

**College of Southern Nevada**  
**Professional Standards Committee**  
**Meeting Minutes – September 14, 2007**  
**10 – 11:30 am**  
Charleston Campus Building “A” Room 210 “T”

**Call to Order:** By Jean Wolff, Acting Chair, at 10:05am.

**Roll Call:** The following persons were in attendance: Joe Cracraft, Tom Gill, David Hardy, David Hervey, Christine Lines, Nathalie Odom, Glynda White and Jean Wolff. A quorum was established.

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

**Approval of Meeting Minutes:** May 4, 2007 minutes were approved as amended.

**Announcements:**

- A. New and returning members were welcome. A draft of the membership roster was passed around for review and corrections. An orientation to the committee’s history, mission and activities was presented. Questions and answers followed.
- B. Informational documents were distributed and discussed.

**Unfinished Business:**

- A. PSC Procedures Document – Finalizing the Draft – It was moved, seconded approved to TABLE action until next meeting. The new members need more time to read and comprehend the document.
- B. Finalize 2007-2008 meeting dates – It was moved, seconded and approved to meet the first Friday of each month. The dates for the fall semester will be October 5, November 2, December 7, 10-11:30 am, Charleston Campus, Building A, Room 210 ‘T.’
- C. Sharing program information – completed at start of meeting.
- D. Updating brochure – Brochures with the corrected web address on page 1 were distributed. There was discussion as to whether paper brochures could/should be replaced by distribution over the internet websites, email, other electron means. Majority of the members felt the brochure is a value medium for information distribution, but that a minimal number of brochures should be printed. It was moved, seconded and approved to discuss reprinting and financial sponsorship with Faculty Senate Chair. Members feel there should be a distribution of program information at the beginning of each semester.
- E. Summer Action by Committee

APPLICANT	APPLICATION FOCUS	COMMITTEE ACTION
1 faculty member	8/21/07 <i>Salary Advancement to column 3 as of 7/1/07</i> Based on Bachelor’s plus 30 graduate credits. <i>The committee reviewed the summary of the coursework and voted via email. Specific person votes on file.</i>	Recommended approval, PENDING official transcripts

The faculty member has sent an official transcript to HR, but to date has not been offered a 2007/08 contract for signing. Jean Wolff will contact HR to inquire as to President’s action and when the faculty member can expect a contract.

- F. Memo to Department Chairs – Chair Billings is in the process of developing a reminder to Chairs about professional advancement opportunities. Chairs will be asked to share the information with their faculty.

**New Business**

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

APPLICANT	APPLICATION FOCUS	COMMITTEE ACTION
1 faculty member	<i>Credit Courses</i>	TABLED until next meeting. Summary prepared by Jean Wolff not complete.
1 faculty member	<i>Degree Program</i> UNLV M.Ed Workforce Ed and Development Anticipated Completion 5/2008	Recommended approval,
1 faculty member	<i>Credit Courses</i> UNLV 3 credits	Recommended approval PENDING official transcripts
1 faculty member	<i>Degree Program</i> Ed.D. in Teacher Education, UNLV, anticipated completion in 5/2013	Recommended approval

<b>1 faculty member</b>	<b><i>Occupationally Related Coursework</i></b>	Recommended approval
	80 <sup>th</sup> Annual Nevada Assoc of Career and Technical Ed July 17-20, '07	7.0 contact hours.
	2007 Assembly of Education Summer Symposium	13.5 contact hours

B. 2007-2008 Meeting Dates – see below

**Next Meetings:** Oct. 5, Nov. 2, Dec. 7, 2007  
Time: 10-11:30 am  
Place: Charleston Campus, Building “A”, Conference room 210 “T”

**Adjournment:** 11:32am

Respectfully submitted,

Jean Wolff  
Acting Chair, Professional Standards Committee