

# Utilizing Tableau reporting to manage and verify faculty roster information

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Tim Metz

Assistant Vice Chancellor for Institutional  
Planning and Effectiveness

SACSCOC Annual Meeting  
December 4, 2023







## LOCATION

- Cullowhee, NC (1 hour west of Asheville, NC)
- 3 hours from Charlotte, Atlanta and Knoxville
- Rural, regional, comprehensive, public

## MISSION

As Western North Carolina's regional comprehensive university, Western Carolina University is dedicated to academic excellence, affordability, and access. WCU inspires student learning through innovative teaching, nationally recognized programs, exceptional support, and a robust connectedness with surrounding communities in Southern Appalachia, including the Eastern Band of Cherokee Indians. Through a broad range of scholarly activities, our faculty and students seek to better understand our region, state, nation, and world. With an emphasis on engaging students both inside and outside the classroom, WCU's bachelor's, master's, and professional doctoral programs in Cullowhee, Asheville, and online aim to improve lives and promote economic prosperity throughout Western North Carolina and beyond.

## STUDENTS

- ~12,000 headcount
- ~10,000+ undergraduate
- ~9,500+ residential
- ~9,500+ full-time student
- 87% NC residents

# SACSCOC FACULTY ROSTER

## FACULTY ROSTER FORM

### Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Campbell University

Name of Academic Area, Discipline, Department/School:

School of Business

Academic Term(s) Included: Spring 2010

Date Form Completed:

April 1, 2010

1	2	3	4
Name	Courses Taught	Academic Degrees Earned	Other Qualifications
Berry, Joseph (F)	ACCT 213-Accounting Principles (U) ACCT 214-Accounting Principles II (U) ACCT 325-Managerial Accounting (U)	M.B.A (Business Administration) Fayetteville University B.S. (Business Administration) East Carolina University A.A. (Accounting) Fayetteville Technical Community College	CPA; 13 years professional experience
Broadhurst, Carl (F)	BADM 468 Business Policy (U)	D.B.A (International Business ) Nova Southeastern University M.B.A (Business Administration) Butler University B.S. Business Administration) University of Missouri	
Butler, David(F)	TRST 415 Mgmt Trust Debt (U) TRST 434 Trust & Estate Admin (U) TRST 470 Trust Sales & Marketing (U)	Masters of Trust and Wealth Management Campbell University B.B.A (Business Administration)Campbell University	Certified Trust Auditor Certified Financial Planner Charter Financial Services Counselor; 30 years experience in Finance and Banking Industry



# Faculty Roster challenges




# WHY DATA VISUALIZATION?

View: Original

[About Dashboard](#)
[Dashboard Definitions](#)
[Data Quality](#)
[Faculty Roster Form](#)
[Instructional Profile Form](#)
[Credential Exceptions](#)
[Faculty / Course Report](#)

## Faculty Roster Form

### Qualifications of Full-Time and Part-Time Faculty


**Name of Institution:** Western Carolina University  
**Name of College:** All  
**Academic Term Included:** 2023 - Spring  
**Date Data Refreshed:** 8/24/2023 9:00:09 AM

**Term Code**  
 2023 - Spring

Instructor	Courses Taught	Academic Degrees & Coursework	Other Qualifications & Comments
<b>Raxter, Alexandra M. (P)</b>	SPED-240: The Exceptional Child, 3 (UT) SPED-493: Tps:Career Development, 3 (UT)	BSED (Special Ed/Teaching, General), Western Carolina University - 2019 MAED (Special Ed/Teaching, General), Western Carolina University - 2020	
<b>Adams, Andrew D. (F)</b>	MUS-107: Major:Piano, 2 (UT) MUS-207: Major:Piano, 2 (UT) MUS-307: Major:Piano, 2 (UT) MUS-375: Ensemble:Piano Trio, 1 (UT) MUS-493: Tps:Adv Keyboard Harmony, 1 (UT)	BM (Music), Univ Missouri Kansas City - 1988 DMA (Music), Univ of Colorado at Boulder - 2005 MM (Music), Univ Illinois Urbana-Champaign - 1990	
<b>Adams, Erin E. (F)</b>	IDES-250: Intro Interior Design, 3 (UT) IDES-258: CADD for Interior Design I, 3 (UT) IDES-493: Tps:Materials in ID, 3 (UT)	BA (Speech & Theatre Arts), Louisiana Tech University - 1996 BS (Interior Design), Colorado State Univ Ft Collins - 2007 MS (Interior Design), Colorado State Univ Ft Collins - 2008	
<b>Aquilino, Dominic M. (P)</b>	THEA-106: Applied Voice I, 1 (UT) THEA-206: Applied Voice II, 1 (UT) THEA-306: Applied Voice III, 1 (UT) THEA-406: Applied Voice IV, 1 (UT)	BFA (Voice and Opera), SUNY Purchase College - 1995 MM (Voice and Opera), Manhattan School Music - 2003	

