

**PROFESSIONAL GROWTH INCREMENT (PGI) MEETING**  
**SEPTEMBER 13, 2013**

**COMMITTEE FUNCTION:**

On an annual basis, to review and to recommend concerning the PGI applications from faculty for purposes of salary schedule movement to Steps 20, 24 and 28.

**AGENDA**

1. Elect faculty co-chair
2. Assign PGI submissions to committee members (see attached)
3. Discuss protocol for responding to faculty
4. Review Donald's request to "gather the Q&As into a handbook, organized by section number, in order to have a knowledgebase we can refer to and share with new members"
5. PGI Credit for Spanish classes (see attached)
6. Queries:
  - a. PGI Credit for instructional videos (see attached email)
  - b. PGI credit for Teaching Fellows program (see attached)
  - c. Others?
7. Review calendar for remainder of semester:
  - a. PGI write-ups due to Fran G.: October 23
  - b. Review notification protocols for PGI status; set dates
  - c. Set next meeting date(s)

**Next meeting(s): TBD**