

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE
September 13, 2012 – MINUTES (Amended)
12:40
CCCconfer

Present: Sylvia Thomas, Admin Co-Chair; Ken Cramm, Faculty Co-chair; Mike Cluff; Celia Brockenbrough; Kathleen Saxon; James Banks

I. **Approval of Minutes 5/24/12** – MSC/Banks/Brockenbrough/ (1) abstention – Ken Cramm

II. **Information Only**

New Faculty Co-chair – Ken Cramm (RIV) accepted the duties as the new faculty co-chair for 2012-2013. The committee has one more position to be designated by the Senate for Riverside. Debbie McDowell will notify the committee once this member is elected.

Professor Applications – Debbie McDowell will send out an email to all FT faculty with the link to the website for the Professor Application and Cover Letter which are due by October 31, 2012.

The committee will review and make suggestions for revisions on the Faculty Professional Growth AP 7160 for review at our next meeting. This procedure needs more direction and clarity since it contains the detail of how the Board Policy will be enacted. **Issues to address:**

- If the faculty's plan is outside of their service area, then it's not professional growth?
- Need to have a link between the current service area and where faculty may want to go.
- Need to designate that 60 units are required to advance to Column H for a Doctorate.

Future Meeting Dates:

October 4, 2012	CCCconfer	12:40	
November 1, 2012	CCCconfer	12:40	
December 6, 2012	face to face	12:30	DO #319 to review Professor applications

III. **Professional Growth**

Maria Pacheco – is an Associate Professor of Counseling at the Moreno Valley College. She is requesting approval of her professional growth plan to pursue a Psy.D degree in Marital and Family Therapy from the Chicago School of Professional Psychology, L.A. Campus for the period August 2012 – Summer 2015 for a total of 60 semester units. She wants to be able to provide high quality services to students and contribute to her discipline.

PM601 Etiology & Diagnostic Conceptualization Of Mental Illness	3.00
PM603 Advanced Theories of Psychotherapy and Treatment Plan Dev	3.00
PM604 Advanced Academic Writing	2.00
PM609 Advanced Family Systems Theories	2.00
PM614 Evidence Based Treatment Plan Dev. For Children, Adolescents & Families	2.00
PM615 Existential Humanistic Approaches	2.00
PM608 Assessment in Marriage & Family Therapy	3.00
PM642 Counseling in Community Settings	3.00
PM700 Adv. Evidence-Based Treatment Planning: Diverse Populations	3.00
PM621 Clinical Psychopharmacology	2.00
PM612 Psychotherapy and Spirituality	1.00
PM740 Forensic Issues Seminar	1.00
PM715 Community Clinical and Agency Management	3.00
PM724 Grant Writing and Publication	2.00
PM705 Statistical Methods for Behavioral Sciences	3.00
PM602 Clinical Consultation & Supervision	3.00
PM631 Brief Psychodynamic Approaches	2.00
PM630 Quantitative and Qualitative Analysis	3.00
PM650 Teaching in Higher Education	2.00
PM700 PM655 Technology in Instruction	1.00

PM741 Private Practice Management	2.00
PM616 Research Design & Proposal Development	3.00
PM725 Dissertation I	3.00
PM725 Dissertation II	3.00
PM725 Dissertation III	<u>3.00</u>
Total semester units	60.00

Motion – to accept Maria’s professional growth plan to pursue her Psy.D in Marital and Family Therapy/**MSC/Saxon/Banks/Unanimous**

Melissa Bader, Carol Miter and Tami Comstock - are Associate Professors and Assistant Professor of English at the Norco College. They are requesting professional growth credits for an Expository Reading and Writing course at California State University at San Bernardino for a total of 1.34 semester units and a certificate of completion once the month long training has been completed:

ERWC Workshop	1.34 units
---------------	------------

Motion – to accept plans for professional growth credit for a course offered at CSUSB in Expository Reading and Writing for Melissa Bader, Carol Miter and Tami Comstock
MSC/Cluff/Banks/Unanimous

Michelle Daddona – is an Associate Professor of Kinesiology at the Riverside City College. She is requesting approval of her professional growth plan to enroll in a certificate program at Cal State University Dominguez Hills. This program would help her to acquire tools to perform her job more effectively, expand her present job skill set for her class “Sports Psychology” and for coaching the women’s softball team. Also it may possibly further her education by working towards her doctoral degree if she is successful in this program:

PSY 480	Sport Psychology	3.00
PSY 481	Applied Sport and Fitness Psychology	3.00
PSY 482	Psychology of Coaching and Team Building	3.00
PSY 483	Contemporary Issues in Sport and Fitness Psychology	3.00
PSY 486	Internship in Sport and Fitness Psychology	<u>3.00</u>
Total semester units		15.00

