

Community College of Southern Nevada

Professional Standards Committee

Meeting Minutes - February 3, 2006

10 – 11:30 am

Charleston Campus

Building “A” Room 210 “T”

Call to Order: By Chair, Susana Contreras deFinch at 10:02 am.

Roll Call: The following persons were in attendance: Natalie Odom (proctor for Caroline Bass), Paul Billings, Susana Contreras deFinch, Scott Helkaa, Richard Williams and Jean Wolff. A quorum was established.

Guests from HR: Tom Peacock, Associate VP for Human Resources and Tina Petrie, Interim Director of Personnel

Approval of Agenda: The agenda was approved as amended.

Approval of Meeting Minutes: December 2, 2005 minutes were approved as written.

Announcements:

- A. Thank you Susana for baking a cake and bringing coffee for our meeting.
- B. Welcome to Tom and Tina from HR.
- C. An updated list of members was distributed.

Unfinished Business:

- A. **Market Value contracts at CCSN** – According to Tom Peacock, positions that are posted and hired as ‘market value’ are determined by the NSHE Salary Variance Committee with input from CCSN VP for Academic Affairs, HR and other pertinent individuals. ‘Market Value’ is typically used for difficult to recruit positions, i.e. nursing, math/science, etc. The individual can be placed up to step 15, but is not eligible for tenure.
 - a. What information does an employee who signs a ‘market value’ contract get regarding professional advancement?
 - 1) HR gives each employee a list of advantages and disadvantages of a ‘market value’ position. This includes that it is a non-tenure position and that they may not use the Professional Advancement Program for advancement on the salary schedule. ***Tom Peacock will send the committee the list of advantages and disadvantages given to employees before they make a contract decision.***
- B. **Consultation with HR**
 - a. The Committee called HR attention’s to discrepancy in wording describing Column 4 in the NSHE Procedures and Guidelines Manual (Rev. 2 – 11/05) Chapter 3, Page 17 & 22. The different wording will cause problems for this committee if not corrected. ***Tom Peacock and/or Tina Petrie will notify NSHE for correction.*** Tom Peacock indicated that Bart Patterson supports placing employee in the salary column most beneficial to the employee.
 - b. Consider one representative from PSC be present when salary column placement is considered for new faculty. HR does not see how this would be logistically possible. There are also confidential issues to consider.
 - 1) Legal council is considering a policy to allow employees 90 days after signing a contract to contest the details of the contract. This would give the employee time to seek out further information or advice. HR feels if the PSC agrees with this concept the committee might develop a letter of support. ***Chair Contreras deFinch will develop a letter of support addressed to Tom Peacock.***
 - c. Stories of ‘must sign contract today’ even if the information is not correct.
 - 1) Tom will talk to his staff about this. If there is a problem with the contract details, Tom should be notified and he will accommodate the employee. The employee can also make a notation on the contract of the discrepancy.
 - d. Consider presentation by PSC at new faculty orientations.
 - 1) HR welcomes PSC at new faculty orientations. ***Chair Contreras deFinch will develop short PowerPoint presentation for orientations.*** This may also be placed on PSC webpage. ***Tom Peacock will send Chair PSC dates of new faculty orientations.***
 - e. Consider HR representative at PSC meetings.
 - 1) HR feels this would be beneficial to all. ***Tom Peacock will see that one HR representative attend each PSC meeting.*** This representative would attend without voting privileges. ***All PSC members will put Tom Peacock, Tina Petrie and Diana Cox on the PSC e-mail list.***

- C. **One faculty member** – HR has moved her to column 4, however the issue of back pay has not been resolved. CCSN legal council and president are still looking at this issue and HR hopes it will be resolved soon. ***Once the issue is resolved Tom Peacock will send the PSCCommittee a rationale for the decision.***
- D. **Oregon Website** - Tom Peacock suggested the PSC refer to the website that the state of Oregon maintains to expose ‘diploma mills.’ The PSC has used this website in the past and will continue to refer to it as needed. www.osac.state.or.us
Chair Contreras deFinch will place this website on the PSC web page.
- E. Tom Peacock noticed the address and phone number at the top of all applications for professional advancement needs to be changed to the Charleston campus address. ***Jean Wolff will do this and distribute new forms to the members. Chair Contreras deFinch will replace old form on the web page with the new ones.***

New Business

A. **New Applications**

Applicant	Application Focus	Committee Action
One faculty member	<i>Request movement to column 5 as of 7/1/06</i> Awarded EdD 12/31/05 from Nova Southeastern University	RECOMMEND APPROVAL

- B. **Bylaws**
Jean Wolff and Paul Billings will review the bylaws for needed updates. Will report at next meeting.

