in the validation selection. Note: This is an ongoing process. Every time a new faculty member is added in Banner, this step should be completed.

SIAFDEG-Entry for Colleges attended, Degrees, and Majors

Access the form SIAFDEG. The Faculty Degree Information form will appear. If you have the ID of the instructor that you would like to document, you may enter it in the ID field and then press the Go button. If not, you may type the instructor's name in this format (Last Name, First Name) and press enter. We highly recommend including faculty ID numbers on printed faculty credential forms for easy reference. The Data Center Matrix and Roster reports now include faculty ID numbers.

Faculty Degree Information SIAFDEG 9.3.3 (PROD)

ID:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

If there are duplicate IDs for the instructor, the ID that starts with 9000 is generally the correct one to use. If there are more than two IDs for the instructor that begin with 9000 or a number other than a SSN, records may need to be merged. In this case, contact BANNER support to help in resolving this issue.

Enter the institutions that this instructor has previously attended. If you do not know the college code, Click the Search Button to the right of the "Prior College" field and the "Source or Background Institution" query screen will appear.

Faculty Degree Information SIAFDEG 9.3.3 (PROD)

ID: 900144917 Leeth, Jessica D.

PRIOR COLLEGES

Prior College *

Reviewed

Transcript Received

Official

In the "Name" field, type in the name of the institution that you would like to populate into the "Prior College" field, press GO. Select Institution. (It may be faster to search by the City the college is located.)


Enter date the Date Original Transcripts are received. Enter Date that transcripts are reviewed. Check Official box once Official transcripts are received.

"Alt" and "Control Page Down" to Enter Degree.

From the hardcopy transcript for the instructor, determine the date that the instructor began working on and completed this degree and enter these dates into the "Attended From" field and the "Attended to" fields. Enter the date that the degree was conferred in the "Date" field. *It is not necessary to enter any data into the other fields in this data block.

“Alt” and “Control Page Down to enter Major, Minor, or Concentration.

The screenshot shows the 'Faculty Degree Information SIAFDEG 9.3.3 (PROD)' interface. At the top, it displays the user ID '900144917 Leath, Jessica D.' and a 'Start Over' button. Below this are three sections: MAJORS, MINORS, and CONCENTRATIONS. Each section has a table with columns for the code and description. The MAJORS section is currently active, showing a table with one record. A search button (three dots) is visible next to the Major column header.

Click on Search Button  for Major. Type in Criteria for major. Select Major. Save. **Do not use the codes that contain non-numeric.** The numeric codes we created by the data center and are standard.

List of all college codes, degrees and majors can be found on KMS, <https://kms.tcsg.edu/DPR/AppSupport/BannerCodes.aspx>.

Faculty Majors Banner table STVMAJR

Faculty major codes are all numeric, to distinguish from student major codes which are alpha-numeric. Both faculty and student major codes are stored in the same table.

[View faculty major codes](#)

Major, Minor, Concentration (STVMAJR)

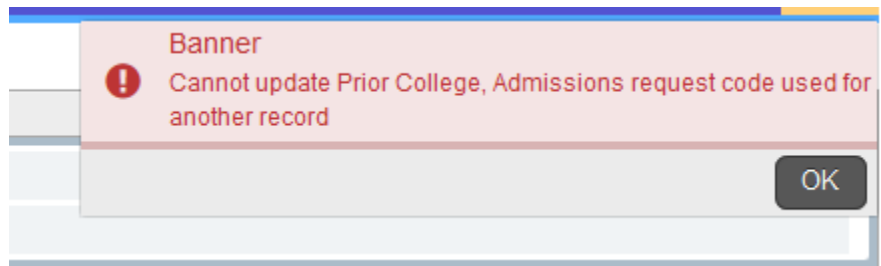
Criteria

Major	Desc	Cipc	Major Ind	Minor Ir
0330	Music	500901		
0331	Music History & Appreciation	500902		
0332	Music Performance	500903		
0333	Music Theory & Composition	500904		
0349	Musical Theater	500999		
0433	Music Bus. Mgmt	500999	Y	
0916	Music Education	131312	Y	
1692	Music Therapy	170806	Y	
2406	Religious Music	390501		

Record 1 of 9

To add another college Press the "Insert Button" on the right of side of screen.

BANNER DEFECT:



You may receive an error when trying to update the "Prior College" field.

"Cannot update Prior College, Admissions request code used for another record" may be displayed when a second college is added where both colleges have the same Admissions Request Code defined on STVSBGI.

Workaround: Temporarily remove Admissions Request Code from STVSBGI, then add 2nd college on SIAFDEG, then replace Admissions Request Code on STVSBGI.

