

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, May 23, 2019

Time: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 231624

- I. Approval of May 23, 2019 Agenda *Approved – 1 abstained*
- II. Approval of April 4, 2019 Minutes *Approved – 1 abstained*

*****All motions made by Denise Indermuehle. No objections. Motions stand. James Banks called and provided his recommendations via CCC Confer. The following voted by e-mail and were not in attendance: C. Brockenbrough, S. Hernandez and C. Miter.***

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

IV. **Information only**

- ***A request was made to update the comments made by the Faculty Association in the CTA minutes, dated 02/12/19, pertaining to the PG&SL Committee. The PG&SL minutes, dated 04/04/19, have been updated and include the quote from the CTA minutes.***
- The PG & SL Committee reviewed and approved the following meetings dates and deadline dates for the 2019/2020 Academic Year. The meeting dates, and deadline dates, will be posted on the website in June 2019.

Meeting Date

September 5, 2019
October 3, 2019
November 7, 2019
December 5, 2019 (In Person)
No Meeting in January or February
March 5, 2020
April 2, 2020
May 21, 2020
No Meeting in June, July or August

Deadline Date (to Educational Services)

August 21, 2019
September 18, 2019
October 23, 2019
November 19, 2019

February 19, 2020
March 18, 2020
May 7, 2020

- ***Anya Marquis*** – The request submitted by Ms. Marquis at the 04/04/19 PG&SL meeting was approved by the PG&SL Committee. However, the committee requested that the Ms. Marquis be notified that when the Request for Reclassification is made from Column F to Column G direction and cohesion must exist for the remaining 8 of the 15 semester units submitted that particular column placement. Reference to AP/BP 7160a, Section II.A.6. shall be made in the correspondence sent to the faculty member. Ms. Marquis has a carryover of 7 semester units which meet the specified criteria. ***An e-mail was sent to the faculty member on 04/17/19 referencing the above information. An additional e-mail was sent on 08/08/19.***

V. **Discussion Items**

- The current PG&SL Committee consists of: James Banks, Celia Brockenbrough, Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore (Co-Chair). It is requested that the PG&SL Committee review and determine if there will be any changes to the committee for the 2019/2020 Academic Year. ***All committee members stated they would participate on the committee during the 2019/2020 Academic Year and the College Co-Chair will be Celia Brockenbrough representing Norco College.***

- The final revisions of the recommended changes to AP/BP 7160 and 7160a were sent to the PG&SL workgroup members. The workgroup met on May 16, 2019. The additional recommendations will be shared all PG&SL committee members within the next week. ***The proposed revisions were sent to the committee on 06/10/19 and a reminder was sent on 08/08/19. It has been requested that the committee members review the proposed changes and be ready to discuss the changes. In addition a meeting date will need to be scheduled to meet with the workgroup members. Please keep in mind that the committees have not yet begun revisions on AP 4000 Change in Rank or AP/BP 7341 and/or the CTA regarding Sabbatical Leaves.***

Workgroup Members: James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle Susan Mills, Rhonda Taube and Susan Brucks

- **Williams, Kweku** – An e-mail and a letter was received from Assistant Professor Kweku Williams regarding a certification as a professional archaeologist. Mr. Williams began working 08/21/18 and it is unclear if there is any additional information which would be required for the committee to review in order to respond to his request. ***Tabled – The committee requested a letter stating how the certificate is directly related to the current FSA and what additional education requirements, if any, are/were required for the certification.***

VI. Sabbatical Leave - 2019/2020 Requests Received

Spring, 2020

D. Dipen Bhattacharya – Request for Sabbatical Leave. Semester Leave (100% Special Sabbatical Leave) for Spring, 2020. Items provided for committee's review are: Sabbatical Leave Request Checklist; Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Form (signed by the Department Chair and VP, Academic Affairs); Sabbatical Leave Proposal and the Certificate of Health. ***Approved - Unanimous***

Valarie Zapata – Request for Sabbatical Leave. Semester Leave (100% Special Sabbatical Leave) for Spring, 2020. Items provided for committee's review are: Sabbatical Leave Request Checklist; Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Form (signed by the Department Chair and VP, Academic Affairs); Sabbatical Leave Proposal and the Certificate of Health. ***Approved - Unanimous***

2019/2020 Academic Year

Amber Casolari – Request for Sabbatical Leave. Full Year's Leave (70% Regular Sabbatical Leave) for 2019-2020 Academic Year. The PG & SL Committee; Dr. Anderson, President, RCC and Dr. Isaac, Chancellor, RCCD received, reviewed and recommended approval of the request for Sabbatical Leave. The recommendation will be sent to Human Resources and Employee Relations to submit for Board approval at the June 11, 2019 regular Board of Trustees meeting. ***A status of the results was sent to Dr. Casolari on 05/02/19. Approved - Unanimous***

