

Community College of Southern Nevada

Professional Standards Committee

Meeting Minutes - March 3, 2006

10 – 11:30 am

Charleston Campus

Building “A” Room 210 “T”

Call to Order: By Chair, Susana Contreras deFinch at 10:07 am.

Roll Call: The following persons were in attendance: Caroline Bass, Paul Billings, Susana Contreras deFinch, Joe Cracraft, Scott Helkaa, Ginny Martin, Tina Petrie, Richard Williams and Jean Wolff. A quorum was established.

Approval of Agenda: The agenda was approved as amended.

Approval of Meeting Minutes: February 3, 2006 minutes were approved as written.

Announcements:

- A. Thank you Susana for baking a coffee cake and bringing coffee for our meeting.
- B. Welcome to Tina Petrie from HR.

Unfinished Business:

- A. **Market Value contracts at CCSN** – Chair Contreras deFinch distributed the following handouts:
 - a. *Differences Between Tenure Track and Market Factor* (given to new hires)
 - b. *Memo* from Exec. Vice Chancellor and Chief Counsel, NSHE to CC Presidents RE: Difficult to Recruit Areas of CC for 2006 – dated 1/18/06
 - c. *Possible Difficult Recruitment Areas for CC* – dated 1/1/06 (health sciences, vocational tech, K12 Ed, CIT)
- B. **90 day ‘grace period’** - Chair Contreras deFinch drafted and sent a letter to HR in support of a 90 day ‘grace period’ following signing a contract with CCSN. This would give the employee time to seek out further information or advice.
- C. **New Faculty Orientation** - Chair Contreras deFinch produced PowerPoint slides to be used at new faculty orientations. The slides were reviewed by the members and suggestions for modifications were offered. A second draft will be forwarded to members for further review. ***Chair Contreras deFinch will contact CAPE to be placed on the agenda for new faculty orientation.***
- D. **Web page link to Oregon** - A link to the website (www.osac.or.us) Oregon Student Assistance Commission Office of Degree Authorization has been added to PSC web page. This will assist faculty and the Committee to identify ‘diploma mills.’
- E. **Application forms** – Application forms for degree, credit coursework, and occupationally related coursework have been modified to reflect the new address of Human Resources.
- F. **One faculty member** –HR has not yet resolved the issue of back pay. ***Once the issue is resolved Tom Peacock will send the PSC committee a rationale for the decision.***
- G. **Column 4 wording** - As of yet, no resolution to the discrepancy in wording describing Column 4 in the NSHE Procedures and Guidelines Manual (Rev. 2 – 11/05) Chapter 3, Page 17 & 22. ***Tina Petrie will notify NSHE for correction and report back to Committee.***

New Business

- A. **Bylaws** - Proposed Bylaws Amendments were reviewed and amended further. Action on adoption will take place next meeting. Then will be sent to Faculty Senate for final approval.
- B. **Web page link** - It was suggested that a link to regional accrediting associations be placed on the PSC webpage. ***Tina Petrie will provide an appropriate link to Chair Contreras deFinch.***
- C. **A reminder e-mail** - An e-mail will be sent to “all” to remind those who expect to be ready for salary column movement as of July 1, 2006 to provide PSC with appropriate paperwork by May 1, 2006. ***Chair Contreras deFinch will draft the e-mail and send to Faculty Senate for distribution.***

- D. Brochure - The brochure needs to be updated. *Co-Chair Billings will contact Printing Services to get estimate to reprint 500 brochures. Then Co-Chair Billings will request funding from Faculty Senate.*
- E. On-line / Correspondence / Self-Study Courses - A policy is needed for evaluating on-line/correspondence/self-study courses for professional advancement credit. *Tina Petrie will research whether other CC in system accept such courses.* Among things to consider: 1) quality of sponsoring institution, 2) textbook required? 3) post-test required? 4) limit credits earned from this type of coursework? *Further discussion at next meeting.*
- F. Western Schools Nurses Study Resource - *Richard Williams will research and report at next meeting on Western Schools Nurses Study Resource requirements for self-study course completion (i.e. post-test, accreditation, proof of completion) as it relates to Ms. Coon's application.*
- G. New Applications

Applicant	Application Focus	Committee Action
One faculty member	<u>Credit Courses</u>	
	UNLV Nurs 733 Nuring Ed Practicum #1 3 credits Anticipated completion 5/1/06	RECOMMEND APPROVAL
	UNLV Nurs 724 Dev. Curr in Nursing Ed 3 credits Anticipated completion 5/1/06	RECOMMEND APPROVAL
	<u>Occupationally Related Coursework</u>	
	Pain Educators Forum 22 clock hrs Attended 9/8-9/11/05	RECOMMEND APPROVAL
	Pediatric Nursing: Routine to Emergent Care ON-LINE SELF-STUDY COURSE Anticipated completion UPON COMMITTEE APPROVAL	TABLED, pending committee development of criteria for acceptance.
Wound Management and Healing ON-LINE SELF-STUDY COURSE Anticipated completion UPON COMMITTEE APPROVAL	TABLED, pending committee development of criteria for acceptance.	
Diabetes in Children ON-LINE SELF-STUDY COURSE Anticipated completion UPON COMMITTEE APPROVAL	TABLED, pending committee development of criteria for acceptance.	

Next Meetings: April 7, May 5, 2006
Time: 10-11:30 am
Place: Charleston Campus, Building "A", Conference room 210 "T"

Adjournment: 11:25 am

Respectfully submitted,

Susana Contreras deFinch, Chair
Professional Standards Committee