

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, March 1, 2018

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 418360

- I. **Approval of Agenda 1<sup>st</sup> James Banks / 2<sup>nd</sup> Celia Brockenbrough**
- II. **Approval of December 7, 2017 Minutes 1<sup>st</sup> Celia Brockenbrough / 2<sup>nd</sup> James Banks**

III. **Information only**

Preston Galusky indicated to Dr. Regino that he will still be a voting member of the committee and will not vacate his seat during this semester; thereby completing his two (2) year commitment. He has suggested Denise Indermuehle from Nursing to replace him next year. **It has been requested to contact Denise Indermuehle and ask her to listen to the next meeting. Email sent 03/13/18.**

IV. **Professional Growth**

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

**New Requests**

**Tanya Brown-Lowery** – Request for approval of course work plan for professional growth. The faculty member was informed there are no meetings held in January nor February, and the coursework must begin after the date the documents are submitted to be processed for the PG&SL Committee meeting. Items attached are as follows: Letter of Intent; Plan for Professional Growth submitted 01/02/18. The Plan period is from 03/23/18-06/2019. Courses to be taken at Cal State University Dominguez Hills. First course listed on the Coursework form is PSY482 with a start date of 03/23/18 – 05/17/18. The other courses listed as TBA awaiting publication in the schedule. A copy of the program and the course descriptions. **1<sup>st</sup> Celia Brockenbrough / 2<sup>nd</sup> James Banks**

**The faculty member is taking two programs at two different institutions. One is a one-time certificate program starting in May and moving from Column E to Column F. The other is a Master's Program which starts in June. Once the program is complete, the faculty member will be moved from Column F to Column G on the salary schedule. All coursework must have a start date of 03/23/18 or later. Approved – unanimous**

**Tanya Brown-Lowery** – Request for approval of course work plan for professional growth. The faculty member was informed there are no meetings held in January nor February, and the coursework must begin after the date the documents are submitted to be processed for the PG&SL Committee meeting. Items attached are as follows: Letter of Intent; Plan for Professional Growth submitted 02/06/18. The Plan period is from 06/01/18-06/2019. Courses to be taken at Concordia University. All courses are listed as TBA for the start date(s) due to the fact the scheduled dates are not yet available. A copy of the program is listed, however, there are no course descriptions provided.

**1<sup>st</sup> Celia Brockenbrough / 2<sup>nd</sup> James Banks – Unanimous**

**The faculty member is taking two programs at two different institutions. One is a one-time certificate program starting in May and moving from Column E to Column F. The other is a Master's Program which starts in June. Once the program is complete, the faculty member will be moved from Column F to Column G on the salary schedule. All coursework must have a start date of 03/23/18 or later. Approved – unanimous**

**Amanda Cachia** – Request for approval of publication. On 02/02/18 Ms. Cachia sent an e-mail indicating "... a few days ago a major art history journal entitled *Art Journal* published a number of my scholarly articles (see attached). I was responsible for putting together 20 different articles, artworks and interviews in this journal as a guest editor, along with writing my own articles and conducting a number of interviews. This is by far the biggest publishing achievement of my academic career thus far..." Items attached are as follows: Letter of Intent; Plan for Professional Growth submitted 02/07/18; letter of intent; 121 page publication and e-mail correspondence. The faculty member stated she has a hard copy of the journal and is willing to make arrangements for any of the committee members wishing to view the hard copy.

**Tabled – pending response from applicant for clarification of request.**

**An email was sent to Dr. Cachia on 03/05/18. Dr. Cachia started working with RCCD in August, 2017. She thought the request for reclassification could be made to move up one step. It was explained the steps are adjusted according to years of service and the columns according to completion of coursework and/or publications. Dr. Cachia understands that the request is not able to be accepted.**

**Damien Smith** – Request for approval of course work plan for professional growth. The faculty member was informed there are no meetings held in January nor February, and the coursework must begin after the date the documents are submitted to be processed for the PG&SL Committee meeting. Items attached are as follows: Letter of Intent; Plan for Professional Growth submitted 01/31/18. Courses to be taken at Concordia University. The Plan period is from 06/01/18-06/2019. All courses listed have start and end dates. The first course began 02/18/18, however the request was submitted prior to the start date and the committee did not meet in February. All start and end dates are complete. A copy of the course descriptions have been provided.

