

**PROFESSIONAL GROWTH INCREMENT (PGI) MEETING**  
**SEPTEMBER 27, 2019**  
**10-11:30 AM**  
**VICE PRESIDENT CONFERENCE ROOM, BAILEY HALL**

**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.

**COMMITTEE MEMBERS:** Jane Saldana-Talley (Co-Chair), Sean Martin, Rima DasGupta, Nikki Slovak (fall), Ashley Arnold (spring), Katherine Valenzuela

**AGENDA**

1. Introduce Members and Review Committee Function
2. Elect faculty co-chair
3. Assign PGI submissions to committee members
4. Discuss protocol for responding to faculty questions throughout the year
5. Review and reminder: Knowledgebase for committee members (attached) and role of chair in updating, as needed
6. Review PGI Inquiries (attached)
7. Spring PDA Session
8. Review calendar for remainder of semester:
  - a. PGI write-ups due to Karolina October 24 (for Nov. 12 Board)
  - b. Review notification protocols for PGI status; set dates (3 attached)
  - c. Determine if additional meetings are required beyond October scheduled date

**Next meeting(s):**

Minutes of PGI Committee meetings are not posted online due to the confidential nature of the contents. Please contact the Office of the Vice President of Academic Affairs for specific questions.