

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, April 1, 2021

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 991 711 08742

<https://cccconfer.zoom.us/j/99171108742>

Start Time: 12:56 p.m.

I. **Approval of the March 4, 2021 Agenda – 1st Indermuehle / 2nd Harris – Approved**

II. **Approval of the December 3, 2020 Minutes – 1st Harris / 2nd Banks – Approved**

III. **Committee Members:** James Banks; Vivian Harris; Scott Hernandez (Co-Chair); Denise Indermuehle; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair) – **Natalie Morford unable to attend**
Guest: Jeannie Kim; Ines Solis – **Jeannie Kim unable to attend**

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

IV. **Information only**

Requests for Change in Rank to Full Professor Applications 2020 / 2021 Academic Year (Information Item)

At this time there are six requests for the Rank of Professor and one request for the Rank of Distinguished Professor.

Please review Section H for RCCD BP / AP 2000 as it relates to the Rank of Distinguished Professor. The only items, pertaining to the application, which have been received are two letters of nomination, respectively.

https://www.rccd.edu/bot/Board_Policies/Chapter%202%20-%20Academic%20Affairs/2000.pdf

Email(s) providing the information submitted by the applicants were sent to the committee on November 18, 2020.

Requests for Change in Rank to Full Professor Applications 2019 / 2020 Academic Year (Information Item)

The recommendations were placed on the agenda, and approved, at the Board of Trustees (BOT) meeting in April, 2020.

Due to the COVID-19 pandemic, the Professors will be invited to attend a Board of Trustees meeting to be presented with a certificate. Discussion to determine the meeting date to invite the employees to attend to be presented with their certificate(s), respectively.

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

It has been determined that the information will be combined with the approved requests for the 2020 / 2021 Academic Year. The names will remain on the agenda for the remaining meetings.

V. Rank of Distinguished Professor Application 2020 / 2021 Academic Year

Nomination letters, and additional documentation, for the Rank of Distinguished Professor have been submitted to the PG & SL Committee for the following Faculty member:

Moreno Valley College

1. Christopher Nollette Professor, Emergency Medical Service

The PG&SL Committee approved the nominations for the Rank of Distinguished Professor at the December 3, 2020 meeting.

VI. Rank of Professor Applications 2020 / 2021 Academic Year

Application(s) for the Rank of Professor have been submitted to the PG & SL Committee for the following Faculty members:

Approved-Doctorate/Terminal Degree

- | | | | |
|-------------------|------------------------------|--------------------------------------|-----|
| 1. Miguel Reid | Associate Professor, English | Doctor of Education, Adult Education | RCC |
| 2. Valarie Zapata | Associate Professor, English | Doctor of Philosophy, English | MVC |

Approved-Years of Service/Education/Scholarship

- | | | |
|------------------|--|-----|
| 1. Melissa Bader | Associate Professor, English | NC |
| 2. Mark Haines | Associate Professor, Dance | RCC |
| 3. Frankie Moore | Associate Professor, Coordinator, Student Activities | MVC |
| 4. Salvador Soto | Associate Professor, Counseling | RCC |

The PG&SL Committee approved the Request(s) for the Rank of Professor at the December 3, 2020 meeting.

The Requests for Rank of Professor have been submitted to, and approved by, the College Presidents, respectively. The requests were submitted to Chancellor, Wolde-Ab Isaac for review and recommendations on February 8, 2021. Chancellor Isaac's recommendations are pending. If approved, the requests will be placed on the agenda for the Board of Trustee's Regular Committee Meeting on April 20, 2021.

VII. Discussion Items

Request for Approval of PG&SL Committee and CoChairs for the 2021/2022 Academic Year

MVC: James Banks and Frankie Moore – **Co-Chair responsibilities to be split; Fall – Banks / Spring – Moore**

NC: Vivian Harris and Natalie Morford

RCC: Scott Hernandez and Denise Indermuehle

District: Jeannie Kim or current designee Lijuan Zhai (Co-Chair)

1st Indermuehle / 2nd Harris – Approved

Request to Approve Meetings Dates/Deadline Dates for the 2021/2022 Academic Year

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2021/2022 Academic Year. The dates are the first Thursday of the month listed as follows with the exception of May 2022:

Fall 2021

Meeting Date

September 2, 2021
October 7, 2021
November 4, 2021
December 2, 2021 (In Person)

No Meeting in January or February

Deadline Date (to Educational Services)

August 18, 2021
September 17, 2021
October 20, 2021
November 17, 2021

Spring 2022

Meeting Date

March 3, 2022
April 7, 2022
May 19, 2022

No Meeting in June, July or August

Deadline Date (to Educational Services)

February 16, 2022
March 16, 2022
May 4, 2022

1st Banks / 2nd Harris – Approved

Requests for Rank of Full Professor / Distinguished Professor:

Deadline Date: November 1, 2020 (October 31, 2020 falls on a Sunday) facilitated by PG&SL Committee / Educational Services.

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 AP/BP 2000.

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.

*The deadline for Spring 2021 will be May 16, 2021 – May 15th falls on a Sunday.

Amendment to the March 4, 2021 PG&SL Committee Meeting

The following request was submitted with a Request for Salary Reclassification for the March 4, 2021 PG&SL meeting. The request for Salary reclassification was approved at the meeting. The Request for Course Approval was submitted for an electronic vote and approved via email. The Faculty member was provided with a notification of approval on March 5, 2021.

Magno, Karyn – Request for approval of a Professional Growth Plan to complete taking graduate level courses through the University of LaVerne. Items provided for committee’s review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions. – **1st Indermuehle / 2nd Harris – Approved via electronic vote**

VIII. Professional Growth

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

New Requests

Brautigam, Kelly – Request for approval of a Professional Growth Plan to complete taking graduate level courses through the University of LaVerne. Items provided for committee’s review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions. – **1st Banks / 2nd Indermuehle – Approved**

Moore, Frankie – Request for approval of a Professional Growth Plan to complete taking graduate level certificate courses through the University of California – Riverside and a Grant Writing Course at Moreno Valley College, respectively. Items provided for committee’s review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions. – **1st Banks / 2nd Indermuehle – Approved**

IX. Salary Reclassification

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

New Requests

Denson, Tommie – Request for Salary Reclassification to move from Column E to Column F due to the completion of 15, approved, semester units. 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 Indermuehle – Approved**

X. Open Hearing

XI. Next Meeting Dates: May 20, 2021

Meeting Adjourned 1:15 p.m.