SCACRSE

Entry for marking appropriate general education courses as well as all the courses listed in the TCSG Articulation Agreements for SACS Accredited Colleges (Georgia Board of Regents agreement and the Georgia Independent Colleges Association) so that they appear on the Roster and Matrix as "UT." Courses listed in institutional articulated transfer agreements should also be marked.

Enter the SCACRSE screen. Enter Subject, Course Number and Term. Press Go. Press "Alt" and "Page Down" 3 times to get to the Schedule Type Screen. Select TRF from the Schedule Dropdown. Save.

ellucian Basic Course Information SCACRSE 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Subject: ENGL English Course: 1101
Term: 201914 Course Title: Composition and Rhetoric

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ellucian Basic Course Information SCACRSE 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Subject: ENGL English Course: 1101 Term: 201914 Course Title: Composition and Rhetoric Start Over

COURSE DETAILS Insert Delete Copy Filter

From Term: 201812 To Term: 202012 Copy

Course Title: Composition and Rhetoric Approval: ...
College: 01 Diploma/Degree Studies CIP: 230101 English
Division: ... Prerequisite Waiver: ...
Department: ENGL English Duration: ...
Status: A Active
 Continuing Education Tuition Waiver Additional Fees
Prerequisite Check: Basic or None CAPP DegreeWorks Syllabus Exists Long Title Exists
Method:

Hours

	Low	None/Or/To	High
CEU or Credit	3.000		
Billing *	3.000		
Lecture	3.000		
Lab	0.000		
Other			
Contact	3.000		

Repeat Details

Limit: Maximum Hours: Repeat Status:

SAVE

ellucian Basic Course Information SCACRSE 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Subject: ENGL English Course: 1101 Term: 201914 Course Title: Composition and Rhetoric Start Over

SCHEDULE TYPE Insert Delete Copy Filter

From Term: 201714 To Term: 999999 Copy

Schedule *	Description	Instructional Method	Description	Workload	Enrollment Overload	Adjusted Workload
A	Lecture			100.000		
K1	Hybrid (50% or Greater)					
K2	Hybrid (Less than 50%)					
O	Online Course					
TRF	Transferable					
V	Web Enhanced Class					

1 of 1 Per Page Record 1 of 6

KMS Faculty Credentials Module Access

If your college is not currently using the KMS Faculty Credentials Module you will need to do the following to have access to the web app:

- Send an email request to the Data Center Help Desk (datacenter@tcsq.edu) to request that your college be activated for web app use. The Data Center will pull in the any existing Banner data, etc. for "active" colleges that have requested to use the app.
- Send an email request to the Data Center Help Desk (datacenter@tcsq.edu) with a list of **current KMS college users** that need access to the web application. If some of these users do not currently have a KMS account, please note that in your request so the new KMS user account(s) will be created.

KMS Requirements

Login to KMS and navigate to the "Application Support" tab, and click on the "SACSCOC Faculty Module" drop-down item. If your account does not have access to this module, please contact your college's Data Center point-of-contact (usually the registrar) and they can have you permissions updated.

KNOWLEDGE MANAGEMENT SYSTEM

DR Home Application Support Planning & Policy Analysis Reports & Research DR Adm

Contact App Support
Automated Report Requests
Banner Codes
Reference Materials
Articulation Credit Databank
SACSCOC Faculty Module
CTD Drug Failure Hold
File Transfer
Econ Data Entry

Office of Information Technology & Data Resources

Welcome

Click on the green "GO" button to enter the application.

SACSCOC Faculty Module

SACSCOC Faculty Web Application **GO**

SACSCOC Faculty Credentials

Manage Faculty Credentials Application allows College Users to manage Academic, Certification, and Experience Qualifications of College Faculty in order to justify Faculty Credentials for teaching courses.

This data is used to help demonstrate the college is following credential guidelines set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the regional body for the accreditation of degree-granting higher education institutions in the Southern states.

[SACSCOC FACULTY QUALIFICATIONS WEB APPLICATION GUIDE »](#)

Get started

Click to Search and Select Faculty and manage their Faculty Credentials

[SEARCH FACULTY »](#)

Click to Download the eCampus HOST college's Faculty Credentials Checklist File

[DOWNLOAD HOST FACULTY CREDENTIAL CHECKLIST FILE »](#)

Click to Manage Faculty Banner Data

[MANAGE FACULTY BANNER DATA »](#)

[FACULTY CREDENTIAL CHECKLIST »](#)

[FACULTY CREDENTIAL PROCESS FLOW CHART »](#)

Faculty Credentials Reports

Click to Manage Selective Instructor Reporting.

