

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, October 5, 2023

Time: 12:50 p.m. – 1:50 p.m.

ZOOM: 1-669-900-6833 / Meeting ID: 892 1899 6092 / Passcode: 620022

<https://rccd-edu.zoom.us/j/89218996092?pwd=K2pSMHdWLytoQVkvb3VZeVHdzRmQT09&from=addon>

Call to order: 12:51 pm

I. **Committee Members:**

Present: Denise Indermuehle (Co-Chair)

Susan Mills (Designee Co-Chair for Lijuan Zhai)

Natalie Morford (Member)

Sara Nafzgar (Member)

Debbi Renfrow (Member, appointed as designee for Professor James Banks by District/MVC Academic Senate President Felipe Galicia)

Absent: James Banks (Member)

LaNeshia Judon (Member)

Frankie Moore (Member)

Lijuan Zhai (Co-Chair)

Guests: Adriana Arias, Susan Brucks, Michelle Callahan, Daniel Clark, Keith Dobyns; Felipe Galicia; Katherine Koh

II. **Approval of the October 5, 2023 Agenda**

Motion to approve the October 5, 2023 agenda – **1st Morford/ 2nd Nafzgar/ Abstained Renfrow – Approved by consensus**

III. **Approval of the September 21, 2023 Minutes**

Motion to approve the September 21, 2023 minutes – **1st Morford/ 2nd Nafzgar/ No abstentions – Approved by consensus**

IV. **Information Only**

No information items.

V. **Discussion Items**

PG&SL Committee – Lower Division Coursework and AP 6160[A]

Motion 1:

Motion to rescind the September 7, 2023 motion to suspend reclassification for lower division course work that has not been completed and/or submitted.

At the special meeting held on September 21, 2023 the motion to rescind was passed.

Motion 2:

Motion to suspend reclassification for all lower division coursework that has not ~~(been completed OR yet commenced)~~ with the exception of faculty employed with less than a B.A. or B.S. degree working towards a degree, certificate, or credential pending review and/or revision to AP 6160[A].

Amendment 1: add “pending review and/or revisions to AP 6160[A].”

Amendment 2: remove “been completed OR”

1st Nafzgar/ 2nd Morford – Approved by consensus

Update to BP/AP Workgroup Members

Reconstitute the workgroup to review and revise AP 6160[A].

Past Members: ~~Hayley Ashby; James Banks;~~ Susan Brucks; Denise Indermuehle;
Susan Mills; Rhonda Taube; Lijuan Zhai

PG&SL BP/AP workgroup will be reconstituted with membership to include Denise Indermuehle, Felipe Galicia, Susan Mills, Lijuan Zhai, and Sara Nafzgar. Former workgroup members Hayley Ashby and James Banks will be removed. PG&SL members Natalie Morford and Debbi Renfrow are welcome to join if interested. In addition, an invitation will be extended to PG&SL members LaNeshia Judon and Frankie Moore since they were absent at today’s meeting. Lastly, PG&SL BP/AP workgroup guests Keith Dobyons, Rhonda Taube and Susan Brucks will be invited as optional participants.

VI. Professional Growth

Tabled Items

Tabled items were not discussed due to time limitations and will be discussed at the next meeting.

Moore, Ammanda – Request for approval of a Professional Growth Plan due to Professional Publications and Compilations. Items provided for committee’s review are: A letter describing how the publications are directly related to the current Academic Full-Time Faculty position; A list of publications and links and email correspondence pertaining to the submission and/or acceptance of various works for publication. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

Nafzgar, Sara – Request for approval of a Professional Growth Plan due to a mixture of professional publications, creative work and intensive preparation workshops. Items provided for committee’s review are: A letter describing how the academic scholarly professional endeavors fall under the “other” category of AP 6160[A]. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

Patterson, Carrie – Request for approval of a Professional Growth Plan due to a mixture of professional publications, creative work and intensive preparation workshops. Items provided for committee’s review are: A letter describing how the academic scholarly professional endeavors fall under the “other” category of AP 6160[A]. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

New Requests

New request items were not discussed due to time limitations and will be discussed at the next meeting.

Castro, Miguel – Request for approval of a Professional Growth Plan to complete stand-alone credit courses the California Community Colleges – California Virtual Campus. Items provided for committee’s review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email has been sent to HR&ER to request a number, if any, of carry-over units prior to time of hire.

Crampton, Pamela – Request for approval of a Professional Growth Plan to complete two (2) language courses and two (2) wellness courses at Riverside City College. Items provided for committee’s review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying 11-2/3 carry-over units prior to time of hire.

Elton, William (Jim) – Request for approval of a Professional Growth Plan to complete all Spanish coursework that is available at Riverside City College. Items provided for committee’s review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are no carry-over units prior to time of hire.

VII. Salary Reclassification

Tabled Items

No tabled items.

New Requests

Brown, Leslie – Request for Salary Reclassification to move from Column D to Column F due to completion of 30 units from Maryland Institute College of Art. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letters. An Email has been sent to HR&ER to request a number, if any, of carry-over units prior to time of hire. An additional letter has been provided to the letter indicating Ms. Brown submitted her request for the complete Master’s Program, however, she inadvertently omitted one course on the approval form and is requesting full credit due to the completion of the Master’s Degree.

Motion to approve based on completion of a Master’s Degree. 1st Nafzgar/ 2nd Morford/ No abstentions – Approved unanimously

VIII. Open Hearing

No open hearing items.

IX. Next Meeting Dates: November 2, 2023; December 7, 2023 (In Person)

March 7, 2024; April 4, 2024; May 16, 2024; June 6, 2024

Meeting Adjourned: 1:53pm