

Milwaukee Area Technical College - FQAS-PGA

Expiration Year

Faculty Quality Assurance System (FQAS) Professional Growth Application (PGA)

(To be used for certification expiration 2020 and after)

- 1) Submit the FQAS-PGA with your proposed activity to your Associate Dean PRIOR to completing the activity – Associate Deans have discretion over category and activity approval.
- 2) Indicate which type of activity (currency, teaching excellence, student success, free choice) is being proposed, as well as the currency area.
- 3) Complete the activity.
- 4) Submit the completed and signed FQAS-PGA with the appropriate documentation to the Certification Office (Note, official transcripts must arrive sealed).

FQAS Categories:

Credit Requirement per Cycle:

C = Currency in field	50 hours for primary certification area*	*For those with only one area of certification, 50 hours of currency must be completed per cycle. Those with 2 or more areas of certification must complete 50 hours for their primary area, and an additional 20 hours of currency per cycle for each additional area. The first additional 20 hours may overlap with free choice hours, if the hours are available.
SS = Student Success TE = Teaching Excellence	80 hours combined between both categories	
FC = Free Choice	20 hours	

Activity #	FQAS Category	Currency Area/Dept.	College/University/Location	Title of Course or Activity	Number of Contact Hours	Number of Credits	Enrollment Dates

Total: _____

COSMO ID

Signature of Initiator

Date

Approval Signature of Supervisor

Date

Renewal Hours Awarded

Signature of District Certification Officer

Date

Comments

MILWAUKEE AREA TECHNICAL COLLEGE FACULTY QUALITY ASSURANCE SYSTEM DISTRICT PLAN SUMMARY FOR RENEWING FOUR-YEAR CERTIFICATION IN EFFECT STARTING WITH CERTIFICATION RENEWAL CYCLE EXPIRING 8/31/2020

1. Prior Approval from your supervisor is required for activities to apply toward certification renewal.
2. Submit supervisor approved FQAS-PGA form and required documentation listed below to the District Certification Office upon completion of the activity.
3. Activities must occur outside of normal faculty load, and not compensated by MATC, unless done during Professional Leave time.
4. Certification renewal activities starting May 1 of the expiration year can apply to the current or succeeding certification cycle.
5. Courses with the same course name which have previously been submitted for certification renewal cannot be repeated during two consecutive cycles.
6. Credits earned as a part of a credential development plan may be used for renewal when appropriate.

Activity Number	Activity Category	Hours	FQAS Category C = Currency in field SS = Stdnt Success TE = Tchng Excellence FC = Free Choice	
1G	Graduate course	1 credit=40 hrs.	C, SS, TE, FC	Official transcript.
1U	Undergraduate course	1 credit=40 hrs.	C, SS, TE, FC	Official transcript.
2A	Associate Degree course	1 credit=40 hrs.	C, SS, TE, FC	Official transcript. If credits are done at MATC, no transcripts are necessary. Grade will be verified on COSMO.
2D	Diploma course	1 credit=20 hrs.	C, SS, TE, FC	Official transcript. If credits are done at MATC, no transcripts are necessary. Grade will be verified on COSMO.
2CE	Continuing Education Course	1 credit=40 hrs. 1 CEU=10 hrs.	C, SS, TE, FC	Official transcript or Certificate of CEU's.
3PD	MATC Professional Development course activity of one or more credits	1 credit=40 hrs.	SS, TE, FC	No transcript or grade memo is necessary. Grade will be verified on COSMO.
3L	MATC Professional Development Activity that is less than 1 credit	Earned hours	SS, TE, FC	Documentation of attendance showing dates and number of hours.
4	Audited course	1/2 of course credit - 1 credit=20 hrs.	C, SS, TE, FC	Official transcript.
5	Occupational/professional training related to a certified or professional area	Earned hours	C, FC	Documentation showing program, attendance, dates, hours of training.
6	Workshop, seminar, conference related to certified area, or on the topics of Teaching Excellence or Student Success	Earned hours	C, FC, SS, TE	Documentation showing program, attendance, dates, hours of training.
7CD	Curriculum development project including major revision of COS- unpaid by MATC	10/20/40/60 hours - To Be Determined with Supervisor	C, SS, TE, FC	Approved Prior Approval for Credit Equivalency (PARCE) Form , copy of completed project, and supervisor's recommendation of hours.
7RD	Research and development project – unpaid by MATC	10/20/40/60 hours - To Be Determined with Supervisor	C, SS, TE, FC	Approved Prior Approval for Credit Equivalency (PARCE) Form , copy of completed project, and supervisor's recommendation of hours.
8	Published scholarly, creative, software, or technical accomplishment	10/20/40/60 hours - To Be Determined with Supervisor	C, SS, TE, FC	Approved Prior Approval for Credit Equivalency (PARCE) Form , copy of completed publication, and supervisor's recommendation of hours.
9	Formal presentation at professional conference, workshop, seminar	Earned hours	C, SS, TE, FC	Documentation of program attendance, and log of dates showing hours of preparation.
10	Consulting work for business, industry, or educational facilities	Earned hours	C, SS, TE, FC	Letter of verification on client's letterhead documenting dates, hours and activities.
11	Organized national or international study tour or participated in an educational exchange program	Earned hours	SS,TE, FC	Documentation from cultural or study tour organizer showing dates and activities or copy of program exchange contract.
12	Paid, non-educational, occupational work experience related to current position	Earned hours	C, FC	Completion of MATC Verification of Employment (VOE) Form.
13	SMART Mentoring, Just One Mentoring, Faculty Advisor to a student group, Core Committee participation (unpaid by MATC), etc.	Earned hours	C, SS, FC	Letter of verification on organization's letterhead documenting dates, hours and activities.
14	Teaching at an accredited 4-year institution at the Bachelor's level or above. Teaching a MATC certification course. Teaching an ER&D or Professional Development course - unpaid	Course Credit - 1 credit=40 hrs.	C, SS, TE, FC	Letter of verification on college or university letterhead documenting dates and course credits, or course syllabus documenting dates and credits.
15	Examination for certification & licensure	10/20/40/60 hours - To Be Determined with Supervisor	C, FC	Copy of the certificate or license and either a statement from the examining board recommending hours OR signed statement from the individual identifying dates and hours of exam preparation and administration signed by the supervisor.
16	Mentoring a new faculty member	Earned hours	TE, FC	Log of dates and hours signed by supervisor.
17	Approved department currency activity	Earned hours	C	Documentation showing program, attendance, dates, hours as needed to prove completion.
18	Supervisor approved free choice activity (i.e. wellness courses and activities, volunteer work/community service)	Earned hours	FC	Documentation showing program, attendance, dates, hours as needed to prove completion.