[MANAGE SELECTIVE INSTRUCTOR REPORTING »](#)

[VIEW ECAMPUS HOST FACULTY QUALIFICATIONS »](#)

Roster and Matrix reports are available through the DR website with a Faculty Credentials account.

[SACSCOC FACULTY REPORTS »](#)

© 2021 - SACSCOC Faculty Credentials

Base Information Still Required to be Entered into BANNER

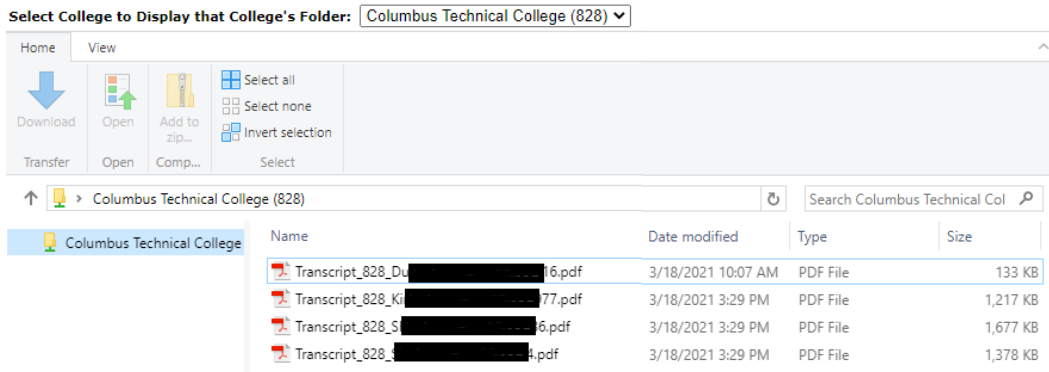
Baseline information about the instructors still needs to be entered in BANNER before updating credentials. The baseline information (covered in the previous section) includes:

- **SIAINST (Faculty Advisor Information)**
- **SIAFDEG-Entry for Colleges attended, Degrees, and Majors**
- **SCACRSE – (UT and UN designations for courses)**

eCampus Transcripts from a Host College (Beta)

To evaluate a transcript portfolio for an instructor who is located at a HOST institution, use the "Download eCampus Host Faculty Transcripts" button.

DOWNLOAD ECAMPUS HOST FACULTY TRANSCRIPTS »



From this screen, select a HOST college and the available instructor’s transcript portfolios will be displayed. Use the “OPEN” or “DOWNLOAD” buttons to review one or more transcripts.

Refreshing BANNER Instructor’s Base Data

MANAGE FACULTY BANNER DATA »

Base instructor information such as instructors’ IDs and classes being taught is refreshed every night. If you have new instructors and need to immediately work in the Credentials Module, the “On Demand Faculty Refresh from Banner” can be used to make freshly entered instructor data available as you need it. Enter the ID (9000 number) for the instructor and click on the “Refresh Banner Faculty” button. This will perform a pull operation on the local BANNER database of your college and update the information at KMS.

The update is designed to run only one instructor per college at a time – to preserve database resources. If another faculty update is in progress, when run, it will not run. When the existing job completes, another can be run. Wildcards (%) will not work with this system.

On Demand Faculty Refresh from Banner

Click “Update Job Status” Button to track progress of the Job run after clicking “Refresh Banner Faculty”.

College:

Run Date	Start Time	End Time	Job Status	Oracle Error	Job Step at which Error Occurred
College: <input type="text" value="Coastal Pines Technical College (818)"/>	ID: <input type="text"/>	<input type="button" value="REFRESH BANNER FACULTY"/>	<input type="button" value="UPDATE JOB STATUS"/>		

You’ll see a screen similar to this when you run the process:

Run Date	Start Time	End Time	Job Status	Oracle Error	Job Step at which Error Occurred
03-12-2019	14:59:50		Step 14 of 19		
03-11-2019	14:59:51	15:08:38	Success		
03-10-2019	14:59:52	15:10:02	Success		


Click “Update Job Status” and you will see the progress of the process until it reaches “Success”, at which point the instructor’s current information has been refreshed on the KMS database.

