

# Community College of Southern Nevada

## Professional Standards Committee

Meeting Minutes – April 6, 2007

10 – 11:30 am

Charleston Campus

Building “A” Room 210 “T”

**Call to Order:** By Paul Billings, Chair at 10:03am.

**Roll Call:** The following persons were in attendance: Paul Billings, Irene Colson (proxy for Jean Wolff), Joe Cracraft, David Hardy, Scott Helkaa, Nathalie Odom, Joe Pietrantonio, Tina Petrie, and Richard Williams. A quorum was established.

**Approval of Agenda:** The agenda was approved as written.

**Approval of Meeting Minutes:** Feb. 2, 2007 minutes and Mar. 2, 2007 minutes approved as written.

### **Announcements:**

A. "Faculty Senate Survey on Salary & Benefits" Results. The results from this institutional survey were disseminated and reviewed.

### **Unfinished Business:**

A. PSC Procedures Document – Conference contact hours – Further discussion took place regarding a uniform policy for tabulating approved hours for conference attendance. Based on prior discussions, David Hardy presented a draft policy insert. The following draft was approved by the committee:

“Participation in relevant conferences and conventions may come under consideration for non-credit/contact hour training. A conference itinerary and record of workshops, lectures, training sessions, etc. attended by the faculty member must be submitted for review by the Professional Standards Committee. Registration time, lunch breaks, mixers, award ceremonies, open trade show times, etc. will not be regarded as contact hours.”

It was recommended this be placed in the procedures document under Program Category Standards, 2.a.3

B. PSC Procedures Document – Self-Study policies – Further discussion took place regarding a uniform policy for approval of self-study courses. Based on prior discussions, William Richards presented a draft policy insert. The following draft was approved by the committee:

“For a self-study course to be accepted, the following items should be addressed: 1) an outcome assessment/post-test is given, 2) a final grade of “C” or better, or an indication of “pass” is given, 3) the sponsoring agency or professional accreditation agency is known and deemed appropriate, 4) the number of hours/credits is specified, 5) the text and its author is known and is appropriate, (only if a text is used), and 6) a description of the course is given.”

It was recommended this be placed in the procedures document under Program Category Standards, 2.a.4

### **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>Salary Advancement to column 2 as of 7/1/07</i> Based on earning a <i>B.S. degree in Education</i>	RECOMMEND APPROVAL

### **Next Meeting:**

May 4, 2007

Time: 10-11:30 am

Place: Charleston Campus, Building “A”, Conference room 210 “T”

**Adjournment:** 10:40am

Respectfully submitted,

Paul Billings

Chair, Professional Standards Committee