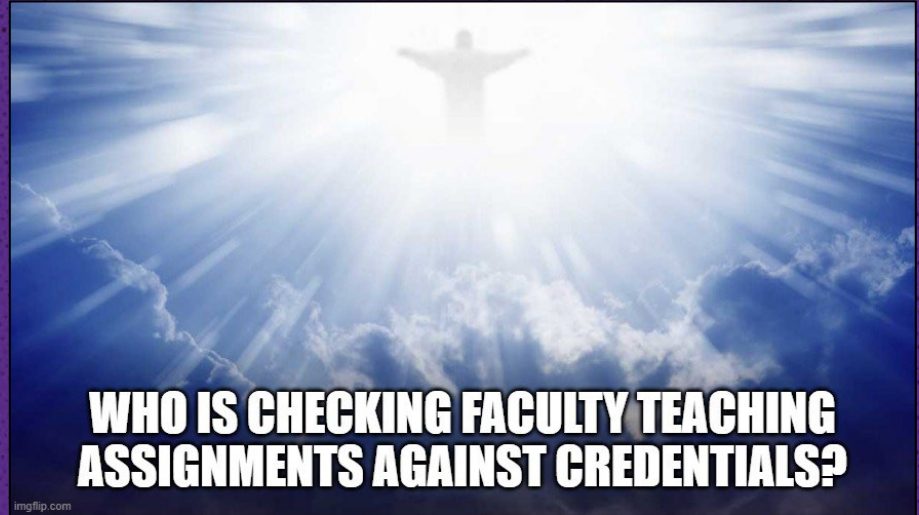
**Instructor Academic College**  
 (All)  
 Coll of Education & Psy  
 Coll of Fine & Performing Arts  
 Coll of Health & Human Science  
 College of Applied Sciences  
 College of Arts & Sciences  
 College of Business  
 College of Educ & Allied Prof  
 College of Engineering & Tech  
 General College  
 Kimmel School Constr Mgt & Tec  
 Sch of Nursing & Hlth Sci

**Instructor (Last, First)**  
 (All)



# In the beginning...

(January 2020)



# Faculty Qualifications

AA21 form is utilized to determine which courses new faculty are qualified to teach

- Evaluated as a candidate for hire
- Reviewed/approved by Associate Provost

## AA-21 and Faculty Credentials

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that for each of its educational programs, the institution justifies and documents the qualifications of its faculty members (Faculty qualifications, 6.2.a). The [pdf](#) **Digital AA21.pdf** form is used to document that faculty being appointed at Western Carolina University are qualified through appropriate academic credentials and/or some combination of a minimum number of graduate credit hours in the teaching discipline, appropriate related work experiences in the field, professional licensure and/or certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications and/or documented excellence in teaching. Determining the acceptability of faculty qualifications requires judicious use of professional judgment. This form (and attachments) must be submitted and approved prior to interviewing a new faculty member.

- Complete all fields provided on cover page
- Include Curriculum Vitae of appointee
- Copy of transcripts of highest earned (**terminal**) degree and other related credentials
- Alternative Qualification Matrix if necessary
  - required for degrees from foreign institution or non-reg. accreditation
  - does not hold terminal degree in teaching discipline (except for GTAs)
  - may be requested in other circumstances
- Combine all documents into pdf file
- Obtain digital signature of Department Head
- Obtain digital signature of Dean
- Upload digital AA21 to SharePoint Site (this step is completed by the college executive assistant)
- Must receive approval from Associate Provost prior to inviting for an on-campus interview

College admins will use the [AA21 Submission and Tracking sharepoint site](#) to upload the AA-21 for approval.