Run Date	Start Time	End Time	Job Status	Oracle Error	Job Step at which Error Occurred
03-12-2019	14:59:50	15:09:20	Success		
03-11-2019	14:59:51	15:08:38	Success		
03-10-2019	14:59:52	15:10:02	Success		

Faculty Search and Data Input/Edit

SEARCH FACULTY »

The "Faculty Search" screen allows you to locate, verify, input, and update instructor's credentials information. Select your college's name from the drop down list (depending on permissions, you may only see your college). You can enter the 9000 number or any part of the name of the instructor you wish to locate. Each record displayed will have a **Q|A|C|E|J** menu in the left margin which defines each area or credentials you may work within. Clicking on a letter brings up that particular area.


Welcome Steve Brown! [Close](#)

Faculty Search

College:

ID:

Name:

Faculty is eCampus HOST:

Faculty is eCampus HOME:

Clear eCampus Filter:

SEARCH
CLEAR SEARCH

College	Id	Last Name	First Name	Is eCampus HOME
<p>Q: Qualifications - view and select for processing All Qualifications entered for selected Faculty in Tree format</p> <p>A: Academic - manage All Academic Qualifications for selected Faculty</p> <p>C: Certifications - manage All Certifications for selected Faculty</p> <p>E: Experience - manage All Experience for selected Faculty</p> <p>J: Justifications - make changes to All Justifications for selected Faculty</p> <p>T: Transcripts - upload Academic Transcript for selected eCampus HOST Faculty</p>				

© 2021 - COC Faculty Credentials

Consider the "whole person" when justifying a faculty member to teach a course. In some cases, work experience or a certification may be more relevant to the competencies being taught than their academic qualifications. Review the competencies of each course to ensure you have each competency covered with a relevant qualification. Select ONLY qualifications that are relevant to what is being taught. Don't overkill.

Qualifications, Academic

Click on the "Q" for "Qualifications". It breaks out into Academic, Certifications, and Experience. You may select one or all of these to view. Clicking on the "+" box expands the view. You may also type in the "Search Qualifications" box to find a specific word within any of the data presented below. "Expand all" explodes the data to a detailed view.

Faculty Qualifications

Helms, James (900059087)

Search Qualifications:

- Academic Qualifications
 - Florida State University | Master of Science | Mathematics
 - George C Wallace State Comm Co | Associate of Science | Mathematics
 - University Of Georgia | Doctor of Education | Mathematics Education
 - University Of South Alabama | Bachelor of Science | Mathematics
- Certifications Qualifications
- Experience Qualifications

PROCESS SELECTED ITEM

EXPAND ALL

COLLAPSE ALL

Selecting any one block reveals more detail on that particular block. In this case, selecting "Florida State University | Master of Science | Mathematics" reveals this data (abridged).

Faculty Qualifications - Academic

Helms, James (900059087)

Florida State University | Master of Science | Mathematics

Courses Taken

	Subject Course	Course Title	Course Hours	S/Q/C Hrs	Course Sequence	Activity Date
Edit Delete	MAT 505	Foundations of Math I	2	S	6	2014/03/26
Edit Delete	MAT 521	FUNCT. OF COMPLEX VARIABLE I	2	S	12	2014/03/26
Edit Delete	MAT 522	FUNCTIONS OF COMPLEX VARIABLE II	2	S	13	2014/03/26
Edit Delete	MAT 531	FUNCTIONS OF REAL VARIABLES I	2	S	14	2014/03/26
Edit Delete	MAT 532	FUNCTIONS REAL VARIABLE II	2	S	17	2014/03/26

At the bottom of this page is where you'll find options to add more courses to this degree. Simply enter the data and click on "Save". Information on an existing course can be edited or the entire line can be deleted by clicking on the appropriate option.

Create New Course Taken

Save Subject Course Course Title Course Hours

MATC 580 GROUP RINGS VECTOR III 2

Semester Hours
 Quarter Hours
 Contact Hours

Other degrees and Colleges are listed as well to allow you to expand the coursework for each, edit or delete courses, or add new ones. These will be all the colleges that were entered in the BANNER **SIADFEG** screen. New colleges **cannot** be entered from the Faculty Credentials module; only courses the instructor took at the college selected can be added.

- George C Wallace State Comm Co | Associate of Science | Mathematics +
- University Of Georgia | Doctor of Education | Mathematics Education +
- University Of South Alabama | Bachelor of Science | Mathematics +

Qualifications, Certifications

Certifications are added, edited, deleted from the Faculty Qualifications – Certifications screen. The process is straight-forward for as with the academics qualifications screen. Only enter the information for which you can provide the evidence from the faculty credentials/personnel file. (Certifications, licensures, etc.)

