

FACULTY DEVELOPMENT GUIDE

Faculty Quality Assurance System (FQAS) at Milwaukee Area Technical College 2023-24



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Welcome to the Faculty Quality Assurance System (FQAS) at Milwaukee Area Technical College (MATC). This system is designed to ensure quality education by establishing minimum districtwide standards for the college. Created to promote a culture of respect and support for all academic and occupational technical college faculty, the FQAS is how we ensure instructional integrity and prioritize our focus on teaching strategies.

What Is the Faculty Quality Assurance System (FQAS)?

FQAS is Wisconsin legislation that looks at the whole career of the faculty member and addresses many aspects of the faculty experience in the Wisconsin Technical College System (WTCS), including recruitment, credentialing, onboarding, competency development, mentoring and evaluation. FQAS allows each of the Wisconsin technical colleges to develop its own processes, procedures and programs to deliver the outcomes of FQAS.

Recruitment and Hiring:

All new faculty members are required to submit official academic transcripts, licenses, certificates, and verification of employment as identified by each academic department through the credentialing process in the Human Resources department. Requirements vary in relation to the particular academic discipline and can even be specific to a course.

Onboarding:

All new faculty members receive comprehensive onboarding through a partnership between Human Resources, the Academic Pathways, and the Center for Teaching Excellence. New faculty become engaged in the college community, knowledgeable about their role and the institution, and proud of the valuable work they do at MATC.

The Center for Teaching Excellence: Supporting Your Professional Development

The vision of the Center for Teaching Excellence is to create a culture of faculty collaboration and teaching innovation which enhances student learning and empowers employees. The mission of the center is to provide instructional consultation and support to part-time (PT) and full-time (FT) faculty that results in high quality teaching and learning. The center will work in partnership with Human Resources and the Academic Pathways to support and oversee the FQAS for all faculty.

FQAS Components



Developing Approved Competencies (Probationary Period):

The Wisconsin Technical College System has 15 newly revised competencies all faculty are required to complete to meet their initial assurance during the probationary period. These competencies support faculty building their knowledge of teaching and learning. Full-time faculty are required to complete within three years from the date of hire, part-time faculty within five years. The 15 competencies fall within four broad areas:

Curriculum
& Assessment

Diversity, Equity
& Inclusion

Student Success

Teaching Methods

All MATC faculty are required to meet their initial competencies (probationary requirements) by taking the following courses:

- ZERD-100 Peer Support: An Intro to Teaching at MATC
- ZERD-101 Student Success
- ZERD-102 Instructional Strategies & Assessment
- ZERD-108 Diversity, Equity & Inclusion
- ZERD-190 Introduction to Blackboard Ultra

All of these courses are offered free to MATC faculty and, except for ZERD-100, are offered online (asynchronous – no real-time requirement). ZERD-100 Peer Support is virtual (online synchronous – real-time meeting requirement). Faculty who gained initial competencies from another WTCS college before coming to MATC can take ZERD-212: FQAS Competencies for WTCS Faculty and can demonstrate competency for ZERD-101, 102 and 108 through that course. They also will need to take ZERD-100 and ZERD-190 (or test out through onlinelearning@matc.edu).

Faculty are assigned FQAS cycles based on a cohort model. For example, all part-time faculty hired between July 1, 2022 - June 30, 2023 will be assigned the “FQAS PT Probationary 2027” cycle that runs from July 1, 2022 - June 30, 2027. Full-time faculty hired during that same period will be assigned the “FQAS FT Probationary 2025” cycle that runs from July 1, 2022 - June 30, 2025.

Limited Term Employment (LTE) transitions will not change your cycle end date.