Next Meetings: March 3, April 7, May 5, 2006
 Time: 10-11:30 am
 Place: Charleston Campus, Building “A”, Conference room 210 “T”

Adjournment: 11:05 am

Respectfully submitted,

Susana Contreras deFinch, Chair
 Professional Standards Committee

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

Community College of Southern Nevada

Professional Standards Committee

Meeting Minutes - April 7, 2006

10 – 11:30 am

Charleston Campus Building “A” Room 210 “T”

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

Roll Call: The following persons were in attendance: Caroline Bass, Paul Billings, Susana Contreras deFinch, Joe Cracraft, Valerie Smith, Richard Williams and Jean Wolff. A quorum was established.

Approval of Agenda: The agenda was approved as amended.

Approval of Meeting Minutes: March 03, 2006 minutes were approved as amended.

Announcements: Thank you Susana for bringing cake and coffee.

Unfinished Business:

- A. Bylaws – Committee reviewed proposed amendments. One additional amendment was moved and approved. Committee approved bylaws as amended. *Chair deFinch will forward Bylaws to Faculty Senate for approval.*
- B. Brochure – Committee reviewed and made recommendations on revisions. *Susana will check on the website links for correctness. Paul will update and forward to the committee for final input. Paul will take care of having it printed before Fall Convocation.*
- C. 90 day grace period following contract signing – Tabled. Tina Petrie was not present to report
- D. Correction of Policies and Guidelines column 4 description – Tabled. Tina Petrie was not present to report
- E. HR webpage to link to PSC website - Tabled. Tina Petrie was not present to report
- F. Research on self study course work and acceptance in other Nevada colleges - Tabled. Tina Petrie was not present to report
- G. Market Factor – Joe Cracraft recommended to submit a year-end proposal to Faculty Senate for their review of the current discrepancy on non incentive for non tenure faculty under the Market Factor Value. There is no current promotion on the salary schedule for non tenure faculty hired under the Market Factor Value. Susana Contreras de Finch (chair) will call Darren Devine regarding this recommendation.
- H. Research Western Nurses Schools Study Resource – Richard Williams researched Western Nurses Schools Study Resources and compiled following information: Located in Massachusetts, it is a home study continuing education frame work, there is a Post Test, transcript and certificate are given to student upon completion of course(s). *Paul Billings will contact Tina Petrie to investigate if there are other similar companies offering such home studies.* Committee voted to review Irene Colson Coons’ application with the new information set forth by Richard Williams.

New Business

- A. Abbreviated Protocol – It was moved, seconded and approved to amend the Abbreviated Protocol, Section II.A to read: Application for approval of occupationally-related coursework must be made within 12 months following course attendance.

B. New Applications

APPLICANT	APPLICATION FOCUS	COMMITTEE ACTION
One faculty member	Occupational Related Coursework 3,000 clock hours completed 2002	Tabled. Jean will contact applicant
One faculty member	Request for assignment to Column 2 based on BA from UNLV. Graduating 5/2006	RECOMMENDED APPROVAL. Pending official transcripts from UNLV
One faculty member	Occupational Related Coursework (Self Study) 90 clock hours	RECOMMENDED APPROVAL. Pending certificate and transcript from Western Schools of Nurses’ Study Resource
One faculty member	Request for assignment to Column 4 based on PhD from UNLV. Graduating 5/2006	RECOMMENDED APPROVAL. Pending official transcripts from UNLV
One faculty member	Request for assignment to Column 4 Based on Master’s + 30 MSN – Nursing 39 credits University of Phoenix Completed 2002	RECOMMENDED APPROVAL Pending official transcripts

One faculty member	Begin PhD Program in Educational Leadership, UNLV 72 credits Anticipated completion 12/2011	RECOMMENDED APPROVAL
One faculty member	Begin B.S. Program in Ed-Post – Secondary Workforce Ed., UNLV 124 credits Anticipated completion 5/08	RECOMMENDED APPROVAL

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

Adjournment: 12:35 am

Respectfully submitted,

Susana Contreras deFinch, Chair
Professional Standards Committee

Community College of Southern Nevada
Professional Standards Committee
Meeting Minutes - May 5, 2006
10 – 11:30 am
Charleston Campus
Building “A” Room 210 “T”

Call to Order: By Susana Contreras deFinch at 10:02 am.