# Faculty Qualifications

Fillable PDF form,  
maintained in  
Microsoft SharePoint

- Teaching CIP code
- Earned degrees and institutions attended

**AA21** Approval (for official use only):   
Date:

**Western Carolina University**  
**Certification of Credentials and Qualifications for a Faculty/Staff Instructional Appointment**

Name of Appointee:  Department:   
 Position:  Full time if so, Position Number  College:   
 OR  Part time  
 Athletics Employee as PE Instructor  Yes  No  
 Graduate Teaching Assistant  Yes  No  
 \*AA15 Processed through Grad School  Yes  No

Employee Start Date:

Teaching Field  Teaching Field CIP Code

Earned/Enrolled				
Degrees	Field of Study	CIP code	Institution	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that accredited institutions justify and document the qualifications of its faculty members. This form documents that faculty being appointed at Western Carolina University are qualified to teach in the discipline. This form (and attachments) must be submitted when requesting to interview a new faculty member or when hiring part time faculty members.



# SHAREPOINT WORKFLOW

**AS** AA21 Submission and Tracking  
Private group

+ New Edit in grid view Share Export Automate Integrate ...

College of Business

Title	Status	Notes	Modified By	Modified
Dai, Anna	APPROVED	Teaching field needs to be labeled "Finance"	Brandon Schwab	December 7, 2020
Bakare, Bukola	APPROVED	Please add masters and bachelor degrees to AA-21	Brandon Schwab	February 8, 2021
Metcalf, Ashley	APPROVED	Please add masters and bachelors degrees to AA-21	Brandon Schwab	February 8, 2021
Brewer, Cherry	APPROVED	3.31.21: Submitted to BES for review	Brandon Schwab	April 5, 2021
Hwang, Eun Min	APPROVED	3.31.21: Transcript needs to have the name of the institution. Transcript does not show PhD awarded/date.	Brandon Schwab	April 5, 2021

# Faculty Qualifications

Qualifications for course instruction are not entered into Banner

Proposed course schedules are manually reviewed/approved at the college level

Approval:   
Date:

**Matrix of Alternative Qualifications and Course Outcome Objectives  
(For Alternative Qualifications)**

Faculty Member:  Department:

Course prefix, number, title	Course Outcomes	Relevant Qualifications (be explicit and match specifically to course outcomes/objectives)				



# PROJECT OVERVIEW

## GOALS

- *On-demand report to review current faculty credentials and course assignments*
- *Ability to update outdated credentials and add additional teaching qualifications*

### Faculty Roster dashboard

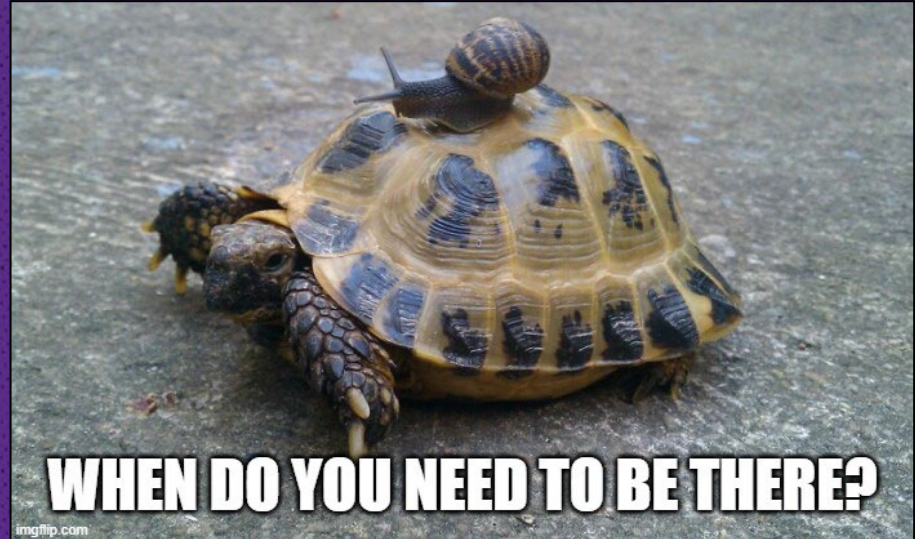
- January 2020 – observed mismatches between faculty credentials and assigned courses.
- February 2020 – kick-off meeting for faculty roster project.
- March 2020 – first draft of faculty roster dashboard
- AY2020-21 – Associate Deans “test” dashboard

### Credential updates & other qualifications

- November 2021 – meeting to discuss observed issues with roster (missing data, incorrect data).
- November 2022 – kick-off meeting for development of input form.
- March-June 2023 – input form testing