**1<sup>st</sup> James Banks / 2<sup>nd</sup> Carol Miter**

**The committee approved the last three courses only. It was stated that the request was submitted prior to the committee meeting. Approved – Last three courses – unanimous**

## **V. Salary Reclassification**

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

### **New Requests**

**Quinton Bemiller** – Request to move from Column F to Column G. Items attached are as follows: Reclassification form reflecting approved coursework; A copy of the letter showing approval of professional growth plan; Official transcripts verifying completion of the approved coursework. The faculty member included the prior courses and reflected the units to carry over to this request.

**1<sup>st</sup> Celia Brockenbrough / 2<sup>nd</sup> James Banks**

**Approved – unanimous**

**Elena Kobzeva-Herzog** – Request to move from Column D to Column E. Items attached are as follows: Reclassification form reflecting approved coursework; A copy of the letter showing approval of professional growth plan; Official transcripts verifying completion of the approved coursework.

**1<sup>st</sup> James Banks / 2<sup>nd</sup> Frankie Moore**

**Approved – unanimous**

**Lee Nelson** – Request to move from Column E to Column F. Items attached are as follows: Reclassification form reflecting approved coursework; A copy of the letter showing approval of professional growth plan; Official transcripts verifying completion of the approved coursework.

**1<sup>st</sup> Celia Brockenbrough / 2<sup>nd</sup> James Banks**

**Approved – unanimous –**

**LaTonya Parker** – Request to move from Column G to Column H. Items attached are as follows: A string of e-mails from committee member Frankie Moore, Susan Brucks and the PGSL committee. A picture of the official transcripts opened and initialed by committee member Frankie Moore verifying Doctorate Degree awarded. A picture of the reclassification form completed by Dr. Parker and submitted by committee member Frankie Moore. It is request of the committee to move forward to Column H. The original documents will be forwarded to Susan Brucks, Educational Services.

**1<sup>st</sup> Celia Brockenbrough / 2<sup>nd</sup> James Banks**

**Pending receipt of official transcripts to Educational Services. Official transcripts received in ES 03/08/18.**

**Approved – unanimous**

**Sigrid Williams** – Request to move from Column G to Column H. Items attached are as follows: An initial e-mail notification sent to Susan Boling, HRER stating Dr. Williams’ degree has been conferred. Official transcripts verifying Degree Awarded: Doctor of Education, Conferred on 01/02/18. The employee was already enrolled in the Doctorate program at the time of hire, therefore did not submit the coursework prior to taking the courses. Susan Boling sent an e-mail to the college President requesting approval to move the employee to column H. Dr. Reece approved the request. The string of e-mails are attached for the committees review.

**Informational Item – The item has already been approved by the College President.**

**VI. Requests for Change in Rank to Full Professor Applications (Information Item)**

The following requests have been submitted to, and approved by, the PG&SL Committee, the respective College President(s) and Chancellor Wolde-Ab Isaac. The recommendations will be on the agenda for the Cabinet Meeting in March. In addition, they will be on the agenda(s) for the Board of Trustees (BOT) meetings in April.

The Professors will be invited to attend the BOT Meeting at 6:00 p.m. on April 17, 2018, located at the District Office, 3801 Market Street in Riverside. The Professors will be presented with a framed certificate, upon receiving Board approval.