Peer Mentoring (Probationary Period continued):

All part-time and full-time faculty are assigned a Faculty Development Coach (peer colleague) who will guide them through their probationary requirements. Faculty Development Coaches help probationary faculty by:

- Conducting a classroom observation with the purpose of providing feedback on areas identified in a pre-observation meeting.
- Helping the faculty develop and update a Teaching Action Plan, outlining goals and opportunities for personal and professional growth.
- Guiding the completion of the Evaluation of Professional Development, a reflection point that summarizes and highlights the professional development growth probationary faculty have achieved during their FQAS cycle and provides an opportunity to discuss this with their Pathway Dean and/or Director.



Professional Development Plans (Post-Probationary Cycles):

Faculty have demonstrated their initial competencies as defined by WTCS and can now choose to focus on various areas with the MATC Standards of Teaching Excellence, reflecting the continuous quality improvement culture at MATC.

Updated MATC Standards of Teaching Excellence (2022)

- Foster Student Success
- Embrace Diversity, Equity, and Inclusion
- Demonstrate 21st Century Classroom Skills
- Utilize Classroom Management Techniques
- Plan and Organize Curriculum, Instruction, and Assessment
- Apply Student-Centered Teaching Methodologies
- Assess Student Learning Outcomes
- Maintain Content Mastery and Currency
- Cultivate Internal Collaboration
- Cultivate Professional Partnerships

Faculty self-select opportunities to develop in the areas of Currency (in your field) and Student Success and Teaching Excellence.

For each post-probationary cycle, part-time and full-time faculty are required to submit documentation that demonstrates the completion of:

- 40 hours of activity within Student Success and Teaching Excellence
- 20 hours of activity within Currency (in your field)
- Teaching Action Plan

Full-time faculty complete their post-probationary cycle requirements **every two years**.

Part-time faculty complete their post-probationary cycle requirements **every four years**.

All post-probationary cycles start on July 1 and end on June 30 and are documented in the FQAS tab in SumTotal, MATC's employee management software system. Faculty are strongly encouraged to submit documentation to update their FQAS hours throughout the year as they complete their activities.

It is a requirement of employment for all MATC faculty to be in compliance with FQAS requirements at all times.



Performance Evaluation:

To promote a growth mindset, all faculty develop a Teaching Action Plan (TAP) and choose their own Peer Coach. Using a variety of self-reflection and assessment tools, faculty create a TAP that outlines their SMART goals based on the MATC Standards of Teaching Excellence and the strategic plan of the college. Faculty evaluate the achievement of their goals and outline next steps for continuous quality improvement.

If you are **Full-Time Post-Probationary faculty**, you will complete one TAP each year. These are labeled in your SumTotal FQAS cycle as TAP Year 1 and TAP Year 2. Because the TAP is updated throughout the process, it should only be submitted into SumTotal at the end of the academic year. If you are **Part-Time Post-Probationary, Part-Time Probationary, or Full-Time Probationary faculty**, you will complete one TAP each FQAS cycle.



FAQ

To whom does FQAS apply?

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

How do I document my required activities?

All FQAS activities, ZERD courses, TAPs, Evaluations, and/or Classroom Observations must be uploaded by the faculty into SumTotal. The dates of the activities must fall within the date range of the given FQAS cycle. Attendance and participation and/or completion of the activities are required parts of the documentation. Any webinars or similar activities of three hours or less do not require documentation of attendance.

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. The link for SumTotal can be found on the myMATC.matc.edu website.

How often do I submit proof of my FQAS activities?

FQAS activities should be submitted, with their supporting documentation, on a regular basis for review and approval by the Center for Teaching Excellence. It is your responsibility to begin that process and work with the Center for Teaching Excellence throughout the year to complete the necessary steps. We strongly encourage you not to wait until the end of your renewal cycle.

Who reviews my experiences to ensure they meet FQAS expectations?

Faculty are encouraged to collaborate with Faculty Development Coaches and Coordinators within the Center for Teaching Excellence to identify valuable development opportunities. Faculty Development Coordinators and/or the Director of the Center for Teaching Excellence review all FQAS submissions.

For more information, email: cte@matc.edu.



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Transforming Lives, Industry & Community

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