

# Community College of Southern Nevada

## Professional Standards Committee

### Meeting Minutes - September 16, 2005

10 – 11:30 am

Charleston Campus

Building “A” Room 210 “T”

**Call to Order:** By Susana Contreras deFinch at 10:05 am.

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

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

**Approval of Meeting Minutes:** May 13, 2005 minutes were approved as amended.

#### **Announcements:**

1. A thank you note was received from a faculty member. It was circulated among committee members.
2. Thanks to Susana, Jean and Caroline for bringing goodies to kick off the year right.

#### **Unfinished Business:**

##### **A. Update of applications from May 2005 and Summer 2005.**

1. one faculty member – movement to column 4 has not occurred to date. Human Resources (HR) is reviewing policy on BS+60.
2. one faculty member – HR converted his quarter hours to semester hours and found him short of 60 hours at time of hire. Graduate credits taken after hire qualified for movement to column four. Retroactive pay not awarded.
3. one faculty member – moved to column 4
4. one faculty member – moved to column 4
5. one faculty member – moved to column 4
6. one faculty member – moved to column 4
7. one faculty member – moved to column 4
8. one faculty member – moved to column 5

##### **B. Update on Appeal of denial of application for professional advancement credit by PSC.**

A faculty member appealed to President Carpenter. Pres Carpenter referred matter to Rand Key. Rand Key referred the faculty member to Faculty Senate Executive Committee as stated in the Board of Regents Handbook. The faculty member has formally made appeal to Faculty Senate Executive Committee.

##### **C. Center for Academic and Professional Excellence (CAPE) – Susana Contreras deFinch and Jean Wolff met with Mitzi Ware on July 12 and the CAPE Committee on August 2. They expressed the Professional Standard Committee’s (PSC) desire to provide advanced approval of CAPE courses for professional advancement. At a minimum, the PSC will require the following; credentials/profile of course presenter, course description, course objectives/outcomes, and length of course. CAPE courses will be considered for approval as *occupationally related coursework* credit. Professional Standards Committee members expressed their desire to work with CAPE in course review and approval.**

##### **D. Market factor positions at CCSN – HR indicates CCSN has about 40 positions to date. No numbers available about other institutions in NSHE**

#### **New Business**

**A. Elect New Chair – Susana Contreras deFinch** was elected as Chair for a second, one year term.

**B. Elect New Co-Chair – Paul Billings** was elected as Co-Chair for a one year term.

**C. Conversion of quarter credit hours to semesters by Human Resources –** It was moved, seconded and motion carried that HR be asked to provide a copy of the conversion policy by which this is being done. Chair Contreras deFinch will make this request.

**D. PSC Bylaws -** Discussion as to whether professional faculty can chair a Faculty Senate Standing Committee. The PSC Bylaws should reflect this information. Paul Billings will research this issue and report back to Committee.

**E. New Applications**

<b>Applicant</b>	<b>Application Focus</b>	<b>Committee Action</b>
one faculty member	<i>Begin PhD degree program</i> <b>UNLV</b> 67 credits anticipated completion 12/2009	RECOMMEND APPROVAL
one faculty member	<i>Credit Course</i> <b>UNLV</b> CIT 711 Desktop Pub for Educators 3 credits completed 7/05  CIT 709 Internet for Educators 3 credits Completed 8/05	RECOMMEND APPROVAL  RECOMMEND APPROVAL
one faculty member	<i>Occupational Related Coursework</i> Understanding NLNAC Evaluation Process and Standards 4 clock hrs completed 9/04  Curriculum for the 21 <sup>st</sup> Century & Concepts Mapping Workshop 6 clock hrs completed 4/05	RECOMMEND APPROVAL  RECOMMEND APPROVAL

**Next Meetings:** Oct. 7, Nov. 4, Dec. 2, 2005  
 Time: 10-11:30 am,  
 Place: Charleston Campus, Building “A”, Conference room 210 “T”

**Adjournment:** 11:10 am  
 Respectfully submitted,

Susana Contreras deFinch, Chair  
 Professional Standards Committee