**Approved-Doctorate/Terminal Degree**

Dipen Bhattacharya	Ph.D.	Physics	MVC
Maria del Rocio Pacheco	Psy.D.	Counseling	MVC
I-Ching Tsai	D.M.A.	Music	MVC
Joanna Werner-Fraczek	Ph.D.	Biology	MVC
Scott Brown	Ed.D.	Counseling	RIV
Monica Delgadillo	DPA	Counseling	RIV
Damianita Dyogi	Ph.D.	Nursing	RIV
Cynthia Morrill	Ph.D.	Film Studies	RIV
Kimberly Reimer	Ed.D.	Nursing	RIV
Ward Schinke	Ph.D.	Political Science / Economics	RIV

**Approved-Years of Service/Education/Scholarship**

Amy Balent	MFA	Art	MVC
James Banks	MSW	Human Services	MVC
Patricia Avila	MA	Counseling	RIV
Michelle Daddona	MS	Kinesiology	RIV
Clara Lowden	MA	Kinesiology	RIV
Dennis Rogers	M.Ed.	Kinesiology	RIV
Amy Vermillion	MSN	Nursing	RIV

**Informational Item – The invitation(s) to the BOT Meeting were sent to all of the approved Faculty Members on March 9, 2018.**

**VII. Requests for Change in Rank (Information provided by HRER)**

Requests for approval by PGSL Committee for tenure and to change rank to Associate Professor.

Ms. Omyia Thurston	Asst. Professor, Counseling	MOV	08/19/14
Dr. Laura Adams	Asst. Professor, Psych	NOR	08/19/14
Ms. Kimberly Bell	DSPS Counselor/LD Specialist	NOR	08/19/14
Ms. Jude Whitton	Asst. Professor, Communication Studies	RIV	08/19/14
Ms. Claudia Castro	Asst. Professor, Counseling	RIV	08/19/14
Dr. Jan Andres	Asst. Professor, English	RIV	08/19/14

**Informational Item – the item has already been approved by the College President.**

**VIII. Sabbatical Leave (Information Item)**

It was determined at the April 6, 2017 Sabbatical requests are to be processed by the District Chancellor office (contact: Jeanie Fortin). Educational Services (contact: Susan Brucks) will keep a copy but originals will be sent to the District Chancellor’s Office.

**Informational Item.**

**IX. Sabbatical Leave Attachment (Discussion Item)**

A document was provided at the December 7, 2017 meeting authored by Judy Perry, Professor, Computer Science and Game Development. It was requested to include the item for discussion at the next PG&SL meeting to be held March 1, 2018.

**Tabled – The committee will look at the current process and recommend changes to improve it. They will seek input from Professor Perry as she is very knowledgeable about Sabbatical Leave(s). All will review the current procedures on the website to make recommendations. Once agreed upon it will go to the Academic Senate, President(s), VPAA(s), Faculty Association and the Chancellor for approval.**

**X. Open Hearing**

It was determined that any full-time faculty member who submits official/unopened transcripts confirming completion of a Doctoral Program, from an accredited academic institution, will be approved for reclassification to Column H of the Salary Schedule. The committee discussed the fact that many of the requests are from new hires currently enrolled in a program and/or administrators who go back to the classroom, among other scenarios. Since the committee and/or faculty member does not track completion of units through-out the Doctoral Program, the faculty member will satisfy the requirements by requesting reclassification and providing official/unopened transcripts to Education Services.

A process will be established to send out a monthly notification to faculty members stating that all PG&SL requests must be received in Educational Services at least 10-working days prior to the first day of class. The forms and a copy of BP7160a will be attached for the convenience of the faculty member. This will eliminate the need to approve partial programs due to the gaps when the committee does not meet.

**Committee Members:** James Banks, Celia Brockenbrough, Preston Galusky, Scott Hernandez, Carol Miter, Frankie Moore, Rolando Regino

**Next Meetings:** April 5, 2018 (CCC Confer-Participant Pin 630545)  
May 3, 2018 (CCC Confer-Participant Pin 891599)