

# Professional Advancement Committee

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## Agenda

September 9, 2024, 1:00 pm  
Virtual Meeting via Zoom

Members: Cheryl Barnard, Carmen Carrasquillo, Ryan Monroy, Anh Nguyen, Ken Reinstein, John Salinsky, Melissa Wolfson

- A. Approval of today's agenda
- B. Approval of previous meeting's minutes (5/13/2024)
- C. Review new style of Agenda, How I save documents, Dates next to signatures
- D. Review of Proposals, Completions, Licensure/Certification Reimbursement Form, and/or Sabbatical Completions

|     | Name | Type of Form  | Approved Y or N | Comments/ Questions                                     |
|-----|------|---|-----------------|---|
| 1.  | One  | <b>Proposal:</b> 6 units of coursework                                      |                 |   |
| 2.  | One  | <b>Completion:</b> 6 units of coursework                                    |                 |   |
| 3.  | One  | <b>Completion:</b> 18 units of coursework<br>(Proposal approved 5/13/2024)  |                 | Typo: original proposal was for 18 units                |
| 4.  | One  | <b>Proposal:</b> 9 units of coursework                                      |                 |   |
| 5.  | One  | <b>Proposal:</b> 3 units of coursework                                      |                 |   |
| 6.  | One  | <b>Completion:</b> 16 units of coursework<br>(Proposal approved 12/15/2020) |                 |   |
| 7.  | One  | <b>Sabbatical Completion:</b> 12 units of coursework                        |                 |   |
| 8.  | One  | <b>Proposal:</b> 20 units of coursework                                     |                 | Notified that the limitation is 15 lower division units |
| 9.  | One  | <b>Completion:</b> 8 units of coursework<br>(Proposal approved 2/12/2024)   |                 |   |
| 10. | One  | <b>Completion:</b> 1 unit of coursework<br>(Proposal approved 5/13/2024)    |                 |   |
| 11. | One  | <b>Completion:</b> 6 units of coursework<br>(Proposal approved 5/13/2024)   |                 |   |
| 12. | One  | <b>Proposal:</b> 1.33 units of Workshop                                     |                 |   |
| 13. | One  | <b>Completion:</b> 1.33 units of Workshop                                   |                 |   |
| 14. | One  | <b>Proposal:</b> 2 units of coursework                                      |                 |   |
| 15. | One  | <b>Completion:</b> 2 units of coursework                                    |                 |   |
| 16. | One  | <b>Proposal:</b> 6 units of coursework                                      |                 |   |
| 17. | One  | <b>Proposal:</b> 18.66 units of coursework                                  |                 |   |
| 18. | One  | <b>Completion:</b> 18.66 units of coursework                                |                 |   |
| 19. | One  | <b>Proposal:</b> 17 units of coursework                                     |                 | Typo: Proposal is for 17 units                          |

|     |     |  |  |  |
|-----|-----|--|--|--|
| 20. | One | <b>Proposal:</b> 3 units of coursework   |  |  |
| 21. | One | <b>Completion:</b> 3 units of coursework   |  |  |
| 22. | One | <b>Completion:</b> 3 units of seminar/workshop/conferences (Proposal approved 5/13/2024) |  |  |
| 23. | One | <b>Completion:</b> 10 units of coursework (Proposal approved 2/12/2024)                  |  |  |
| 24. | One | <b>Completion:</b> 8 units of coursework (Proposal approved 5/13/2024)                   |  |  |
| 25. | One | <b>Proposal:</b> 6 units of coursework   |  |  |
| 26. | One | <b>Completion:</b> 30units of coursework (Proposal approved 2/23/2020)                   |  |  |

E. New business

1. Licensure/Certification Reimbursement Form Process
2. New information about Faculty Evaluation Process that includes TPRC
3. Upcoming Flex Workshop “Moving Across the Payscale” on September 27 at 10-11 AM via Zoom
4. Reminders to your Areas:
  - Deadline to submit documents for review is at least one week before the committee’s scheduled meeting.
  - Proposal Forms and Completion Forms need to be signed by the Department Chair and Dean **before** it is submitted to the PAC Chair

| Submission Deadline | Meeting Date |
|---------------------|--------------|
| Oct 7, 2024         | Oct 14, 2024 |
| Nov 12, 2024        | Nov 18, 2024 |
| Dec 2, 2024         | Dec 9, 2024  |
| Feb 3, 2025         | Feb 10, 2025 |
| Mar 3, 2025         | Mar 10, 2025 |
| Apr 7, 2025         | Apr 14, 2025 |
| May 5, 2025         | May 12, 2025 |

**Upcoming Meetings for the 2024-2025 Academic Year:**

Fall Semester: Oct 14, Nov 18, Dec 9

Spring Semester: Feb 10, Mar 10, Apr 14, May 12

Tenure and Promotion Review Subcommittee Meeting: TBD