# Project Timeline

January 2020–June 2023





### Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty



Name of Institution: Western Carolina University  
 Name of College: College of Business  
 Academic Term Included: 2023 - Fall  
 Date Data Refreshed: 9/28/2023 9:00:14 AM

Term Code  
 2023 - Fall

Instructor Academic College

- (All)
- Coll of Education & Psy
- Coll of Fine & Performing Arts
- Coll of Health & Human Science
- College of Applied Sciences
- College of Arts & Sciences
- College of Business
- College of Educ & Allied Prof
- College of Engineering & Tech
- General College
- Kimmel School Constr Mgt & Tec
- Library
- Sch of Nursing & Hlth Sci

Instructor (Last, First)

(All)

Instructor	Courses Taught	Academic Degrees & Coursework	Other Qualifications & Comments
<b>Agan, Yavuz (F)</b>	MGT-375: Operations Management, 3 (UT)	MBA (Business Administration), New York Inst Tech - 1996 PHD (Business Administration), University of Memphis - 2005 MS (Business Administration), University of Memphis - 2000	
<b>Alimohammadirokni, Mohammad (F)</b>	HT-241: Intro to Evnts, Cnfrncs, & Fst, 3 (UT) HT-334: Food & Beverage Management, 3 (UT) HT-437: Bar/Beverage Operations, 3 (UT) MGT-300: Intro to Management, 3 (UT)	BA (English Lang/Literature, Gnrl), Foreign Institution - 2010 PHD (Hospitality Admin/Mgt, General), Texas Tech University - 2023 MS (Tourism/Travel Services Mgt), Foreign Institution - 2019	
<b>Bakare, Bukola (F)</b>	MGT-375: Operations Management, 3 (UT) MGT-408: Supply Chain Management, 3 (UT)	PHD (Transportation/Trans Mgt), North Dakota State University - 2020	
<b>Black, Janice A. (F)</b>	ENT-450: New Venture Strategy, 3 (UT) ENT-600: Entrepreneurial Planning, 3 (G)	PHD (Business Administration), Texas Tech University - 1995	
<b>Boyer, Dana C. (P)</b>	BA-195: Mvr&Shkr: Exp Ldrs & Exp Ldshp, 3 (UT) USI-130: University Experience, 1 (UT)	MBA (Business Administration), Western Carolina University - 2016	

# DATA SOURCES

## Data Sources

Purpose-built nightly extractions from the Ellucian Banner ERP and Blackboard Student Data Warehouse populate Ad-Hoc Reportable Tables in the CATalytics data warehouse to provide:

A combined list that contains the following components: Courses Taught (by term), Academic Degrees, and Additional Comments/Qualifications. The current term is loaded from census date to the end of the term; once the term has ended, the data is frozen in the data warehouse unless manually reloaded.



# Discovered issues

- Missing institution names
- CIP codes – missing; incorrect
- Credentials not updated since point of hire
- Written alternative qualifications contained in a PDF form

Source/Background Institution Query-Only SOISBGI S

SOURCE OR BACKGROUND INSTITUTION

Institution Type	Code	Name	City
College	FOINST	Foreign Institution	
College	FOR...		
College	FOR...	SKEMA-(Ceram-EAI)	
College	FOR...		
College	FOR...	Foreign Institution 2	
College	FOR...	Foreign Institution 3	
College	FOR...		
College	FOR...		
College	FOR...		
College	FOR...		
College	FOR...		
College	FOR...		
College	FOR...		
College	FOR...	Lund University	
College	FOR...		



*How can we quickly identify  
faculty credential issues  
without reviewing all faculty?*



### Faculty Roster Credential Exception Report

Below are Faculty where the teaching/academic degree CIP code does not match the Course CIP Code

[Open Alternative Qualifications Form](#)

Total Exceptions  
**45**



Selected College: College of Arts & Sciences  
 Selected Academic Term: 2023 - Spring  
 Date Data Refreshed: 8/24/2023 9:00:10 AM

Term Code

- Instructor Academic College
- (All)
  - Coll of Fine & Performing Arts
  - Coll of Health & Human Science
  - College of Arts & Sciences
  - College of Business
  - College of Educ & Allied Prof
  - College of Engineering & Tech
  - Kimmel School Constr Mgt & Tec