Motion – to accept Michelle’s professional growth plan to enroll in a certificate program at Cal State University Dominguez Hills to possibly further her education by working towards a doctoral degree/**MSC/Cluff/Saxon/Unanimous**

Shari Yates – is an Associate Professor of Early Childhood Education at Riverside Community College. She is requesting approval of her professional growth plan to pursue a Doctorate of Education in Organizational Leadership at Brandman University for a total of 57 semester units starting 8/2012 – 8/2015:

EDOL 700	Transformative Leadership	3.00
EDOL 705	Organizational Comm & Conflict Management	3.00
EDOL 706	Team & Group Dynamics	3.00
EDOL 707	Organizational Theory & Development	3.00
EDOL 708	Strategic Thinking	3.00
EDOL 709	Assessment, Eval & Accountability	3.00
EDOL 720	Creativity, Innovation and Sustainable Change	3.00
EDOL 721	The Ethics and Politics of Decision Making	3.00
EDOL 722	Diversity & Intercultural Aspects of Leadership	3.00
EDOL 723	Innovation in Resource Management	3.00
EDOL 724	The Leader as Change Agent	3.00
EDOL 750	Writing for Research and Pub 1	2.00
EDOL 751	Writing for Research & Pub 11	2.00
EDOL 752	Quantitative Research Methods 1	2.00
EDOL 753	Quantitative Research Methods 2	2.00
EDOL 754	Qualitative Research Methods 1	2.00
EDOL 755	Qualitative Research Methods 2	2.00
EDOL 780	Transformative Change Field Exper.	3.00
EDOL 790	Dev. The Dissertation Prospects	3.00

EDOL 791	Dissertation I	3.00
EDDU 9039	Understanding Culture and Race (added 9/17)	3.00
EDOL 792	Dissertation II	<u>3.00</u>
	Total	60 units

Motion – to table until Shari responds to the committee’s inquiry regarding how she will make up the 3 extra units needed to advance to Column H/**MSC/Cluff/Saxon/Unanimous**

60 units are required for advancement to Column H on the faculty salary schedule. When Shari responds to this inquiry, Debbie McDowell will e-mail the committee for their approval at that time.

Shari sent in an additional class to give her a total of 60 units as required for advancement on the faculty salary schedule: EDDU 9039 “Understanding Culture and Race. This information was emailed to the committee for their approval on 9/17/12.

Amended Motion – to accept Shari Yates’ professional growth plan as amended to reflect the additional three units for a total of sixty units for advancement as required on the faculty salary schedule/Cluff/Saxon/Unanimous

IV. **Salary Reclassification**

Antonio Curtis – is an Assistant Professor of Mathematics at Riverside City College. He is requesting salary reclassification from F-8 to G-8 based on completion of 13.40 units this Spring 2012 plus 1.9 carryover units from University of California, Riverside in pursuit of his Ed.D:

EDU 297	Directed Research	2.68
EDU 259	Research Seminar (section 001)	1.34
EDU 276	Diversity and Curriculum	2.68
EDU 259	Research Seminar (section 003)	1.34
EDU 242B	Adv. Psychological Measurement	2.68
ECON 289	Colloquium in Economics	1.34
EDU 259	Research Seminar (Section 004)	1.34
	Carryover Units	<u>1.90</u>
	Total semester units	15.30

Motion – to accept Antonio’s salary reclassification to advance from F to G and to forward to October Board/**MSC/Saxon/Brockenbrough/Unanimous**

Joan Gibbons-Anderson – is an Associate Professor of Communication Studies at the Riverside City College. She is requesting reclassification to Column H based on award of her Doctorate in Leadership for Higher Education from Capella University, (**pending receipt of her official transcript**):

ED 9919	Doctoral Comprehensive Exam	2.68
ED 9921	Dissertation Research 1	3.35
ED 9922	Dissertation Research 2	3.35
ED 9923	Dissertation Research 3	3.35
ED 9924	Dissertation Research 4	3.35
ED 9925	Dissertation Research 5	<u>3.35</u>
	TOTAL	19.43

Motion – to accept Joan Gibbons-Anderson’s salary reclassification based on award of her Doctorate pending receipt of her official transcript/**MSC/Cluff/Brockenbrough/Unanimous**

Ernesto Reyes – is an Associate Professor of Mathematics at the Riverside City College. He is requesting salary reclassification from C-10 to D-10 based on 16.75 semester units completed at California State San Bernardino in pursuit of his Ed.D in Educational Leadership and Curriculum which leaves him with 1.75 leftover units:

