

Professional Advancement Committee

Minutes

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

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

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. PAC is considered as an Operational Committee, thus membership does not include term limit
5. 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