Instructor	Teaching CIP	Academic Degrees & Coursework	Course Information	Course CIP Code	Course Crosslist Group	Additional Comments
Bego, Ingrid (F)	45	BA (German), Washburn University - 2002 (Major CIP: 16)				
		BA (Political Science), Washburn University - 2002 (Major CIP: 45)	INST-483: Intern International Studies	30		
Blizzard, Kimberly A. (P) -	40	BA (Spanish), Washburn University - 2002 (Major CIP: 16)..				
		BS (Geol/Erth Scncs/Geoscncs, Othr), Univ Nevada Las Vegas - 2016 (Major CIP: 40) MS (Geology/Earth Science, General), East Tennessee State Univ - 2018 (Major CIP: 40)	GEOG-221: Intro to Geospatial Analysis	45		
Boudreau, James K. (P) -	26	MS (Biology), Western Carolina University - 2011 (Major CIP: 26)	NRM-140: Nat Res Conservtn & Mgt	03		
Brake, Ellen R. (F) -	16	BA (English Lang/Literature, GnrI), East Carolina University - 2006 (Major CIP: 23)	CHER-101: Exp Cherokee/Cherokee Spk Wrld	16		
			CHER-132: Elementary Cherokee II	16		

- Issue Description
- (All)
  - CIP Mismatch
  - CIP Mismatch/No Graduate De...
  - No Assigned Teaching CIP
  - No Graduate Degree

Instructor (Last, First)

### Faculty Roster Credential Exception Report

*Below are Faculty where the teaching/academic degree CIP code does not match the Course CIP Code*

Open Alternative Qualifications Form

Total Exceptions  
**6**



Selected College: Coll of Fine & Performing Arts, Coll of Health & Human Science, College of Arts & Sciences

Selected Academic Term: 2023 - Spring

Date Data Refreshed: 10/4/2023 9:00:17 AM

Term Code  
2023 - Spring

- Instructor Academic College
- (All)
  - Coll of Fine & Performing Arts
  - Coll of Health & Human Science
  - College of Arts & Sciences
  - College of Business
  - College of Educ & Allied Prof
  - College of Engineering & Tech
  - General College
  - Kimmel School Constr Mgt & Tec
  - Library

- Issue Description
- (All)
  - CIP Mismatch
  - CIP Mismatch/No Graduate De...
  - No Assigned Teaching CIP
  - No Graduate Degree

Instructor (Last, First)  
(All)

Instructor	Teaching CIP	Academic Degrees & Coursework	Course Information	Course CIP Code	Course Crosslist Group	Additional Comments
Borom, Elizabeth J. (P) -	50	ND (Special), No Degree - 0 (Major CIP: 24)	DA-255: Tap I	50		
			DA-301: Dance Choreography	50		
			DA-305: Jazz II	50		
Flinchum, Christopher D. (P)	50	BFA (Drama/Theatre Arts, General), UNC School of the Arts - 1996 (Major CIP: 50)	THEA-235: Stage Management	50		
			THEA-270: Theatre Arts Workshop I	50	WR	

# Data clean-up processes

- *Missing teaching CIP* – route to HR
- *Incorrect teaching CIP* – route to Associate Provost
- *Incorrect course CIP* – route to the Registrar

CSCOC Faculty Information / Credential Exceptions ☆

View: Original

Definitions | Data Quality | Faculty Roster Form | Instructional Profile Form | Credential Exceptions


### Faculty Roster Credential Exception Report

*Below are Faculty where the teaching / academic degree CIP code does not match the Course*

Selected College: College of Engineering & Tech  
Selected Academic Term: 2023 - Fall  
Date Data Refreshed: 10/9/2023 9:00:17 AM

Instructor	Teaching CIP	Academic Degrees & Coursework
Banther, Brett R. (P) -		MS (Technology), Western Carolina University - 2009 (Major CIP: 15)





*How do we add alternative credentials to Banner so that it populates on the Faculty Roster dashboard?*

# Ellucian Banner Page Builder

## SACSCOC Alternative Qualifications

Enter 92# or Faculty Last Name: \*

 Search

Tim Metz

**920398060** Banner ID

Effective Start Term \*


Fall 2023

Effective End Term

Select Term...