EDUC 700	Scientific Inquiry	2.68
EDUC 705	Organization & Administration of School Systems/Community Colleges	2.68
EDUC 707	Quantitative Methods	2.68
EDUC 712	Qualitative Methods	2.68
EDUC 714	Edu. Institutions as Social and Cultural Systems	2.68
EDUC 790	Research Seminar	.67
EADM 736	Instructional Leadership and Learning Strategies	<u>2.68</u>

Total semester units 16.75

Motion – to accept Ernesto’s salary reclassification to advance from C to D and forward to October Board/**MSC/Cluff/Banks/Unanimous**

Next Meeting: Thursday, October 4, 2012 CCCconfer 12:40 p.m.

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE
October 4, 2012 – INFORMAL MEETING
12:40
CCCconfer

Present: Ken Cramm, Faculty Co-chair; James Banks; Celia Brockenbrough; Mike Cluff

Absent: Sylvia Thomas, Admin Co-Chair; Kathleen Saxon; Gwen Yount

I. This was an informal meeting due to no quorum. September 13th minutes will be approved at the next meeting.

II. **Information Only**

Committee discussed revisions to AP 7160a "Professional Growth - Faculty".

Suggested revisions:

II.A. – Is this section saying faculty can develop another FSA? If faculty want to pursue a second Masters in another service area, this would allow them to teach in that area but would not advance them on the faculty salary schedule.

II.A.3 – Spell out CEU – Continuing Educational Units

II.A.4 – Mike Cluff will work on rewording this paragraph starting with the second sentence.

II.A.5 – Add the word "semester" to clarify type of units.

II.A.6 – Mike will tweak this paragraph.

II.A.7 – Delete last sentence.

II.B.1 – Add the word "authored" after the word "individual".

II.B.2 – It was suggested that a maximum of "five (5) units be granted" in place of "seven (7) units to be granted" for Section B.2, B.3, C.2, and D.3; and, create a rubric to determine the unit worth of a publication.

II.C.2 – How was the "seven (7) units to be granted" originally determined? Committee will research this and bring their feedback to our next meeting.

IV.C, D – Which chairperson should this be - Administrative or faculty? The committee suggested it should be the "Administrative" Chairperson.

IV.E – The second sentence should read: "A copy of the recommendations must be submitted..."Place a period after District Academic Senate and delete rest of the sentence.

V. – Criteria for Sabbatical Eligibility in the Contract refers back to AP 7160 which creates a circle argument. Need direction from Sylvia Thomas for re-write.

Full Professor Cover Letter and Checklist – Application for Distinguished Professor needs to be addressed in the Full Professor Cover Letter and a second checklist prepared.

Adjourned 1:50 p.m.

Next Meeting: Thursday, November 1, 2012
CCCconfer - 12:40 p.m.

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

November 1, 2012

12:40

CCCconfer

Present: Ken Cramm, Faculty Co-chair; Sylvia Thomas, Administrative Co-chair; James Banks; Celia Brockenbrough; Kathleen Saxon; Gwen Yount

Absent: Mike Cluff

1. **Approval of minutes 9/13/12 (10/4/12 informal meeting) – MSC/Banks/Saxon/1 abstention**
Vote – 3/2; **Motion carried**

II. **Review of AP 7160a and Revised Professor Applications**

AP 7160a – see attached document with committee recommendations in red and listed below:

II.A.3 – committee recommended spelling out CEU

II.A.4 – Mike wasn't present so the committee will review his changes to this paragraph starting with the second sentence, once submitted.

II.A.5 – committee recommended adding the word "semester".

II.A.6 - Mike to reword this paragraph for the committee's review.

II.A.7 – committee recommended deletion of the last sentence.

II.B.1 – committee recommended deletion of the word "individual" and adding the word "authored". It was suggested that the committee should start sending out reminders to faculty at the beginning of each semester notifying them of what will help them advance on the salary schedule, e.g., any publications they may be working on, etc. To be revisited at a future meeting.

II.B.2 – committee recommended changing number of units that may be approved to "up to five" from "seven" for sections B.2, B.3 and C.2. It was suggested that a rubric be created to determine the unit worth of a publication, e.g. what constitutes one unit?

IV.A – committee recommended last sentence to be deleted.

IV.C, D – committee recommended adding "Administrative" Chairperson.

IV.E. – committee recommended adding "Administrative" Chairperson; replacing "President of the College" to "Provost/Vice Chancellor Educational Services, or designee".

Recommended changing the word "would" to "must" be submitted... and deleting the rest of the last sentence after District Academic Senate.