Faculty Qualifications - Certification

Todd, George (900132904)

	Name/Title/Description	Granting Agency	Date Certificate Received	Expiration Date	Comment	Sequence	Activity Date	PERSON TCSG ID
Edit Delete	Phase I of the Development Institute	Technical College System of Georgia	2018/02/07			1	2018/07/16	1869
Edit Delete	Phase I of the Development Institute	Technical College System of Georgia	2018/02/07			1	2018/07/16	1869

Create New Certification

Save Name/Title/Description Granting Agency Date Certificate Received Expiration Date Comment

Qualifications, Experience

Experience is added, edited, deleted from the Faculty Qualifications – Experience screen. The process is straight-forward for as with the academics and certifications screens. Experience is based upon Employers, so each experience item is linked to a specific employer. The existing employers’ blocks expand to reveal all the associated experience items.

Faculty Qualifications - Experience

Furman, Douglas (900007571)

The screenshot shows a list of employers with expandable blocks. Each block contains the employer name and job title, followed by a plus sign (+) to indicate it can be expanded. The employers listed are:

- Create New Employer (+)
- Dixie Concrete, Catherine Bennett: Superintendent (+)
- Dixie Concrete, Catherine Bennett: Superintendent (+)
- Waycross Machine Shop , David W. Dickson: Welder/ fabricator (+)
- Waycross Machine Shop , David W. Dickson: Welder/ fabricator (+)

To add an experience, either select an existing Employer or create a new employer first. To create a new employer, click on the “Create New Employer” block to reveal this input screen.

Faculty Qualifications - Experience

Furman, Douglas (900007571)

The screenshot shows the “Create New Employer” form. It includes the following fields:

- Employer:
- Job Title:
- Start Date:
- End Date:
- Comment:

At the bottom of the form is a blue button labeled “CREATE EMPLOYER”.

Once the employer has been created, experience (also called duty) can be added.

Edit Delete	Welding fabrication	38	2013/09/12
Edit Delete	Wire, TIG, and MIG welding methods	42	2013/09/12
Edit Delete	Wire, TIG, and MIG welding methods	42	2013/09/12

Create New Employer Duty

Save Duty

Faculty Justifications

Upon selecting a faculty member from the "Faculty Search" screen, click on the "J" for "Justifications".

Faculty Search

College: Coastal Pines Technical College (818) ID: Name: todd

	College	Id	Last Name	First Name	Middle
Q A C E J	Coastal Pines (818)	900078237	Hunnewell	Todd	
Q A C E J	Coastal Pines (818)	900132904	Todd	George	J.

- Q: Qualifications - view and select for processing All Qualifications entered for selected Faculty in Tree format
- A: Academic - manage All Academic Qualifications for selected Faculty
- C: Certifications - manage All Certifications for selected Faculty
- E: Experience - manage All Experience for selected Faculty
- J: Justifications - make changes to All Justifications for selected Faculty**

Courses taught by the instructor are listed on the left, qualifications are loaded on the right. Select the course(s) you would like to justify in the left column and then click "Load Course/Courses".

Courses Taught

Search Courses Taught:

- BIOL 1111 Biology I (201712)
- 201916,201912,201812,201716,201712

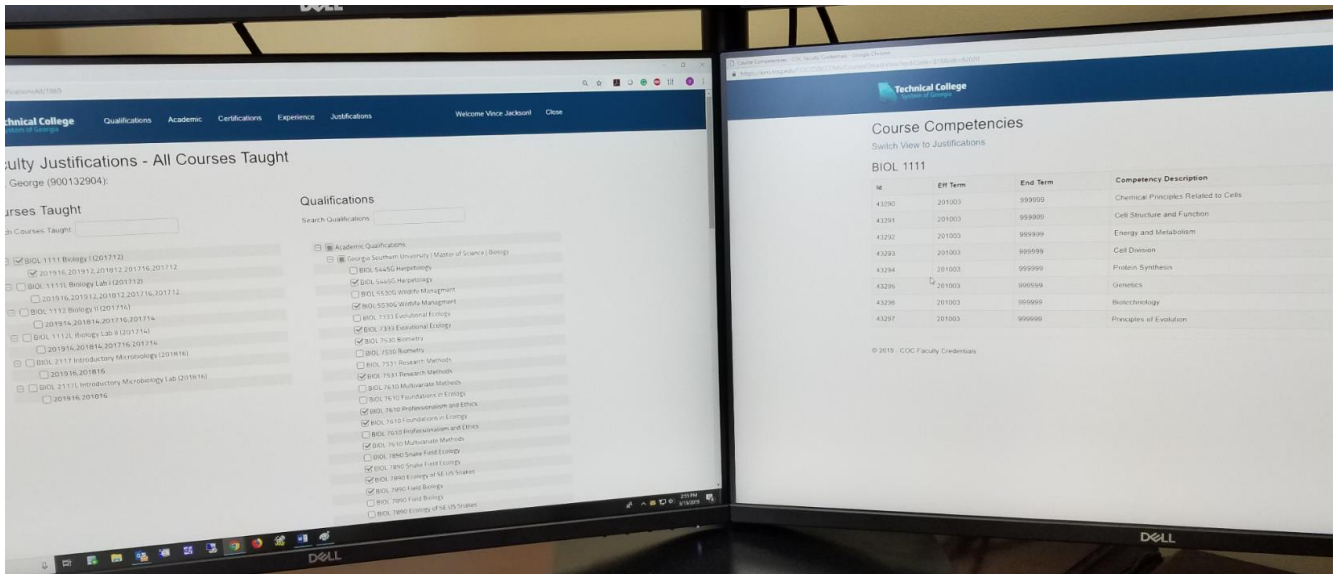
A new window will open with the course competencies for the selected course(s). This is where a dual-screen system comes in handy! Pull the new tab to a separate monitor so you can evaluate the competencies for the course as you select qualifications in the right column.