Course CIP Code (2-digit) \*

Alternative Qualification \*

 Save Qualification

 Cancel

### Faculty Roster Credential Exception Report

Below are Faculty where the teaching/academic degree CIP code does not match the Course CIP Code

[Open Alternative Qualifications Form](#)

Total Exceptions  
**45**



Selected College: College of Arts & Sciences  
 Selected Academic Term: 2023 - Spring  
 Date Data Refreshed: 8/24/2023 9:00:10 AM

Term Code  
2023 - Spring

- Instructor Academic College
- (All)
  - Coll of Fine & Performing Arts
  - Coll of Health & Human Science
  - College of Arts & Sciences
  - College of Business
  - College of Educ & Allied Prof
  - College of Engineering & Tech
  - Kimmel School Constr Mgt & Tec

- Issue Description
- (All)
  - CIP Mismatch
  - CIP Mismatch/No Graduate De...
  - No Assigned Teaching CIP
  - No Graduate Degree

Instructor (Last, First)  
(All)

Instructor	Teaching CIP	Academic Degrees & Coursework	Course Information	Course CIP Code	Course Crosslist Group	Additional Comments
Bego, Ingrid (F) - 920000001	45	BA (German), Washburn University - 2002 (Major CIP: 16)				
		BA (Political Science), Washburn University - 2002 (Major CIP: 45)	INST-483: Intern International Studies	30		
		BA (Spanish), Washburn University - 2002 (Major CIP: 16)..				
Blizzard, Kimberly A. (P) - 920000022	40	BS (Geol/Erth Scncs/Geoscncs, Othr), Univ Nevada Las Vegas - 2016 (Major CIP: 40) MS (Geology/Earth Science, General), East Tennessee State Univ - 2018 (Major CIP: 40)	GEOG-221: Intro to Geospatial Analysis	45		
Boudreau, James K. (P) - 920000035	26	MS (Biology), Western Carolina University - 2011 (Major CIP: 26)	NRM-140: Nat Res Conservtn & Mgt	03		
Brake, Ellen R. (F) - 920000122	16	BA (English Lang/Literature, GnrI), East Carolina University - 2006 (Major CIP: 23)	CHER-101: Exp Cherokee/Cherokee Spk Wrld	16		
			CHER-132: Elementary Cherokee II	16		



# College “perks”

View: Original

Data Guide Watch

About Dashboard Dashboard Definitions Data Quality Faculty Roster Form **Instructional Profile Form** Credential Exceptions Faculty / Course Report

## Instructional Profile by Section College/Department



Term Code  
2023 - Spring

Select a Section Department and/or a specific measure to view the courses included.

Academic Term Included: 2023 - Spring

Data Refreshed: 8/24/2023

9:00:09 AM

Selected Measure: All

Selected College: All

Selected Department: All

Section College

- College of Arts & Sciences
- College of Business
- College of Education & Allied Pro...

		Instructor		Instruction Site			Instruction Method		
		Full-Time	Part-Time	Main	Other	Distance	Face-To-Face	Web	Hybrid
College of Arts & Sciences	Anthropology & Sociology	45	2	44	0	3	42	5	0
	Biology	151	16	165	0	2	162	5	0
	Chemistry and Physics	154	14	161	0	7	158	10	0
	College of Arts & Sciences	1	0	1	0	0	1	0	0
	Communication	65	3	64	0	4	50	18	0
	Criminology & Criminal Justice	50	41	45	0	46	44	47	0
	English	112	16	118	2	8	111	17	0
	Geosciences & Nat Resource	55	8	61	0	2	61	2	0
	History	52	6	52	0	6	51	7	0
	Mathematics & Computer Science	86	5	87	1	3	88	3	0
	Philosophy & Religion	15	13	28	0	0	27	1	0
	Political Sci & Public Affairs	34	9	33	6	4	29	12	2
	World Languages	27	6	32	0	1	29	4	0
	<b>College Total</b>	<b>847</b>	<b>139</b>	<b>891</b>	<b>9</b>	<b>86</b>	<b>853</b>	<b>131</b>	<b>2</b>
College of Business	Acct, Fin, Info Sys and Law	81	29	67	5	38	52	55	3
	Econ, Mgmt and Proj Mgmt	68	15	51	0	32	43	40	0
	Ent, Hosp, Market and Spt Mgmt	83	9	65	0	27	38	54	0
	Master Business Admin	5	0	0	5	0	0	0	5
		<b>College Total</b>	<b>237</b>	<b>53</b>	<b>183</b>	<b>10</b>	<b>97</b>	<b>133</b>	<b>149</b>
College of Education & Allied Professions	Coll of Educ & Allied Prof	1	0	1	0	0	1	0	0
	Human Services	124	48	54	54	64	55	94	23
	Psychology	117	18	125	0	10	108	27	0
	School of Teaching & Learning	171	21	163	2	27	138	42	12
		<b>College Total</b>	<b>413</b>	<b>87</b>	<b>343</b>	<b>56</b>	<b>101</b>	<b>302</b>	<b>163</b>

### Faculty/Course Report

Below is a view of faculty and course information for a specified term.