V. Sabbatical Leave – Discussion regarding Contract XIII.N.2 referencing AP 7160 in regards to course work, professional publications, independent study, and return to industry. AP 7160 does make reference to these four purposes for sabbaticals.

XIII.N.3.a. Criteria to be used in granting of sabbaticals needs to be established in AP 7160.

Revised Full Professor Cover Letter and application; Distinguished Professor Application

Committee will review on their own the revised rank of professor application, cover letter and the new distinguished professor application. They will send Debbie any corrections or additions needed. To be reviewed at a future meeting.

Meeting adjourned 1:40 p.m.

Next Meeting:

Thursday, December 6, 2012

12:30 p.m.

District Office, #319

For Review of (8) Professor Applications

Snacks will be served

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

December 6, 2012

12:30

District Office, #319

Present: Ken Cramm, Faculty Co-chair; James Banks; Celia Brockenbrough; Michael Cluff; Kathleen Saxon; Gwen Yount

Absent: Sylvia Thomas, Administrative Co-chair

I. **Approval of 11/1/12 minutes** – MSC/Cluff/Banks (1) abstention

II. **Information Only**

Monica Delgadillo-Flores – committee acknowledged receipt of Monica's updated professional growth plan approved on 9/11/11. She will be extending her date to complete her doctorate from Fall 2012 to December 2013.

III. **Review of Professor Applications (8)** – John Coverdale; Sandra Fontana; Joan Gibbons-Anderson; Diana MacDougall; Carolyn Quin; Rogelio Ruiz; Heather Smith; Edd Williams

Sandra Fontana - **Motion** – to recommend forwarding Sandra Fontana's professor application Banks/Brockenbrough

Discussion regarding Sandra not having 15 years of exemplary service and she doesn't qualify for scholarship with just one publication that wasn't accomplished during her service years at RCCD. (Note: add a statement to the professor application regarding publications, etc. need to be accomplished during faculty's service years at RCCD). The committee invites her to apply again when she meets the 15 years of exemplary service to the institution or community as a full-time faculty member per AP 4000 II.F.

All in favor – 0

Opposed – 5 (unanimous)

Motion failed

John Coverdale
Joan Gibbons-Anderson
Carolyn Quin
Diana MacDougall
Rogelio Ruiz
Heather Smith

Motion – to recommend forwarding the above (6) six professor applications/Saxon/Yount

All in Favor – 5 (unanimous)

Opposed – 0

Motion Passed

Edd Williams – **Motion** to recommend forwarding Edd Williams' professor application Saxon/Banks

Discussion followed regarding Edd's exemplary service. (Note: add a statement to the professor application for faculty to list their service to the institution and/or community chronologically)

All in Favor – 3

Opposed – 0

Abstentions – 2

Motion Passed

IV. **Tentative Meeting Dates for Spring 2013:**

February 14, 2013 or February 21st

March 7th

April 4th

May 2nd and May 30th

Meeting adjourned 1:30 p.m.

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE
February 21, 2013
12:40 - CCCconfer
MINUTES (AMENDED)

Present: Sylvia Thomas, Admin Co-Chair; Ken Cramm, Faculty Co-chair; James Banks; Celia Brockenbrough; Michael Cluff; Gwen Yount

Absent: Kathleen Saxon (voted by proxy)

I. **Approval of 2/21/13 minutes – MSC/Banks/Brockenbrough/Unanimous**

Future meetings to be held during college hour: 12:50 – 1:50 p.m.

II. **Information Only**

- Revisions to AP 7160a - Mike will have his revisions to paragraphs II.4 and II.6 by next week. Debbie will e-mail his revisions to the committee for their final approval.
- **Revision to II.B.1** – Professional publications are defined as “a *textbook*”, compilations, ...
- The next step would be to send the final version of AP 7160a to Ruth Adams to vet to the appropriate Governance group.
- Future agenda items – (1) committee to develop operational guidelines for PG & SL (2) establish a rubric to determine what qualifies as a unit per AP 7160a II.B.2.