Course Competencies

[Switch View to Justifications](#)

BIOL 1111

Id	Eff Term	End Term	Competency Description	Source
43290	201003	999999	Chemical Principles Related to Cells	S
43291	201003	999999	Cell Structure and Function	S
43292	201003	999999	Energy and Metabolism	S
43293	201003	999999	Cell Division	S
43294	201003	999999	Protein Synthesis	S
43295	201003	999999	Genetics	S
43296	201003	999999	Biotechnology	S
43297	201003	999999	Principles of Evolution	S



Based on the qualifications in the right column, evaluate each course to determine if that qualification is relevant to the course(s) you've selected in the left column. Put a check mark by each course in the right column that is applicable. (Example is abridged)

Faculty Justifications - All Courses Taught

Todd, George (900132904):

Courses Taught

Search Courses Taught:

- BIOL 1111 Biology I (201712)
 - 201916,201912,201812,201716,201712
- BIOL 1111L Biology Lab I (201712)
 - 201916,201912,201812,201716,201712
- BIOL 1112 Biology II (201714)
 - 201914,201814,201716,201714
- BIOL 1112L Biology Lab II (201714)
 - 201914,201814,201716,201714
- BIOL 2117 Introductory Microbiology (201816)
 - 201916,201816
- BIOL 2117L Introductory Microbiology Lab (201816)
 - 201916,201816

Qualifications

Search Qualifications:

- Academic Qualifications
 - Georgia Southern University | Master of Science | Biology
 - BIOL 5445G Herpetology
 - BIOL 5445G Herpetology
 - BIOL 5530G Wildlife Management
 - BIOL 5530G Wildlife Management
 - BIOL 7333 Evolutional Ecology
 - BIOL 7333 Evolutional Ecology
 - BIOL 7530 Biometry
 - BIOL 7530 Biometry
 - BIOL 7531 Research Methods
 - BIOL 7531 Research Methods

Once you have selected all the correct qualifications, click on "Save Justifications" at the bottom of the screen.

SAVE JUSTIFICATIONS

eCampus Processing

The SACSCOC Faculty Module is designed to work seamlessly with eCampus instructors.

The HOST college will enter all the Academic, Certification, and work experience qualifications in Banner and the SACSCOC Faculty Module database. The HOST college must also upload the Faculty Credential Checklist File and all referenced documentation (e.g., transcripts, licensures, etc.) as a single PDF. To upload the Checklist File, the HOST college will search for the instructor, and select the 'T' option on the detail row, which allows the upload.

Faculty Search

College:

Athens Technical College (822) ▾

ID:

Name:

Mouat

Faculty is eCampus HOST:

Faculty is eCampus HOME:

Clear eCampus Filter:

	College	Id	Last Name	First Name	Is eCampus HOME
Q A C E J T	Athens (822)	910187412	Mouat	Michael	N

Each HOME college will see these qualifications and Checklist File when they load an eCampus instructor. The HOME college that plans to enroll students in eCampus courses should download the Checklist File and all referenced documentation and use it to demonstrate that the faculty member has the necessary qualifications to teach a given course. To download the Checklist File, the HOME college should return to the Faculty Module home page and click "Download Host Faculty Credential Checklist File."

SACSCOC Faculty Credentials

Manage Faculty Credentials Application allows College Users to manage Academic, Certification, and Experience Qualifications of College Faculty in order to justify Faculty Credentials for teaching courses.

