

▪ Mt. San Antonio College ▪ Salary and Leaves Committee - Minutes

October 10, 2016
3:00-4:30PM 4-2440

Attending:

☐ Irene Malmgren, Chair

☒ Jennifer Galbraith

☒ Jennifer Leader

☐ Joan Sholars

☒ Jeanne Marie Velickovic

☒ Emily Woolery

☒ Julie Hasslock, Recorder

	Topic	Updates/Discussion	Outcome/Action
1.	Approve Workshop Course Proposal Forms - Standing Item:		No workshops to be approved
2.	Workshop Proposal and Criteria for Professional Learning Academy	Postponed until next meeting with forms. What currently exists for criteria? Create a rubric or criteria that flushes out what is in the contract. Need to look at criteria for course proposal. Rubric of what S&L looks for when creating a workshop for salary advancement.	Bring contract language and form for course proposal. Bring existing form for course approval. Bring workshop proposal form (copies) and A6 from the contract.
3.	Sabbatical Report Review: <ul style="list-style-type: none"> Phil Wolf 	Jennifer and Emily will review this week.	Laura to send out sabbatical report review – fillable.
4.	Reception (any final details?)	Send out another flyer/email with list of who is presenting and what they are presenting. Laura is in the process of ordering the food. Jennifer and Emily want to add coffee.	E-mail all presenters to send title and two sentence abstract of what they will be presenting. Jennifer & Jennifer will review and approve updated flyer.
5.	Other:	Calendar of when things are due in order to plan accordingly?? And when meetings are scheduled. (internal working document) Is there clarification on Continuing Ed/online what 1 unit equates to? One semester unit or 16 clock hours. There are many variables to determine if its semester unit or hours. The faculty will need to provide proof of hours or units from the college where they are taking the course.	Need to meet October 24 th . Discuss and direction. Faculty need to take ownership in getting proper proof work course hours.
Issue Bin/Future Agenda:		Future meetings: Firm: October 10, November 14, December 12	

	If needed: September 26, October 24, November 28,
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	Dates to note:
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