#### Instructor / Academic Degree Information

**Global Filters**

Term Code  
2023 - Spring

Instructor  
(All)

Teaching CIP Code  
(All)

- Instructor College
- (All)
  - Coll of Education & Psy
  - Coll of Fine & Performing Arts
  - Coll of Health & Human Science
  - College of Applied Sciences
  - College of Arts & Sciences
  - College of Business
  - College of Educ & Allied Prof
  - College of Engineering & Tech
  - General College
  - Kimmel School Constr Mgt & Tec
  - Sch of Nursing & Hlth Sci

Academic Degree CIP  
(All)

Instructor	Instructor Academic College	Teaching CIP Code..	Academic Degree	Academic Degree CIP Code (Ins..)
Helgeson, Anna J. (P)	Coll of Fine & Performing Arts	50	MFA (Fine Arts/Art Studies, Other), Univ Wisc Milwaukee - 2011 (Major CIP: 50)	50
Helton, Ashton P. (P)	Coll of Fine & Performing Arts	50	BA (Mass Comm/Media Studies), Univ North Carolina Asheville - 2017 (Major CIP: 09)	09
			MFA (Cinematography/Film/Video Prod), UNC School of the Arts - 2020 (Major CIP: 50)	50
Henley, Matthew C. (P)	Coll of Fine & Performing Arts	No Teaching CIP	BA (Music Perf, Gen Audition Req), Western Carolina University - 1993 (Major CIP: 50)	50
			MA (Music Perf, Gen Audition Req), Western Carolina University - 1995 (Major CIP: 50)	50
Hicks, Shelby S. (F)	Coll of Fine & Performing Arts	50	MFA (Interior Architecture), Endicott College - 2012 (Major CIP: 04)	04

#### Instructor / Course Information

Instructor	Instructor Academic College	Teaching CIP Code..	Course	CIP Code (Course)	Section College
Helgeson, Anna J. (P)	Coll of Fine & Performing Arts	50	ART-455: Photography II, 3 (UT)	50	Coll of Fine & Performing Arts
Helton, Ashton P. (P)	Coll of Fine & Performing Arts	50	FTP-340: Filmmakers on Filmmaking, 3 (UT)	09	Coll of Fine & Performing Arts
Henley, Matthew C. (P)	Coll of Fine & Performing Arts	No Teaching CIP	MUS-375: Pep Band, 1 (UT)	50	Coll of Fine & Performing Arts

Section College  
(All)

Course Subject  
(All)

Course CIP  
(All)

# NEXT STEPS

## 2023-24 trial year for all six colleges

- CIP code crosswalk to reduce number of faculty on credential exceptions report
- Review/approval process for submitted alternative qualifications

Instructor	Teaching CIP	Academic Degrees & Coursework	Course Information	Course CIP Code
Ritenour, Andrew P. (F) -	14	PHD (Electrical), Mass Institute Technology - 2007 (Major CIP: 14)	ECET-242: Electronic Circuits	15
			ECET-242: Electronic Circuits-LAB	15



# ACKNOWLEDGEMENTS

## Data source & dashboard:



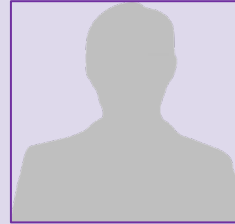
Carl Cortright  
*Data Architect*

## Faculty credentials:



Brandon Schwab  
*Associate Provost*

## Input form development:



John Khayata  
*IT Project Manager*



Sarah Speed  
*Business & Technology  
Applications Specialist*

## Testing:



Hollye Moss  
*Associate Dean  
College of Business*



Carmen Huffman  
*Interim  
Associate Provost*



VISIT US!

[OIPE.wcu.edu](https://oipe.wcu.edu)

Contact information:  
[tdmetz@wcu.edu](mailto:tdmetz@wcu.edu)