This data is used to help demonstrate the college is following credential guidelines set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the regional body for the accreditation of degree-granting higher education institutions in the Southern states.

Get started

Click to Search and Select Faculty and manage their Faculty Credentials

[SEARCH FACULTY »](#)

Click to Download the eCampus HOST college's Faculty Credentials Checklist File

[DOWNLOAD HOST FACULTY CREDENTIAL CHECKLIST FILE »](#)

Click to Manage Faculty Banner Data

[MANAGE FACULTY BANNER DATA »](#)

[FACULTY CREDENTIAL CHECKLIST »](#)

[FACULTY CREDENTIAL PROCESS FLOW CHART »](#)

Faculty Credentials Reports

Click to Manage Selective Instructor Reporting.

[MANAGE SELECTIVE INSTRUCTOR REPORTING »](#)

[VIEW ECAMPUS HOST FACULTY QUALIFICATIONS »](#)

Roster and Matrix reports are available through the DR website with a Faculty Credentials account.

[SACSCOC FACULTY REPORTS »](#)

© 2021 - SACSCOC Faculty Credentials

Each HOME college must enter the justifications for each eCampus HOST instructor. Refer to the eCampus Faculty Credentials Qualification Process and Faculty Credentials Checklist for additional information.

Each HOME college must follow the Banner setup document for entering eCampus courses and assigning the HOST instructor. The HOST instructor must have a Banner id in the HOME college and have a valid department code. There is no reason to enter the academic qualifications in Banner for the SACSCOC Faculty Module as these will be pulled in from the HOST college Banner system and available in the SACSCOC Faculty Module for the HOME college.

HOST instructors are identified in the SACSCOC Faculty Module as shown in the Faculty Search screen shot below. Once a HOST instructor is loaded by the HOME college, the HOST source college is displayed as seen below and all academic, certification and work experience qualifications entered by the HOST college are available for justifications.

The default and recommended eCampus option is HOST mode. This allows access to all qualifications entered by the HOST college. However, if a HOME college prefers to enter all the academic qualifications, certifications and work experience, the HOME option can be used. Switching from HOST to HOME or HOME to HOST clears all previous justifications. Justifications will have to be reentered using the new source each time it is changed.

The Faculty Qualifications screen shot below shows how the source is displayed for the default HOST mode. Notice the HOST college is displayed. The source can be changed by clicking the Change Source link. If the source is changed to HOME, the source display will be changed to HOME to indicate the source of the qualifications.

Again, it is recommended to always use the default HOST mode. This is what the SACSCOC Faculty Module was designed for.

Faculty Search

College:

Columbus Technical College (828) ▼

ID:

Name:

Faculty is eCampus HOST:

Faculty is eCampus HOME:

Clear eCampus Filter:

SEARCH **CLEAR SEARCH**

	College	Id	Last Name	First Name	Is eCampus HOME
Q A C E J T	Columbus (828)	910158416	Duram	Robert	N
Q A C E J T	Columbus (828)	910156114	Etheridge	Sarina	N
Q A C E J T	Columbus (828)	910073778	Jordan	Denesha	N
Q A C E J T	Columbus (828)	910132977	King	Elizabeth	N
Q A C E J T	Columbus (828)	910087868	Martin	Michael	N
Q A C E J T	Columbus (828)	910150886	Shorey	Erika	N
Q A C E J T	Columbus (828)	910080038	Smith	Michelle	N
Q A C E J T	Columbus (828)	910158454	Sultan	Arif	N

- Q:** Qualifications - view and select for processing All Qualifications entered for selected Faculty in Tree format
- A:** Academic - manage All Academic Qualifications for selected Faculty
- C:** Certifications - manage All Certifications for selected Faculty
- E:** Experience - manage All Experience for selected Faculty
- J:** Justifications - make changes to All Justifications for selected Faculty
- T:** Transcripts - upload Academic Transcript for selected eCampus HOST Faculty

Faculty Qualifications

Martin, Michael (910087868)

Search Qualifications:

- Academic Qualifications
- Certifications Qualifications
- Experience Qualifications

PROCESS SELECTED ITEM **EXPAND ALL** **COLLAPSE ALL**

Reports

The Faculty Reports (Matrices and Rosters) have been converted to Crystal Reports and should be available to anyone who has been granted permissions to the Faculty Credentials group. Reports include the following:

Matrices

- Faculty Matrix - LB197L/TEC0197*
- Faculty Matrix by Campus - LB205L/TEC0205*
- Faculty Matrix by Faculty ID - LB206L/TEC0206*