III. **Professional Growth**

Garth Schultz – is a Visiting Assistant Professor in Counseling at RCC and he is requesting approval of his professional growth plan to pursue his Masters in Science for Rehabilitation Counseling at San Diego State University/Interwork Institute for the period July 2012 – October 2014 by completing 45 semester units:

ARP 743	Fieldwork in Rehabilitation	3.00
ED 690	Methods of Inquiry	3.00
ARP 744	Practicum in Rehabilitation	3.00
ARP 615	Multi-Cultural Counseling	3.00
APP 645B	Assessment and Vocational Development	3.00
ARP 687	Placement Practices of Individuals with Disabilities	3.00
ARP 740	Seminar in Admin/Rehab	3.00
ARP 648	Group Dynamics in Rehab	3.00
ARP 744	Advanced Practices in Rehab	3.00
ARP 680	Seminar in Admin & Rehabilitation	3.00
ARP 607	Applications of Rehab Technology	3.00
ARP 745A	Internship	3.00
ARP 710A	Seminar Organizational Development	3.00
ARP 745B	Internship	3.00
ARP 710B	Program Development	<u>3.00</u>
	Total	45 semester units

Concern: Garth is categorically funded and PG & SL’s purview is to approve professional growth plans for faculty on the tenure track. The committee didn’t feel they should approve Garth’s plan because it’s not within the normal purview of PG & SL. They would support and encourage him in his academic endeavors and would be willing to reconsider if it does fall under their purview in the future. It was suggested that Sylvia contact Human Resources to get their feedback and see whether or not it would even benefit Garth as he is pursuing his second Masters.

The precedent back in December of 2008 was a *salary reclassification* was approved for Rolando Regino. He was hired in August 2008 as a visiting assistant professor for English at MVC. He was currently in the doctoral program at Capella University for Education. He was awarded his Ph.D. on December 31, 2008 and submitted his reclassification at that time. The committee approved his salary reclassification based on the award of his Ph.D.

Sylvia Thomas met with the District Senate and had the opportunity to provide an update on the recent work that PG&SL has been conducting. The subject of approving professional growth plans for non-tenure track faculty members was discussed. A decision was made that PG&SL

should consider such submissions and make a decision for approval based on the merits of the proposal.

Motion – to approve Garth Schultz’s professional growth plan/**MSC/Saxon/Yount/Unanimous**
Email vote: 5 ayes

III. **Salary Reclassification**

Ernesto Reyes – is an Associate Professor of Mathematics at RCC. He is submitting his salary reclassification to move from D-10 to E-10 in pursuit of his Ed.D. in Educational from California State San Bernardino based on completion of 12.73 semester units, plus 1.75 carryover units and 1.00 unit above his Masters which totals 15.48 units:

EDUC 709	Diversity and Equity in Educational Administration	2.68
EDUC 720	Advanced Quantitative Methods	2.68
EADM 738	Assessment & Evaluation	3.35
EDUC 702	Foundations & Leadership	3.35
EDUC 790	Research Seminar	<u>.67</u>
		12.73
Plus	Carryover units	<u>2.75</u>
	Total	15.48

Motion – to approve/Banks/Cluff

Motion tabled - pending clarification of the one unit above his Masters. Ernesto Reyes was hired with 2.00 carryover units on file. His first reclassification in October 2012 left him with an additional 1.75 carryover units. He is using 2.75 carryover units for this reclassification leaving him with 1.00 carryover unit for his next reclassification.

Amended Motion – A vote was taken by e-mail to approve Ernesto Reyes’s reclassification
Vote: 5 ayes/ Motion Passed/Unanimously

Next Meeting Date:

Thursday, March 7, 2013

Meeting Adjourned – 1:20 p.m.

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE
March 7, 2013
12:50 - CCCconfer
MINUTES

Present: Sylvia Thomas, Admin Co-Chair; Ken Cramm, Faculty Co-chair; James Banks; Kathleen Saxon; Gwen Yount

Absent: Celia Brockenbrough; Michael Cluff

I. **Approval of 2/21/13 minutes as Amended – MSC/Banks/Saxon**

Motion to accept Garth Schultz's professional growth plan was received by e-mail vote
5 ayes/0 nays/**Motion Passed/Unanimously**

II. **Information Only**

a. Reviewed final draft of AP 7160a with Mike's revisions.

b. Revisions to Full Professor and Distinguished Professor Cover Letter

- Add the word "Completed" ten years... to the first bullet under Full Professor - Years of Service.
- Add another bullet under Distinguished Professor for "Years of Service – minimum of 14 years in a full-time faculty position".
- Realign the criteria under "Distinguished Professor" to match the order of the Full Professor criteria.

Revisions to Distinguished Professor Application

- Add another bullet to the criteria for "Years of Service – minimum of 14 years in a full-time faculty position".
- Realign the criteria to match the order of the Full Professor criteria.

No revisions to Full Professor Application

c. Ken will work on developing general operational guidelines for PG & SL.

d. Rubric to be developed for paragraph AP 7160a II. B. 2 – This discussion to be continued at the April 4th meeting giving the committee time to review AP 7160a thoroughly. The question that arose was whether or not units should be granted for publications. Is there any historical evidence of units being granted for publications? Hold off on forwarding Ruth Adams the final draft of AP 7160a until we get an answer or develop a rubric.

