

Community College of Southern Nevada

Professional Standards Committee

Meeting Minutes - September 1, 2006

10 – 11:30 am

Charleston Campus

Building “A” Room 210 “T”

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

Roll Call: The following persons were in attendance: Paul Billings, Joe Cracraft, David Hardy (proxy for Susana Contreras deFinch), Ginny Martin, Richard Williams and Jean Wolff. A quorum was established.

Approval of Agenda: The agenda was approved as written.

Approval of Meeting Minutes: May 5, 2006 minutes were approved as amended.

Announcements:

- A. New membership roster were distributed. Tina Petrie (HR) should be added to the list and identified as ad hoc member.
- B. Welcome to David Hardy.
- C. Susana Contreras deFinch and Jean Wolff presented an hour long orientation to the Professional Advancement Program for convocation week. The audience was small (6 persons) but was well received. The program will be repeated October 13 on Charleston Campus, K building room 134 as scheduled by CAPE.

Unfinished Business:

- A. Brochure – Will be ready from by mid September. Copies should be mailed to those who attended the CAPE program and those recently receiving tenure. Human Resources will receive some to place in new hire packets.
- B. Correction of NSHE Policies and Guidelines; column 4 description – The updated version (7/06) has NOT been corrected. Chapter 3, Section 2.1 Column 4 description does not correlate to the Column 4 description in Chapter 3, Section 3, C.1.b.
- C. No additional information on the following items,
 - a. 90 Day grace period following contract signing
 - b. Self-Study courses – criteria for acceptance from other NSHE institutions for professional advancement
 - c. Final decisions on advancement requests for July 1
 - d. Higher Education Directory
- D. HR webpage linked to PSC web page – This has been done
- E. Abbreviated Protocol and Meeting minutes – This has been done
- F. Market Factor – no update
- G. Bylaws – no update
- H. Application forms – Committee discussed placing Presidential signature line on application forms. There was a consensus that the President would not be seeing the original applications. Human Resources requests Presidential approval prior to salary advancement, but would not be signing the original applications. Presidential signature line not appropriate on the applications.
- I. Accept ‘D’ grade toward professional advancement – no update

New Business

- A. Committee Business during Summer – The Committee recommended the following to the VP for Academic Affairs:
 - a. One faculty member – Recommended approval to move to column 4 pending official transcripts
 - b. One faculty member – Recommended approval to move to column 5
 - c. One faculty member – Recommended approval to begin Masters of Accountancy degree program
- B. Appointment of PSC Chair – no word from Faculty Senate Chair
- C. New applications – see page 2

APPLICANT	APPLICATION FOCUS	COMMITTEE ACTION
One faculty member	<i>Begin Masters degree program</i> in Hotel Administration – 36 credits UNLV Anticipated completion 6/2009	RECOMMEND APPROVAL
One faculty member	<i>Begin PhD degree program</i> in Environmental Studies – 76 credits, UNLV. Anticipated completion 12/2012	RECOMMEND APPROVAL
One faculty member	<i>Graduate Credits</i> UNLV CIT 720 3 credits Completion 12/06 UNLV EPY 702 3 credits Completion 8/06	RECOMMEND APPROVAL Pending official transcripts RECOMMEND APPROVAL Pending official transcripts
One faculty member	<i>Occupationally Related Coursework</i> <u>2006 Assembly on Education Summer Symposium “The Intersection of Healthcare & Technology”</u> Contact Hours: 25 Completed: June 25 – 28, 2006 <u>Community College Leadership Program</u> Contact Hours: 17 Completed: May 28 – 31, 2006	RECOMMEND APPROVAL RECOMMEND APPROVAL

Next Meetings: October 6, November 3, December 1, 2006
Time: 10-11:30 am
Place: Charleston Campus, Building “A”, Conference room 210 “T”

Adjournment: 11:20 am

Respectfully submitted,

Jean Wolff, Acting Co-Chair
Professional Standards Committee