

# PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

## Meeting Minutes

Date: Thursday, September 2, 2021

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 989 7841 8117

<https://cccconfer.zoom.us/j/98978418117>

Start Time: 12:52 p.m.

I. Approval of the September 2, 2021 Agenda – 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Moore – Approved

II. Approval of the May 20, 2021 Minutes – 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Moore – Approved

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

**Current AP/BP Work Group Members:** James Banks, Susan Brucks, Amber Casolari, Vivian Harris, Scott Hernandez, Denise Indermuehle, Jeannie Kim, Virgil Lee, Rhonda Taube, Lijuan Zhai

IV. **Information only**

### Requests for Change in Rank to Full Professor Applications 2019 / 2020 and 2020 / 2021 Academic Year

#### Requests for Change in Rank to Full Professor Applications 2019 / 2020 Academic Year

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

#### **Rank of Professor Applications 2020 / 2021 Academic Year**

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 approved all requests. The requests were placed on the agenda for the Board of Trustees Regular Committee Meeting on April 20, 2021 and approved by the Board of Trustees.

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 certificates have been assembled and are in the Chancellor's Office. A date has not yet been set for the presentation of the certificates. 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**

### **New Faculty Orientation and FLEX day presentations.**

#### **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. The information has been submitted to the Chancellor and the District Academic Senate President(s) for review and consideration. The nominee will be notified of a status in accordance with AP/BP 2000. \*

- **The PG&SL Committee determined that in 2021 / 2022 Academic Year they will work with the Chancellor and the District Academic Senate Presidents to update the process for AP/BP 2000 to include the College Presidents in the approval process.**

**White, Dana** – Request for Salary Reclassification to move from Column F to Column G 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. The applicant is requesting approval pending the submission of Official transcripts with the final grade posted, in June. The transcripts will be sent to the Co-Chairs of the PG&SL Committee for verification and the request will be sent forward to the soonest Board Meeting following approval. – **The request was approved pending verification of the grade posted on the official transcripts. Official transcripts were submitted and verified by the PG&SL Co-Chair(s), respectively. The reclassification request was approved by the Board of Trustees at the August 17, 2021 regular Board meeting.**

## **VI. 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 continue graduate level classes at 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris – Approved**

**James, Melanie** – Request for approval of a Professional Growth Plan to complete a Creative Writing Certificate Program from the UC San Diego Extension. 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. – **1<sup>st</sup> Moore / 2<sup>nd</sup> Harris – Approved**

**Sinigaglia, Nick** – Request for approval of a Professional Growth Plan, and to acquire an additional FSA in Humanities, by completing a MA in Humanities from CSU Northridge. 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris – Approved all coursework which begins on, or after, September 2, 2021. Must submit additional FSA to HR&ER.**

## VII. Salary Reclassification

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

### New Requests

**Alanis, Isabel** –Request for Salary Reclassification to move from Column F to Column H due to completion of a Doctor of Social Work degree from the University of Southern California. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts with the Doctoral degree posted and conferred. – **1<sup>st</sup> Moore / 2<sup>nd</sup> Indermuehle – Approved**

**Baradaran, Robert** –Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from Walden 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris – Approved**

**Brautigam, Kelly** –Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris – Approved**

**Camacho, Steven** –Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from Pittsburg State 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Moore – Approved**

**Delgadillo, Guadalupe** –Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Social Work degree from the University of Southern California. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts with the Doctoral degree posted and conferred. – **1<sup>st</sup> Moore / 2<sup>nd</sup> Harris – Approved**

**Dobson, Jessica** –Request for Salary Reclassification to move from Column C to Column D due to completion of 9.0 approved units from the University of LaVerne in addition to 8 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter; a copy of the Email from HR&ER verifying the carryover units and official transcripts. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Morford – Approved**

**Jimenez, Kiandra** –Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from Claremont Graduate 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris – Approved**

**Lowden, Clara** –Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from the Grand Canyon 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. – **1<sup>st</sup> Moore / 2<sup>nd</sup> Harris – Approved**

**Witmer, Suzanne** –Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from the Grand Canyon 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. – **1<sup>st</sup> Moore / 2<sup>nd</sup> Indermuehle – Approved**

## VIII. Open Hearing

- Rank of Professor/Distinguished Professor to be sent to RCCD-All (Sent 09/21/21)
- Completion of a Master's Degree will be processed as follows: Faculty member must provide the Request for Salary Reclassification form listing the coursework and an official set of transcripts with the degree conferred and posted.

**IX. Next Meeting Dates:** October 7, 2021; November 4, 2021; December 2, 2021;  
March 3, 2022; April 7, 2022 and May 19, 2022

**Meeting Adjourned: 1:40 p.m.**