Meeting Adjourned: 1:40 p.m.

Next Meeting Date:

**Thursday, April 4th
CCCconfer
12:50 p.m.**

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

April 4, 2013

Minutes

12:50 – 1:50

CCCconfer

Present: Sylvia Thomas, Admin Co-chair; Ken Cramm, Faculty Co-chair; James Banks; Kathleen Saxon; Mike Cluff; Celia Brockenbrough

Absent: Gwen Yount

I. Approval of March 7, 2013 Minutes/MS/Cluff/Banks (2 abstentions/2 ayes) Motion Passed

II. Information Only

- a. Continue discussion on the development of a rubric for AP 7160 paragraph II. B. 2. No historical evidence was found regarding units being granted for publications going back to 2005.
- The committee suggested switching paragraphs I.B and IC. in AP 7160a and send forward to Ruth Adams to vet to the appropriate governance group. In the meantime, they will work on developing a rubric to determine point values for different kinds of publications.
- 1st Motion** – Rubric to be put on hold and forward AP 7160a to Ruth Adams
Amended Motion – Rubric to be used for operational guidelines for the PG & SL Committee only
Amended Motion – Rubric to be used for operational guidelines only is addressed in paragraph 4.A of AP 7160a/**Motion Withdrawn/MS/Saxon/Cluff**
2nd Motion – to forward revised AP 7160a as written to Ruth Adams to vet to appropriate governance group/**MS/Cluff/Saxon/Unanimous**
- b. Operational guidelines developed by Ken Cramm
- AP 7160a II.A.6 – Committee agreed to leave as is. Restructured last sentence.
 - Committee to research other Districts/Colleges to see if they have a rubric in place for determining point values for different types of publications (AP 7160a II.B.2.)
 - Paragraph V - revised Sabbatical Leave Forms and information will be uploaded to the District website soon. All college websites should link to Sabbatical Information, etc. on the District website only.
 - Previously granted sabbaticals can be used as source documents for future sabbaticals being submitted.
 - Committee to review Ken's operational guidelines once again over Spring break to see if anything is missing or should something be removed. AP 7160a covers what is needed for operational guidelines; it just needs to be written out.

Academic Rank Changes for 2013-2014 – Committee reviewed for their information.

III. Salary Reclassification

Shari Yates – is an Associate Professor of Early Childhood Education requesting approval of her salary reclassification from C-15 to D-15 upon the completion of 15 semester units from Brandman University in pursuit of her Doctorate of Education in Organizational Leadership:

EDOL 700	Transformational Leadership	3.00
EDOL 750	Writing for Research I	2.00
EDOL 705	Communication & Conflict Resolution	3.00
EDOL 751	Writing for Research II	2.00
EDOL 706	Team & Group Dynamics	3.00
EDOL 752	Quantitative Research Methods I	2.00
	Total	15 sem units

Motion – to approve Shari Yates' salary reclassification to move from C-15 to D-15
MS/Banks/Celia/Unanimous

Next Meeting Date: Thursday, May 2, 2013/12:50/CCCconfer

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

May 2, 2013
(Amended) Minutes
12:50 – 1:50
CCCconfer

Present: Sylvia Thomas, Admin Co-chair; Ken Cramm, Faculty Co-chair; James Banks; Kathleen Saxon; Mike Cluff; Celia Brockenbrough; Yount, Gwen

I. Approval of April 4, 2013 Minutes/Banks/Brockenbrough/Unanimous

II. Information Only

- a. Revised Full and Distinguished Professor Cover Letter – waiting for Senate to review before sending to committee.
- b. Revised Distinguished Professor Application – waiting for Senate to review before sending to committee.

III. Professional Growth

- a. **Micherri Wiggs** – is an Associate Professor in Communication Studies. She is requesting approval of her professional growth plan to first complete prerequisite courses at Riverside Community College (see below) and determine which graduate program she would like to pursue, either a MS in Psychology or MA in National Security Studies at the California State University, San Bernardino starting September 2013:

PSY 2	Physiological Psychology	3.00
PSY-8	Introduction to Social Psychology	3.00
PSY 9	Developmental Psychology	3.00
PSY 33	Theories of Personality	3.00
PSY 35	Abnormal Psychology	3.00
Mat 12	Statistics	<u>3.00</u>
	Total	18.00 sem units

And/Or

POL 1	American Politics	3.00
POL 2	Comparative Politics	3.00
POL 4	Introduction to World Politics	3.00
POL 5	The Law and Politics	3.00
POL 6	Introduction to Political Economy	<u>3.00</u>
	Total	15.00 sem units

Motion – to approve Micherri Wiggs’ professional growth plan/Banks/Cluff

(vote: 0 ayes/5 nays) **Motion Failed**

Discussion – committee stated that her professional growth plan is not directly related to her faculty service area per BP 3080, II.A.7.

