

College of Southern Nevada
Professional Standards Committee
Meeting Minutes – October 5, 2007
10 – 11:30 am
Charleston Campus Building “A” Room 210 “T”

Call to Order: By Paul Billings, Chair, at 10:02am.

Roll Call: The following persons were in attendance: Arnold Bell, Paul Billings, Tom Gill, David Hardy, Barbara Kraus, Christine Lines, Nathalie Odom, Lynn Stanger, Glynda White and John Mueller. A quorum was established.

Approval of Agenda: The agenda was approved as amended.

Approval of Meeting Minutes: September 14, 2007 minutes were approved as written.

Announcements:

A. None.

Unfinished Business:

- A. PSC Procedures Document – Finalizing the Draft – Discussion regarding the history of this document and its necessity was discussed by the committee, especially to help new committee members better conceptualize committee action. All members of the committee were asked to carefully review the document before the next meeting, so that informed voting could take place. Also, members were asked to report any typographical or other clerical errors to the chair prior to the next meeting.
- B. Brochure Update Labels – completed – The chair shared with the committee that the updated web site labels have been printed.
- C. Announcement to Department Chairs – completed – The chair shared with the committee that an e-mail was distributed to all department chairs at CSN. The announcement asked the department chairs to distribute information to their faculty members about remembering to get pre-approval from the committee for class and conference attendance. The committee also discussed the possibility of making e-mail reminders to all staff up to twice a semester, (toward the start and end of each semester), in order to help make the professional advancement program more visible for the faculty. The committee also discussed the possibility of coordinating with the Travel Committee, as many traveling faculty may be traveling to a conference for which they may be entitled to contact hour credit.
- D. ONE FACULTY MEMBER – column movement complete – The chair shared with the committee that this employment contract has been finalized.
- E. Application – ONE FACULTY MEMBER – The committee recommended the following to the VP for Academic Affairs:
 - Previously Earned Credits – 15 credits – recommended Approval
 - Current Credit Coursework – 3 credits – recommended Approval pending verification of completion and submission of transcripts
 - Pre-approval of Future Coursework – 9 credits – recommended Approval pending verification of completion and submission of transcripts
 - Column Movement – from column 3 to column 4 – recommended Approval pending verification of completion for current coursework and submission of transcripts

New Business

A. New Applications – The Committee recommended the following to the VP for Academic Affairs:

APPLICANT	APPLICATION FOCUS	COMMITTEE ACTION
ONE FACULTY MEMBER	<i>Column Movement</i> Texas Tech University – Based on previously earned credits	TABLED until next meeting. Needed clarification in interpreting transcripts, especially “CR” code for Thesis credits.

Next Meetings: Nov. 2 and Dec. 7, 2007
Time: 10-11:30 am
Place: Charleston Campus, Building “A”,
Conference room 210 “T”

Adjournment: 11:17am

Respectfully submitted,

Paul Billings, Chair, Professional Standards Committee