

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Agenda

Thursday, October 4, 2018

TIME: 12:50 pm-1:50pm

**CCC Confer: 888-450-4821/ Participant Pin: 4198103**

I. **Approval of Agenda**

II. **Approval of September 6, 2018 Minutes**

III. **Committee Members:** James Banks (Co-Chair), Celia Brockenbrough, Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore

IV. **Information only**

No information items for discussion at this time.

V. **Discussion Item(s)**

Schedule the meeting date(s) for the BP7160 and AP7160a work-group to meet.

VI. **Plan for Professional Growth Request(s)**

**Tabled Items** – No tabled items for discussion at this time.

**New Requests**

**Amy Kramer** – Request for approval of a Professional Growth Plan to obtain a Health and Human Development Certificate from the University of La Verne. Ms. Kramer previously submitted four (4) courses last month and two of the courses were not approved due to the start date. Ms. Kramer did not take EDUC-714Q in September as originally planned and will be taking it in Mid-October or later, pending approval from the committee. There are two additional courses listed EDUC-715C and EDUC 712-B. Items attached are: A letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions.

**Megan Lindeman** – Request for approval of a Professional Growth Plan to complete a Spanish Language & Civilization: Elementary Skills Certificate at Los Angeles City College. Ms. Lindeman was hired based on her graduate level coursework at the time of hire and was not informed of the PG&SL Process, nor that certificate programs at accredited institution may be deemed eligible by the committee. Items attached are: A letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form (SPAN-2; SPAN-8; SPAN-3; SPAN-10); Course Descriptions, E-mail Correspondence between Ms. Lindeman and HRER.

**Nicholas Robinson** – Request for approval of a Professional Growth Plan to complete additional coursework at Concordia University to begin on, or after, October 5, 2018. In addition, the committee previously approved courses last November and December, respectively, and the course codes have changed. Mr. Robinson marked the courses which code's have changed and the items have been reviewed and match our records on file. The specific courses are MCAA-567, MCAA-568, MCAA-572 and MSAA-587. Items attached are: An e-mail to the committee; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions.

**VII. Enrolled at Time of Hire/Carryover/Reclassification Request(s)**

**Tabled Items** – No tabled items for discussion at this time.

**Ashlee Johnson** – Request for course approval for remaining coursework in progress and salary reclassification from Column E to Column F due to completion of Master's Degree Program that Ms. Johnson was enrolled in at time of hire. E-mail attached from HRER pertaining to Master's Degree units which were not counted at time of hire toward salary placement. The last class of her Master's Program was in progress at that time and salary placement was based on the Occupational Salary Schedule. HRER approved reclassification from Column E to Column F based upon completion of the Master's Degree. Attached items are: E-mail to the committee requesting approval of coursework and reclassification. A Plan for Professional Growth Form, with HRER verification; Requested Coursework Form; Request for Reclassification Form; Official Transcripts.

**VIII. Sabbatical Leave - 2018/2019 Requests Received** – Review the e-mail sent by Celia Brockenbrough (attached) on behalf of Professor Judy Perry concerning Sabbatical Leave(s).

**IX. Open Hearing**

**X. Next Meetings:**                    **November 1, 2018; December 6, 2018** (In Person)  
No Meeting in January or February  
**March 7, 2019; April 4, 2019; May 23, 2019**  
No Meeting in June, July or August