- b. **Clifford Ruth** – is an Associate Professor of Communication Studies at RCC. He is requesting approval of his professional growth plan to pursue an MA in Leadership and Adult Learning at Cal Baptist University beginning September 2013 through June 2015.

EDU 507	Intro to Adult Education	3.00
LDR 501	Intro to Leadership	3.00
EDU 517	Models and Methods of Adult Learning	3.00
LDR 511	Organization and Administration in Higher Education	3.00
EDU 504	History and Future American Education	3.00
LDR 531	Group Dynamics and Staff Development	3.00
EDU 537	Course and Program Development and Evaluation	3.00
LDR 541	Knowledge Management and Decision Making	3.00
EDU 557	Teaching and Learning in the Digital Age	3.00
LDR 551	CCCAOE Professional Training	3.00
LDR 561	Leadership Tactics	<u>3.00</u>
	Total:	33.00 sem units

**Motion – to approve Clifford Ruth’s professional growth plan
MSC/Saxon/Yount/Unanimous**

Discussion – committee felt his professional growth plan will enhance his current field of service.

IV. **Salary Reclassification**

Sarah Burnett – is an Associate Professor of Early Childhood Education at Norco College. She is requesting approval of her salary reclassification based upon completion of her Ph.D in Education (72) semester units from Claremont Graduate University. Approval is pending upon receipt of final transcript showing award of degree.

Motion – to approve salary reclassification/Cluff/Brockenbrough

Discussion – committee wants a conditional approval based upon receipt of final transcript showing award of her Ph.D.

Motion - tabled until receipt of final transcript showing award of Ph.D.

MSC/Banks/Saxon/Unanimous

Amended Motion – to forward salary reclassification recommendation to May Board based on confirmation of final transcript showing final approval and date Doctorate was completed

MSC/Cluff/Banks/Unanimous

Next Meeting Date:

**Thursday, May 30, 2013
12:50 – CCCconfer (if needed)**

Adjourned/Banks/Saxon - 1:25 p.m.

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE
May 30, 2013
(Amended) Minutes
12:50 – 1:50
CCCconfer

Present: Sylvia Thomas, Admin Co-chair; Ken Cramm, Faculty Co-chair; Kathleen Saxon; Mike Cluff; Celia Brockenbrough

Absent: James Banks (voted by proxy); Gwen Yount

I. Approval of May 2, 2013 Minutes/MSC/Cluff/Saxon/Unanimous

II. Information Only

- a. PG & SL agreed to the following revision to AP 7160a Paragraph I.A.: *“Professional growth is defined as those academic, scholarly, and professional endeavors planned, developed, and carried out by a **full-time faculty**” member . . .* (replacing “contract or regular faculty member”). Revised AP 7160a has been sent to Ruth Adams.
- b. Revised Full and Distinguished Professor Cover Letter and Full and Distinguished Professor Applications – Committee has reviewed all three documents and Sylvia Thomas will submit them to District Academic Senate on Monday, June 3rd.
- c. Margarita Shirinian – has submitted an update to her professional growth plan approved by PG&SL on September 8, 2011:
EDU-7701 (Research Topic, Problem, Purpose, and Questions) has been replaced with EDU 7707 (Planning Dissertation Research in Education)
and
EDU-7703 (Qualitative Methods) has been replaced with EDU-7005 (Qualitative Research Design)

Committee acknowledged receipt of Margarita’s update to her professional growth plan which will be filed for future reference.

III. Salary Reclassification

Richard Rodman – is an Associate Professor of Automotive Technology at RCC. He is requesting salary reclassification from Column F to Column G based on the completion of 22 semester units at California State University, Long Beach in pursuit of his Ed.D in Educational Leadership (pending final official transcript with all grades posted):

EDLD 720	Prof. Seminar in Edu. Leadership	1.00
EDLD 730	Edu. Research Epistemologies & Methodologies	3.00
EDLD 743	Leadership in Higher Education	3.00
EDLD 721A	Adv. Prof. Seminar in Edu. And Leadership	1.00
EDLD 722	History & Systems of U.S. History	3.00
EDLD 724	Critical Perspectives of U.S. Edu/Diversity	3.00
EDLD 721B	Adv. Prof. Seminar in Educational Leadership	1.00
EDLD 731	Qualitative Research Methods for Edu. Leadership	3.00
EDLD 733	Program and Student Assessment	1.00
EDLD 741	Teaching and Learning in Post-Secondary Settings	<u>3.00</u>
	Total	22 sem units