Lisa Nelson – Request for Sabbatical Leave. Full Year's Leave (70% Regular Sabbatical Leave) for 2019-2020 Academic Year. The PG & SL Committee; Dr. Reece, President, NC and Dr. Isaac, Chancellor, RCCD received, reviewed and recommended approval of the request for Sabbatical Leave. The recommendation will be sent to Human Resources and Employee Relations to submit for Board approval at the June 11, 2019 regular Board of Trustees meeting. ***A status of the results was sent to Dr. Nelson on 05/02/19. Approved - Unanimous***

VII. Professional Growth

Tabled Items

Tommie Denson – Request for approval of a Professional Growth Plan to complete a Master's of Science in Kinesiology at California Baptist University. Items provided for committee's review are: A copy of a revised 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. ***1st Miter / 2nd Brockenbrough – Tabled – The committee has requested that the faculty member be contacted for additional information as it pertains to the coursework and the connection to the his current FSA. In the signature line of Mr. Denson's e-mail it is noted that he is the Assistance Men's Basketball Coach, however in his letter to the committee the connection to Kinesiology requires further clarification. The faculty member submitted an updated letter, in addition to all forms and course descriptions, as requested by the committee. Approved - Unanimous***

New Requests

Isabel Alanis – Request for approval of a Professional Growth Plan to complete a Doctorate of Social Work at the University of Southern California. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Claudia Castro – Request for approval of a Professional Growth Plan to complete a Doctorate of Social Work at the University of Southern California. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Antonio Curtis – Request for approval of a Professional Growth Plan to complete a PhD Program in Psychology at the University of California, Riverside. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Lupe Delgadillo – Request for approval of a Professional Growth Plan to complete a Doctorate of Social Work at the University of Southern California. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Ellen Brown-Drinkwater – Request for approval of a Professional Growth Plan to complete a Doctorate of Social Work at the University of Southern California. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Nicholas Franco – Request for approval of a Professional Growth Plan to complete a graduate level certificate in Health and Human Development from the University of La Verne. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Marissa Iliscupidez – Request for approval of a Professional Growth Plan to complete a certificate in Integrating Technology into the Classroom at the University of La Verne. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Natalie Morford – Request for approval of a Professional Growth Plan to complete a Doctorate in Organizational Leadership from the University of La Verne. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Garth Schultz – Request for approval of a Professional Growth Plan to complete a Doctorate of Social Work at the University of Southern California. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Nivard Somers – Request for approval of a Professional Growth Plan to complete a Doctorate of Social Work at the University of Southern California. Items provided for committee's review are: A copy of the 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. **Approved - Unanimous**

Micherri Wiggs – Revised Request for approval of a Professional Growth Plan complete course work toward completion of the Doctoral Program in Communications Studies at Regent University. The new request also includes changes in start dates, which still fall after the initial approval date and two additional courses. Items provided for committee's review are: A letter to the committee describing the modifications made to the plan based on course offerings; A Plan for Professional Growth Form; Requested Coursework Forms; Course Descriptions. The original program was approved in November, 2018. The faculty member would like to know the following: If the start/end date(s) for the courses change, yet they are still after the approval date of the program, does she have to turn in a revised request form? May the dates be verified by the official transcripts when the request for reclassification is submitted? **Approved – 3 Yes / 2 Abstained**

VIII. Salary Reclassification

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

New Requests

Kimberly Anderson – Request for salary reclassification to move to Column H due to completion of a Doctor of Nursing Practice degree received from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts with the degree/conferral date posted and a copy of the committee's approval letter. **Approved - Unanimous**

James Finley – Request for salary reclassification to move to from Column F to Column G due to completion of a 15 semester units from Laguna College of Art and Design. Items provided for committee's review are: Request for Reclassification Form; Unofficial Transcripts and a copy of the receipt requesting Official Transcripts. There is an additional e-mail from Debbi McDowell, with notes, verifying that Mr. Finley only requires an additional 15 units to move to Column G. **Approved – 3 Yes / 1 No / 1 Abstained**

Monique Greene – Request for salary reclassification to move to from Column E to Column F due to completion of 9 semester units from San Diego State University plus 6 carryover units verified by S. Brucks and HR&ER. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter. **Approved - Unanimous**

Kim Kamerin – Request for salary reclassification to move to from Column F to Column G due to completion of 16 semester units from Boston University. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter. **Approved - Unanimous**

Lee Nelson – Request for salary reclassification to move Column F to Column G due to completion of a 15 semester units from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter. **Approved - Unanimous**

Nicole Render – Request for salary reclassification to move Column F to Column G due to completion of a 15 semester units from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter. **Approved - Unanimous**

Nicholas Robinson – Request for salary reclassification to move Column E to Column F due to completion of a 16 semester units from Concordia University Irvine. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter. **Approved - Unanimous**

IX. Open Hearing

Next Meeting(s): September 5, 2019; October 3, 2019; November 7, 2019; December 5, 2019 (In Person)
March 5, 2020; April 2, 2020; May 21, 2020