Roll Call: The following persons were in attendance: 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 written.

Approval of Meeting Minutes: April 7, 2006 minutes were approved as written.

Announcements:

- A. Congratulations to Richard Williams for receiving tenure.
- B. Thank you Susana for bringing cake and coffee.
- C. An MFA (Masters of Fine Arts) President’s Committee has been formulated. Four applications from faculty with MFA degrees have been approved and moved to column 5 as of July 1, 2006. The PSC wonders if this is a system or college committee. *Tina will get details.* The PSC will need to determine how the committee will be involved in this, if at all. The Committee supports the President’s decision on this issue.
- D. Committee will meet this summer by e-mail, if needed.

Unfinished Business:

- A. Brochure –Paul will take revised version to Printing Services. Once first draft is prepared, the committee members will review before printing. *Paul will contact Faculty Senate Administrative Assistant for assistance with payment to Printing Services.*
- B. 90 Day grace period following contract signing – Tina reports HR considers this high priority and plans to institute for new hires in fall /06.
- C. Correction of NSHE Policies and Guidelines; column 4 description – Tina has reported this issue to Carla Henson at HR at NSHE headquarters. She is researching this and indicated it is probably a typo error.
- D. HR webpage linked to PSC web page – Tina reports Dechelle Christmas will be asked to get this accomplished.
- E. Self-Study courses – criteria for acceptance from other NSHE institutions for professional advancement –Tina reports still waiting for response from other institutions.
- F. Abbreviated Protocol and Meeting minutes – *Susana will upload as soon as she takes class on May 17.*
- G. Market Factor – Susana sent e-mail to Faculty Senate Chair Darren Devine asking this be placed on next Senate meeting. *Darren agreed to do so.*
- H. Bylaws – Faculty Senate has PSC bylaws amendments. Chair Devine may request an additional amendment to state that committee chairs are appointed by the Senate Chair, not elected by the committee. Current Senate bylaws state this fact. Senate Exec. Committee will review PSC amended bylaws as is and will communicate with the committee about this issue. The Senate Chair will take recommendations from the Committee with regards to Chair appointments.

New Business

- A. Committee Officers and Members for 2006/07 – The Committee will recommend the following to Senate Chair.
Chair – Paul Billings
Co-Chair – Jean Wolff
Reappoint Members – Billings, Contreras deFinch, Cracraft, and Wolff
Add two additional members (total 11) – Irene Coons and Natalie Odam
- B. Higher Education Directory – Tina suggested the Committee order/subscribe to the Higher Education Directory. It contains very pertinent information that the Committee will find helpful. *Tina will provide Susana with ordering/downloading information.*
- C. Accept ‘D’ grade toward professional advancement – *Susana will ask VP of Academic Affairs of his opinion of accepting ‘D’ course grade toward professional advancement.* Tina Petrie supports not accepting. The Committee should consider the issue of minimum grade acceptability.

D. **New Applications**

APPLICANT	APPLICATION FOCUS	COMMITTEE ACTION
ONE FACULTY MEMBER	30 Graduate Credits Request to move to column 4	NOT RECOMMEND APPROVAL Credits presented were quarter hour credits which equal 20.77 semester credits.
ONE FACULTY MEMBER	Request for assignment to Column 5 based on EdD from UNLV. Graduating 5/2006	RECOMMENDED APPROVAL. Pending official transcripts from UNLV
ONE FACULTY MEMBER	Occupational Related Coursework 4 clock hours	RECOMMENDED APPROVAL.
ONE FACULTY MEMBER	Request for assignment to Column 4 based on BS plus 60 graduate credits.	RECOMMENDED APPROVAL. Pending official transcripts from American InterContinental Univ
ONE FACULTY MEMBER	Request for assignment to Column 5 Based on JD degree UNLV Completed 5/2006	RECOMMENDED APPROVAL Pending official transcripts
ONE FACULTY MEMBER	Request for assignment to Column 4 based on BS plus 60 graduate credits.	RECOMMENDED APPROVAL Pending official transcripts

Next Meeting: September 1, 2006
Time: 10-11:30 am
Place: Charleston Campus, Building "A", Conference room 210 "T"

Adjournment: 11:55 am

Respectfully submitted,

Susana Contreras deFinch, Chair
Professional Standards Committee

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