



FACULTY DEVELOPMENT GUIDE

Faculty Quality Assurance System (FQAS)
at Milwaukee Area Technical College 2017-2018





Welcome to the Faculty Quality Assurance System at MATC.

This system of experiences for faculty promotes a culture that respects and supports teaching at MATC. Its objective is to provide resources and opportunities for faculty to develop the art and craft of teaching with the ultimate outcome of student success.

The **Faculty Quality Assurance System (FQAS)** is Wisconsin legislation that addresses many aspects of the faculty experience in the Wisconsin Technical College System (WTCS): recruitment, credentialing, onboarding, competency development, mentoring and evaluation. In the past, the state-mandated system only addressed the development of new faculty in seven standardized certification courses; FQAS, however, looks at the whole career of the faculty member. FQAS allows each of the Wisconsin technical colleges to develop its own processes, procedures and programs to deliver the outcomes of FQAS. This guide explains the features of the system that relate to your faculty development at MATC.



You can learn more about FQAS as WTCS system-wide program at <http://mywtcs.wtcsystem.edu/student-success/faculty-quality-assurance-system>





Getting Started – **ONBOARDING**

All new faculty receive comprehensive onboarding at MATC so you feel engaged in the college community, knowledgeable about your role and the institution, and proud of the valuable work you do here.

Faculty Orientation takes place right before each Fall and Spring semester. Faculty are invited by Human Resources upon hire. If you were not able to attend Faculty Orientation in the past, you are welcome to participate in the next one.

As a new MATC employee, you will complete a year's worth of online onboarding in the NeoGov system. Human Resources directs you to the system, and you will complete activities in four time periods: first day, first 30 days, first four months and first year.



Faculty Development Program for New Teachers

This program was designed by faculty to prepare you for teaching at MATC and to welcome you into our teaching community. Some of you have not taught before, and this program will introduce you to the fundamentals of teaching and of working effectively with students. We value that many of you have past teaching experience, and this program is designed to build on that experience while preparing you for teaching specifically at MATC.

WHO – All teachers new to MATC

WHAT – New faculty complete a sequence of four courses and a workshop on Data and Evidence Analysis designed to develop the competencies listed below. In each of the ZERD 100-103 courses, new faculty develop work that goes into their Faculty Development Program for New Teachers Portfolio, the capstone of the program.

Because MATC faculty are required to use the Blackboard learning management system for posting syllabi and course materials online, you will be asked to complete Introduction to Blackboard and Preparation for Online Teaching courses as part of your Faculty Development Program for New Teachers.

WHEN – Full-time (FT) faculty complete the program within **three years** of hire. Part-time (PT) faculty complete within **five years** of first teaching assignment, whether they teach consecutive semesters or not.

WHERE – Peer Support (ZERD-100) is taught in a blended class. The remaining courses are online.

COURSES

ZERD-100 (BLENDED)
Peer Support: Introduction to Teaching at MATC

ZERD-101 (ONLINE)
Understanding Classroom Environments

ZERD-102 (ONLINE)
Instructional Planning

ZERD-103 (ONLINE)
Course Design

FQAS Competencies:

- Assessment
- Behavioral Management
- Course Design
- Data and Evidence Analysis
- Embracing Diversity
- Student Success
- Teaching Methods and Technology



Renewal Program

for Post-Probationary Full-Time and Part-Time Faculty

MATC's Renewal Program is for full-time and part-time faculty who have completed the Faculty Development Program for New Teachers. The Renewal Program reflects the continuous quality improvement culture at MATC. In Renewal, faculty self-select opportunities to develop in the areas of **Currency, Teaching Excellence** and **Student Success**.

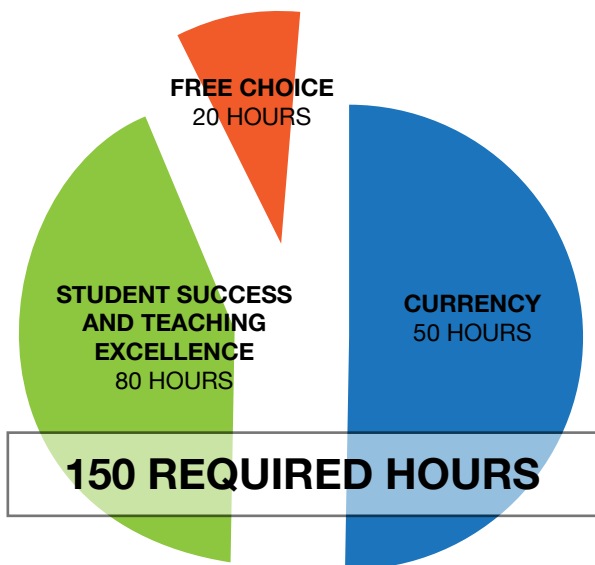
WHO – Full-time and part-time faculty who have completed either the formerly required Magnificent 7 certification courses or the Faculty Development Program for New Teachers move into the FQAS Renewal Program. Faculty whose certification expires in 2017-2019 complete the old requirements and then begin the FQAS Renewal Program in their next cycle.

If you are certified to teach in more than one area, please contact the Certification Office for details of your Renewal requirements.

