

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, May 19, 2022

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 672 113 0391

<https://cccconfer.zoom.us/j/6721130391>

Start time: 1:05 p.m.

I. Approval of the April 7, 2022 Minutes – 1st Indermuehle / 2nd Harris – Approved

II. Approval of the May 19, 2022 Agenda – 1st Hernandez / 2nd Harris – Approved

III. **Committee Members:** James Banks; Vivian Harris; Scott Hernandez; Denise Indermuehle; Frankie Moore (Co-Chair); Natalie Morford; Lijuan Zhai (Co-Chair)
Guest(s): ~~Jeannie Kim~~; Susan Mills; Ines Solis

Current AP/BP Work Group Members: Hayley Ashby, James Banks, Susan Brucks, Amber Casolari, Vivian Harris, Scott Hernandez, Denise Indermuehle, ~~Jeannie Kim~~; Susan Mills; Rhonda Taube, Lijuan Zhai

IV. **Discussion Items**

Request for Approval of PG&SL Committee and Co-Chairs for the 2022 / 2023 Academic Year

MVC: James Banks and Frankie Moore

NC: Vivian Harris and Natalie Morford (Natalie Morford – Spring Co-Chair / Vivian Harris – Fall Co-Chair)

RCC: Scott Hernandez and Denise Indermuehle

District: Susan Mills or current designee Lijuan Zhai (Co-Chair)

1st Indermuehle / 2nd Hernandez – Tabled – Discussion of changes to the committee. Will reach out to DAS President(s) pertaining to the College Representatives.

Request to Approve Meetings Dates/Deadline Dates for the 2022 / 2023 Academic Year

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2022 / 2023 Academic Year. The dates are the first Thursday of the month, during the Fall and Spring Term(s), listed as follows with the exception of May 2023:

Meeting Date

Fall 2022

September 1, 2022

October 6, 2022

November 3, 2022

December 1, 2022 (In Person)

No Meeting in January or February

Spring 2023

March 2, 2023

April 6, 2023

May 18, 2023

*June 1, 2023

No Meeting in July or August

Deadline Date (to Educational Services)

August 18, 2022

September 22, 2022

October 20, 2022

November 17, 2022

February 15, 2023

March 23, 2023

May 4, 2023

May 18, 2023

1st Harris / 2nd Indermuehle – Approved

* It has been approved to continue the PG&SL Committee Meetings in the ZOOM format rather than going back to a teleconference/phone format. The committee will still meet in person at the December meeting. However, it has been recommended to discuss the possibility of adding an in-person meeting on the first Thursday of June during the Spring semester. If it is determined that the committee will not meet in-person, the possibility of adding a Zoom meeting may also be a consideration. – 1st Harris / 2nd Indermuehle – Approved

Requests for Rank of Full Professor / Distinguished Professor:

Deadline Date: October 31, 2022 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 and for the Fall semester only of the next Academic Year. May 15th* for the Spring semester only of the next Academic Year.

V. **Sabbatical Leave – 2022/2023 Requests Received**

Fall, 2022

Kim, William – Request for Sabbatical Leave. Semester Leave (100% Semester Sabbatical Leave) for Fall, 2022. Items provided for committee's review are: Sabbatical Leave Request Sign Off Form (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health; Sabbatical Leave Request Form; and the Sabbatical Leave Proposal. – **1st Harris / 2nd Morford – Approved**

2022/2023 Academic Year

Sinigaglia, Nicholas – Request for Sabbatical Leave. Full Year's Leave (100% Regular Sabbatical Leave) for 2022-2023 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Sign Off Form (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health; Sabbatical Leave Request Form; and the Sabbatical Leave Proposal. – **1st Hernandez / 2nd Indermuehle – Approved**

Wiggs, Micherri – Request for Sabbatical Leave. Full Year's Leave (70% Regular Sabbatical Leave) for 2022-2023 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Sign Off Form (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health; Sabbatical Leave Request Form; and the Sabbatical Leave Proposal. – **1st Harris / 2nd Morford – Approved**

There were no requests for Sabbatical Leave received by the May 16, 2022 deadline.

VI. **Professional Growth**

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

New Requests

Camacho, Steven – Request for approval of a Professional Growth Plan to complete coursework toward a degree at Claremont Graduate University. 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**

Nafzgar, Sara – Request for approval of a Professional Growth Plan to complete coursework and a certificate program at the University of La Verne. 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 Hernandez / 2nd Harris – Approved**

VII. **Salary Reclassification**

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

New Requests

Banerjee (Abbate), Nicole – Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from the University of California, San Diego Extension. 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 Indermuehle / 2nd Hernandez – Approved**

Kramer, Amy – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from the University of La Verne. 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 Harris / 2nd Hernandez – Approved**

Nafzgar, Sara – Request for Salary Reclassification to move from Column C to Column D due to completion of 15.0 approved units from the University of La Verne. 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 Harris / 2nd Indermuehle – Approved**

VIII. **Open Hearing**

IX. Next Meeting Dates: September 1, 2022; October 6, 2022; November 3, 2022; December 1, 2022 (in person)
March 2, 2023; April 6, 2023; May 18, 2023, *June 1, 2023

Meeting Adjourned: 1:35 p.m.