

**College of Southern Nevada**  
**Professional Advancement Committee**  
**Meeting Minutes – November 13, 2009**  
**10 – 11:30 am**  
Charleston Campus Building “K” Room 105

**Call to Order:** By David Hardy, Chair, at 10:05am.

**Roll Call:** The following persons were in attendance: Mehdi Afiat, Arnold Bell, Elyse Diamond, John Mueller, Heidi Porter, John Scarborough, Nancy Webb and Jean Wolff. A quorum was established.

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

**Approval of Meeting Minutes:** May 1, 2009 minutes were approved as amended.

**Announcements:** Chair Hardy welcomed new members

**Orientation to Committee mission and procedures:** Jean Wolff explained the mission of the committee and distributed current academic salary schedule, sections of the BOR Procedures and Guidelines Manual and Handbook pertinent to the committee’s activities .

**Unfinished Business:**

- A. Reducing time passing around applications
  - a. **Nancy Webb** will create an ANGEL shell to post agendas, minutes, applications with accompanying material . All members will review all posted documents before each meeting.
  - b. A rotating subcommittee of three members will meet 30 minutes prior to each meeting to calculate the appropriate clock hour earned for *occupationally related coursework*. This subcommittee will make recommendations to the full committee at the meeting. This will cut down on the time necessary for each member to review each occupationally related coursework application.
- B. Clock hours for conventions – The committee agreed to round the clock hours to the nearest 15 minute interval.

**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>Occupationally Related Coursework (2)</i> NV Health Information Management Association’s 2009 Annual Convention	Recommend approval <b>14 clock hours</b>
	2009 Assembly on Education “Don’t Gamble with the Future of Health Information Education”	Recommend approval of <b>18.25 clock hours</b>
ONE Faculty Member	<i>Degree Program</i> UNLV PhD in Educational Leadership Anticipated Completion 2011	Recommend approval pending official transcripts
ONE Faculty Member	<i>Degree Program</i> UNLV Masters Degree in Leadership & Workforce Education Anticipated Completion – May 2010	Recommend approval pending official transcripts

- B. Promoting the Professional Advancement Program
  - 1) Informational brochure – Committee agreed the brochure should be utilized again to promote the professional advancement program. **Nancy Webb** will take to Faculty Senate. Committee is asking for funding.
  - 2) CAPE programs – **David Hardy** and **Jean Wolff** will present 2 informational sessions (using PowerPoint) during Convocation week; Wed. Jan 13, 2010 on Charleston campus at 11am and on Cheyenne campus at 3 pm.
  - 3) There was some discussion about promoting the program online.

**Next Meeting:**

Date: Feb. 5, 2010

Time: 10:30 am – 12 noon (subcommittee meets 10 am)

Place: Charleston Campus, Building 'K' Room 108

*Subcommittee: Arnold Bell, Heidi Porter, Nancy Webb*

**Adjournment:** 12:10 pm

Respectfully submitted,

David Hardy

Chair, Professional Advancement Committee