WHAT – Faculty complete a total of 150 hours of development activities every four years in the following areas: Currency, Teaching Excellence, Student Success and Free Choice. At least 50 of the 150 required hours must come from Currency, and Free Choice may comprise no more than 20 hours. The remaining 80 hours are divided between Teaching Excellence and Student Success. In each four-year cycle, both Teaching Excellence and Student Success must be addressed.

In addition, all faculty must complete the Data and Evidence competency by 2020, offered through workshops at various times each year.

Peer Coaching, see page 6, is also a requirement for all faculty in the Renewal Program.



WHEN – Both full-time and part-time faculty have four years to complete the required 150 hours of activities.

WHERE – Activities can occur in various locations. See the FQAS Professional Growth Application (PGA) for a list of acceptable activities. Also, every department's allowable Currency activities are on file with the Certification Office.



Evaluation and Coaching

During the probationary period of your employment (three years for full-time; seven semesters for part-time), you will be participating in a Teaching Evaluation System created to promote, enhance and assess teaching effectiveness and student learning. This evaluation system is a collaborative effort between you and your Administrative Coach (AC). Usually, your Associate or Assistant Dean (AD) will be your AC and charged with overseeing this process, which includes meeting with you before and after classroom observations, observing your classes, helping you find resources as needed, and filing all necessary paperwork with the Dean of your School and the Human Resources department via SumTotal. Participating in this system will help prepare you to join the Peer Coaching process once you become post-probationary faculty.

The **Teaching Evaluation System** at MATC demonstrates our commitment to excellence in teaching and student success by empowering teachers, promoting high quality instruction, and building a professional community. This system is an opportunity for new faculty members to be self-reflective about their teaching style and methodology, time management, classroom organization, assessment activities, and communication tools used with students. It is also an opportunity for the AC to get to know the faculty and provide support in and out of the classroom.

Part of the Evaluation System includes an “End of Year/Semester Report” completed by the faculty’s Associate Dean. For probationary faculty, this Report is completed every semester. For post-probationary faculty, this Report is completed one time each Renewal Cycle (four years) or as needed.

Faculty participate in evaluation and coaching based on their time at MATC:			
NEW FT faculty through THREE YEARS Probationary evaluation system	NEW PT faculty through SEVEN SEMESTERS Probationary evaluation system	FT faculty <i>Post-probationary</i> Peer Coaching	PT faculty <i>Post-probationary</i> Peer Coaching

MATC uses Peer Coaching to promote the development of all post-probationary faculty, full- and part-time. It is a growth-oriented, non-evaluative process. Using a variety of self-reflection and assessment tools, faculty create a Teaching Action Plan (TAP) that declares their self-selected improvement goals based on MATC’s Standards of Teaching Excellence. Faculty use the employee management system SumTotal to record their Peer Coaching projects and progress, and to communicate their TAP with their Associate Deans. A full-time faculty creates one TAP each academic year, although the TAP may be extended up to two years. A part-time faculty creates one TAP each Renewal Cycle (four years) but is welcome to complete more.

Learn more about Peer Coaching on the Teaching and Learning Community website:
<http://tlc.matc.edu/index.php/for-faculty/peer-coaching/>

FAQ

To whom does FQAS apply?

All full-time and part-time faculty teaching degree, credit bearing courses.

I've taken some of the old "Magnificent 7" certification courses. Do those count in the new program?

If you completed three or more of these courses by January 2016, you were encouraged to complete the certification course system. This information was included in an email message to faculty. You will have until the Spring semester of 2018 to complete the remaining four courses.

If you completed only one or two of the courses under the old system by January 2016, you were moved into the Faculty Development Program for New Teachers and the clock started over for you in January 2016 (three years to complete for FT faculty, five for PT). Save any work from the certification courses that you completed because you may be able to use it to fulfill assignments in the Faculty Development Program for New Teachers or in the creation of your portfolio.

How will my completion of required activities be documented?

Activities will be tracked and recorded in the SumTotal system. Training will be provided to all employees to learn how to use the system.

Who reviews my experiences to ensure that they meet FQAS expectations?

Faculty are encouraged to collaborate with their supervisor to identify valuable development opportunities. Prior approval for activities is submitted to supervisors through SumTotal.

Where does FQAS come from?

The Faculty Quality Assurance System is a state of Wisconsin legislative rule. You can find more information about the rule in the FQAS pages on the Teaching and Learning Community website.

What is SumTotal?

SumTotal is a third-party learning and performance management system that provides MATC with an electronic process for tracking employee development activities, including faculty training and development.

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414-297-6830

Visit tlc.matc.edu for:

- FQAS pages
- General resources

MATC Standards of Teaching Excellence

Understanding Students and Fostering Student Success

Classroom Management

Planning/Organization

Teaching Methodology

Assessment of Student Learning

Content Mastery and Currency

Professional Contributions



For more information: matc.edu or 414-297-MATC
Wisconsin Relay System 711

DOWNTOWN MILWAUKEE
700 West State Street

MEQUON
5555 West Highland Road

OAK CREEK
6665 South Howell Avenue

WEST ALLIS
1200 South 71st Street



MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services. MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.