

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, April 2, 2020

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-646-876-9923 / Meeting ID: 672 113 0391

Start time: 12:54 p.m.

- I. **Approval of the April 2, 2020 Agenda - 1st Banks / 2nd Moore - Approved**
- II. **Approval of the March 5, 2020 Minutes - 1st Banks / 2nd Brockenbrough - Approved, 2 abstained**
- III. **Committee Members:** James Banks, Celia Brockenbrough, Vivian Harris (Co-Chair), Scott Hernandez, Denise Indermuehle; Susan Mills (Co-Chair), Frankie Moore
Guest: Lijuan Zhai

Current AP/BP Work Group Members: James Banks, Quinton Bemiller, Susan Brucks, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Jan Muto, Rhonda Taube, Lijuan Zhai

- IV. **Information only** - No informational items to report at this time.

V. **Discussion Items**

Request for recommended Committee Members/Co-Chairs for the 2020/2021 Academic Year. Term and rotation schedule for the 2020/2021. - **The Faculty Co-Chair will rotate to Riverside City College. Scott Hernandez has volunteered to serve as the Faculty Co-Chair representative and will speak with Denise Indermuehle, reporting back to the committee at the May meeting. Vivian Harris will meet with the Academic Senate to determine who will replace Celia Brockenbrough as the second committee member representing Norco College. Lijuan Zhai will serve as the Administrative Co-Chair representing Educational Services. - 1st Hernandez / 2nd Banks - Approved**

Request for recommended Work Group Members for the 2020/2021 Academic Year. - **Vivian Harris will be added to the work group. - 1st Brockenbrough / 2nd Hernandez - Approved**

VI. **Sabbatical Leave**

There were no requests for Sabbatical Leave received by the March 15, 2020 deadline. - **A discussion will take place with the Academic Senate to send out the notification(s), respectively, pertaining to the May 15, 2020 deadline date for the Spring semester. - 1st Brockenbrough / 2nd Hernandez - Approved**

VII. **Requests for Change in Rank to Full Professor Applications (Information Item)**

The following requests have been submitted to, and approved by, the PG&SL Committee, the College President(s) and Chancellor, Wolde-Ab Isaac. The recommendations were placed on the agenda for the Cabinet Meeting in March. In addition, they will be on the agenda(s) for the Board of Trustees (BOT) meetings in April.

The Professors will be invited to attend a Board of Trustees meeting at a later date. The Professors will be presented with a framed certificate, upon receiving Board approval.

Approved-Doctorate/Terminal Degree

Kimberly R. Anderson	D.N.P.	Nursing	RCC
Thatcher C. Carter	Ph.D.	English	RCC
Tonya M. Huff	Ph.D.	Biology	RCC
Ernesto O. Reyes	Ed.D.	Mathematics (FSA)	RCC
Kathleen M. Sell	Ph.D.	English	RCC
Marc E. Wolpoff	Ph.D.	Psychology	RCC

Approved-Years of Service/Education/Scholarship

Sean D. Drake	M.S.	Mathematics	MVC
William J. Kim	M.F.A.	Art	RCC
James S. Namekata	M.A.	Mathematics	MVC

VIII. Request to Approve Meetings Dates/Deadline Dates for the 2020/2021 Academic Year

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2020/2021 Academic Year. The dates are the first Thursday of the month listed as follows with the exception of May 2021:

Fall 2020

Meeting Date

September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020 (In Person)

No Meeting in January or February

Deadline Date (to Educational Services)

August 19, 2020
September 16, 2020
October 21, 2020
November 17, 2020

Spring 2021

Meeting Date

March 4, 2021
April 1, 2021
May 20, 2021

No Meeting in June, July or August

Deadline Date (to Educational Services)

February 18, 2021
March 17, 2021
May 5, 2021

Requests for Rank of Full Professor / Distinguished Professor are facilitated by PG&SL Committee / Educational Services.
Deadline Date: November 2, 2020 (October 31, 2020 falls on a Saturday)

Request for Rank of Associate Professor / Tenure are facilitated by HR&ER based on years of service/evaluations.

Request for Rank of Emeritus are facilitated by the District Academic Senate according to BP 4000.

Requests for Sabbatical Leave: Facilitated by the District Academic Senate, Faculty Association and PG&SL Committee.
Deadline Date(s): March 15th of the current academic year for the following academic year.

May 15th* for the Spring semester only of the next academic year*.

*Deadline Date: May 17, 2021 (May 15th falls on a Saturday) - Spring Term

1st Moore / 2nd Banks - Approved

IX. Professional Growth

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

New Requests

Chung, Elisa – Request for approval of a Professional Growth Plan to complete Spanish courses at Norco College and/or Chinese / Mandarin courses at Fullerton College. 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 Form(s); Requested Coursework Form; and Course Descriptions. There is also an email indicating pertaining to the Requested Coursework Form. The academic institutions are accredited by WASC and Ms. Chung is aware that the courses must begin on, or after, April 2, 2020. - **1st Brockenbrough / 2nd Banks - Approved, 1 abstained**

Dominguez, Brandon – Request for approval of a Professional Growth Plan to complete a Doctorate of Nursing Practice Degree from Grand Canyon University. 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 Form(s); Requested Coursework Form; Course Descriptions. - **1st Hernandez / 2nd Banks - Approved**

Whitton, Jude – Request for approval of a Professional Growth Plan to complete additional courses related to a Doctoral Program from Regent University. The entire program was original submitted and approved in September 2018. Some of the elective courses were listed as TBD. Mr. Whitton has selected the courses and is submitting the request(s) for approval prior to the start date of the additional coursework. Items provided for committee's review are: A copy of the letter(s) of approval from the committee; Plan for Professional Growth Form(s); Requested Coursework Form; Course Descriptions.

- **1st Hernandez / 2nd Moore - Approved**

X. **Salary Reclassification**

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

New Requests

Denson, Tommie – Request for Salary Reclassification to move from Column D to Column E due to the completion of 15 approved units from California Baptist University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. - **1st Banks / 2nd Moore - Approved**

Franco, Nicholas – Request for Salary Reclassification to move from Column F to Column G due to the completion of 15 approved units from the University of LaVerne. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts, verified by Dr. Lijuan Zhai and Susan Brucks. - **1st Brockenbrough / 2nd Banks - Approved**

Hogan, Daniel – Request for Salary Reclassification to move from Column D to Column E due to the completion of 15 approved units from the California State University, San Bernardino. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter. In addition you will find a letter from CSUSB pertaining to the posting of grades and email correspondence. The posting of the transcripts may be delayed due to the COVID-19 pandemic and will be submitted electronically by email to Susan Brucks. - **1st Brockenbrough / 2nd Moore - Approved**

Midgett, IV, Jethro – Request for Salary Reclassification to move from Column D to Column E due to the completion of 12 approved units from the University of LaVerne and 3 verified carry-over units from California Baptist University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter; official transcripts and a copy of the official transcripts from HR&ER from the time of hire. - **1st Brockenbrough / 2nd Banks - Approved**

XI. **Open Hearing**

Next Meeting: May 21, 2020

Meeting Adjourned: 1:38 p.m.