

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, December 3, 2020

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 998 609 85353

<https://cccconfer.zoom.us/j/99860985353>

Meeting Start Time: 12:52 p.m.

- I. **Approval of December 3, 2020 Agenda – 1st Banks / 2nd Moore - Approved**
- II. **Approval of the November 5, 2020 Minutes – 1st Banks / 2nd Moore – 1 Abstained - Approved**
- III. **Committee Members:** James Banks; Vivian Harris; Scott Hernandez (Co-Chair); Denise Indermuehle; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair)
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. Discussion Items

Requesting recommendations to enhance communication and outreach to the Full-Time Faculty pertaining to PG&SL.

To date the following updates have implemented:

- Monthly e-mails are sent to rccd-all on an on-going bases.
Upon speaking with a new Faculty member, it was determined that the meaning of Professional Growth was not defined, during the on-boarding process, prior to the date of hire and therefore the email was deleted. Completion of the Course Approval request form was brought up by the Dean who informed the Faculty member to complete the documentation by the deadline date. Would updating the subject line to read "Professional Growth (Course Approval / Salary Reclassification) and Sabbatical Leave" in the monthly email reminder provide additional clarification? – **1st Indermuehle / 2nd Harris - Approved**
- The website and all applicable forms have been updated and are current. Updates to the website are done continually following each meeting and the forms continue to be updated on an as needed basis.
- Sections A and B on the Plan for Professional Growth Form are to be completed, and discussed, by HR&ER at time of hire during the on-boarding process. Due to the fact this process continues to be an issue, and has not yet been implemented by HR&ER, would it be applicable to have this addressed by the District Academic Senate as it continues to impact Faculty Salary placement for programs enrolled at the time of hire, as well as new programs initiated after the Faculty member's hire date? – **1st Harris / 2nd Indermuehle - Approved**
- A work group to update Administrative and Board Policies and Procedures pertaining to Professional Growth, Change in Rank and Sabbatical Leave, respectively, has been created. Updates to AP/BP 6160, 6160a and 2000 have all been reviewed and updated. The documentation has been submitted, and approved, through the shared governance process and are pending approval from the legal department and the Board of Trustees. The Sabbatical Leave process is pending as it is impacted by the CTA contract.
- Are there meetings at the college(s) which would be appropriate to facilitate a discussion and/or provide additional information about PG&SL process? – **Flex Week, New Faculty Hire Week / Orientation and / or Department Meetings**

VI. Rank of Distinguished Professor Application

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

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| 1. Christopher Nollette | Professor, Emergency Medical Service | 1st Moore / 2nd Banks - Approved |
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VII. Rank of Professor Applications

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

Moreno Valley College

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| 1. Frankie Moore | Associate Professor, Coordinator, Student Activities | 1st Indermuehle / 2nd Banks / 1 Abstained - Approved |
| 2. Valarie Zapata | Associate Professor, English | 1st Banks / 2nd Indermuehle – Approved |

Norco College

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| 1. Melissa Bader | Associate Professor, English | 1st Harris / 2nd Morford - Approved |
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Riverside City College

- | | | |
|------------------|---------------------------------|---|
| 1. Mark Haines | Associate Professor, Dance | 1st Banks / 2nd Harris - Approved |
| 2. Miguel Reid | Associate Professor, English | 1st Banks / 2nd Indermuehle - Approved |
| 3. Salvador Soto | Associate Professor, Counseling | 1st Moore / 2nd Banks - Approved |

VIII. Professional Growth

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

New Requests

Contreras, Lisa – Request for approval of a Professional Growth Plan to complete a Certificate Program at the University of Arizona in Human Rights Practice. The courses were requested and previously approved, however, the start dates are changing. Items provided for committee's review are: A copy of the original letter to the committee stating how the certificate is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form(s) for both requests; Requested Coursework Form(s) for both requests; Course Descriptions and a copy of the email pertaining to the change in the dates of the program resulting from the COVID-19 pandemic. – **1st Banks / 2nd Indermuehle - Approved**

Jimenez, Kiandra – Request for approval of a Professional Growth Plan to complete a Doctoral Program in Cultural Studies at Claremont Graduate University. Ms. Jimenez was currently enrolled in the Program at her time of hire. 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; Requested Coursework Form; Course Descriptions and a copy of unofficial transcripts. – **1st Banks / 2nd Harris - Approved**

Payan, David – Request for approval of a Professional Growth Plan to complete course work at the University of La Verne and Norco 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 Moore / 2nd Harris - Approved**

Smith, Damien – Request for approval of a Professional Growth Plan to complete an Ed.D. in Kinesiology (Exercise Science) at Concordia University, St. Paul. 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 Harris / 2nd Banks - Approved**

IX. Salary Reclassification

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

New Requests

Dominguez, Brandon – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Nursing Practice from Grand Canyon University. The degree is posted on the transcripts and was conferred on October 5, 2020. 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 Moore / 2nd Indermuehle - Approved**

Hogan, Daniel – Request for Salary Reclassification to move from Column E to Column H upon completion of a Doctor of Education – Education Leadership – Community College Specialization from California State University San Bernardino. The degree is anticipated to be complete, conferred and posted in December, 2020. The Faculty member is requesting approval for salary reclassification pending official transcripts verifying the degree and conferral date, once posted. Due to the committee not meeting during the months of January and February the soonest the reclassification could become effective would be April, 2021. Therefore, it has been requested that the Administrative and/or Faculty Co-chair(s) approve the official transcripts and submit the item for Board approval the month following receipt of official transcripts with the degree conferred and posted. Items provided for the committee's review are: The email received providing the above information; Request for Reclassification Form; a copy of the committee's program approval letter; unofficial transcripts; a grad check form from CSUSB and a form indicating the Faculty member defended his dissertation and it has been approved by the committee chair from CSUSB. – **1st Banks / 2nd Harris – Approved – Pending Official Transcripts**

X. Open Hearing – Next step for Request(s) for Rank of Professor – Submit to College President(s)

XI. Next Meeting Dates: March 4, 2021; April 1, 2021; May 20, 2021

Meeting Adjourned: 1:54 p.m.