Matrix by List

- Faculty Matrix by List: Faculty Name - TEC0206*
- Faculty Matrix by List: Faculty Name and Courses - TEC0206*
- Faculty Matrix by List: Faculty Name and Department - TEC0206*

Rosters

- Faculty Roster - LB196L/TEC0196*
- Faculty Roster by Campus - LB207L/TEC0207*
- Faculty Roster by Faculty ID - LB208L/TEC0208*

Rosters by List

- Faculty Roster by List: Faculty Name - TEC0208*
- Faculty Roster by List: Faculty Name and Courses - TEC0208*
- Faculty Roster by List: Faculty Name and Department - TEC0208*

- Exception Report: Expired Credentials - LB282L/TEC0282*
- Exception Report: Faculty Not Assigned Department - TEC0209* (NEW)

- Faculty Core 6.1: Responsibilities - LB283/TEC0283*
- Credit Hours by Instructor - DC134/TEC0134*
- Faculty Schedule - LB186/LB0186*

Selective Instructor Reporting for New or Revised Faculty

To help college run reports on select faculty, including those hired since the college's last reaffirmation, the Faculty Module now includes Selective Instructor Reporting. The Selective Instructor Reporting tool allows colleges to create a temporary table in the database, which includes faculty specifically identified by the institution. Colleges can add or remove instructors to the table, and then run the matrix and roster reports on the selected faculty.

To add instructors to the Selected Faculty table, colleges will click "Manage Selective Instructor Reporting" on the home landing page. From there, the college will go to the lower half of the page, under "All Faculty", and search for the faculty names to add. You may search by instructor name, department, or ID. Click on the instructor name(s) and after all of the faculty that you want added are listed on the right, under Selected Faculty to Add, click the blue button labeled "Add Faculty to Add." (Steps 1 and 2 below.)

To remove instructors from the Selected Faculty table, find the instructor names under "Click Faculty Name to Select for Removal" and click "Remove Faculty to Remove." (Steps 3 and 4 below.)

Once you have built the Selected Faculty table, the rosters and matrix reports can be run for only the selected faculty.

Technical College System of Georgia

Welcome Alice Zimmerman! Close

Selective Instructor Reporting

Select College (click Search):

Select College [v]
SEARCH CLEAR SEARCH

Selected Faculty
Click Faculty Name to Select for Removal

3. Empty list: Filter [v] → →

4. REMOVE FACULTY TO REMOVE HIDE FEEDBACK

1. All Faculty
Click Faculty Name to Select for Addition

Empty list: Filter [v] → →

2. ADD FACULTY TO ADD HIDE FEEDBACK

eCampus Instructors Error Checking

An instructor error check has been added the KMS Report TEC0361.

Knowledge Management System (KMS) Reports

- + President Dashboards
- + Public Reports
- + Achieving the Dream
- + Approved Programs
- College Level
 - + Analytical
 - + Attendance
 - Edit Checks
 - Enrollment Error Report (Current Term) - EER1/TEC0361*
 - Enrollment Error Report (System) - TES0361*
 - Exit Error Report - DC258/TEC0258*

By running this report, instructors may be identified that have been added by the HOST college, but not yet added into the HOME college's BANNER. Course CRNs affected and the instructors in error are identified by the report.

Block	Level	Campus	Student Instructor	ID	CRN	Error	Value in Error
Y	Credit		Student		41738	Host/Home Instructor information do not match (eCampus)	HOST Instructor/ PCT Responsible - Martin Michael/ Pct Responsible - 1
Y	Credit		Student		41738	Host/Home Instructor information do not match (eCampus)	HOST Instructor/ PCT Responsible - Duram Robert/ Pct Responsible - 99
Y	Credit		Student		41739	Host/Home Instructor information do not match (eCampus)	HOST Instructor/ PCT Responsible - Duram Robert/ Pct Responsible - 100

Summary/Tips

Credentialing is a Never-Ending Process! Run a matrix several times during a term and check it!

Courses and instructors may be added until drop/add...or after.

Input new instructor information and justify courses every term.

Run the Faculty Matrix and Faculty Roster from KMS. Export the reports to pdfs. Scroll thru to look for blanks – holes. Input needed info in Banner. Re-run reports – check for holes - export final reports to pdf.

Make sure your general education courses are coded correctly in Banner – degree level general education courses which have been approved for transfer.

Make sure the courses listed in all articulation agreements are coded as transferrable in the SCACRSE – Schedule type screen so they appear as UT.

Faculty Credentials File – Scan each instructor’s entire file to a pdf document.

Use two monitors – able to view scanned file on one screen – KMS and Banner on the other screen.