Motion – to recommend salary reclassification for Richard from Column F to Column G
MSC/Saxon/Cluff/Unanimous/(Banks voted by proxy to approve)

Amended Motion – to postpone Richard’s reclassification until official transcript with all grades posted is received/**MSC/Cluff/Banks/Unanimous**

Maria Pacheco – is an Associate Professor in Counseling at MVC. She is requesting salary reclassification from D to E in pursuit of her Psy.D degree in Marital and Family Therapy from Chicago School of Professional Psychology, L.A. campus with the completion of 15 semester units pending receipt of official transcript:

PM 601A	Etiology & Diagnostic Conceptualizations of Mental Illness	3.00
PM 604A	Advanced Academic Writing	2.00
PM 603A	Adv. Theories of Psychotherapy & Treatment Plan Dev.	3.00
PM 615A	Existential Humanistic Approaches	2.00
PM 608A	Assessment in Marital and Family Therapy	3.00
PM 609A	Advanced Family Systems Theories	<u>2.00</u>
Total		15 sem units

Motion – to recommend salary reclassification for Maria from Column D to E pending receipt of official transcript/**MSC/Saxon/Brockenbrough/Unanimous**/(Banks voted by proxy to approve)

Margarita Shirinian – is an Associate Professor of ESL at Norco College. She is requesting salary reclassification from Column F to Column G based on completion of 15 semester units at NorthCentral University, Arizona in pursuit of her Ed.D pending receipt of official transcript:

EDU 7003	Statistics I	3.00
ESL 7003	Evaluation of Diverse Learners	3.00
ESL 7004	Bilingual Instructional Methods	3.00
EDU 7702	Research Design	3.00
ESL 7005	Developing Curriculum for ESL Learners	<u>3.00</u>
Total		15 sem units

Motion – to recommend salary reclassification for Margarita from Column F to G pending receipt of official transcript/**MSC/Brockenbrough/Saxon/Unanimous**/(Banks voted by proxy to approve)

IV. Professional Growth

Nicholas Franco – is an Associate Professor in Counseling at Norco. He is requesting approval of his professional growth plan to earn a Certificate in Inclusive Classroom Teaching at the University of La Verne for a total of 15 semester units:

EDUC 710C	The Multi-cultural Classroom	3.00
EDUC 712N	Teaching the Latino Student	3.00
EDUC 712Z	Understanding Autism	3.00
EDUC 714U	Understanding Asperger's Syndrome	3.00
EDUC 715A	Teaching Students with Mild Disabilities	<u>3.00</u>
Total:		15 sem units

Motion – to approve Nicholas' professional growth plan to earn a Certificate at the University of La Verne/**MSC/Brockenbrough/Cluff/Unanimous**/(Banks voted by proxy to approve)

Carla Reible – is an Associate Professor in ESL at RCC. She is requesting approval of her professional growth plan to take a series of courses at the University of Phoenix to refresh and update her knowledge in her area of expertise for a total of 22 semester units:

COM 705	Communication Strategies	1.00
TESOL 508	Teaching Reading and Writing	3.00
TESOL 505	Assessment	3.00
RDG 503	Phonological Theory and Application	3.00
RDG 530CA	Curriculum Const. & Assmt: Reading & Language Arts	3.00
EDU 521	Technologies for Online Teaching	3.00
EDU 732	Planning, Evaluation, and Assessment in Higher Education Admin	3.00
TESOL 567	Cross-cultural Communication	<u>3.00</u>
Total		22 sem units

Motion – to approve Carla's professional growth plan to take coursework at the University of Phoenix for advancement on the faculty salary schedule

MSC/Cluff/Brockenbrough/Unanimous/(Banks voted by proxy to approve)

Jeanne Howard – is an Associate Professor of Counseling at MVC. She is requesting approval of her professional growth plan to complete coursework from the University of La Verne for a total of 27 semester units:

EDUC 7160	Religions of the World: Celebrating Diversity	3.00
-----------	---	------

EDUC 714P	Microsoft Excel	3.00
EDUC 717E	Creating a Google Apps Classroom	3.00
EDUC 715P	Web 2.0 Powerful Tools to Transform Teaching And Learning	3.00
EDUC 716Z	Human Development: Current Research	3.00
EDUC 715U	The Universe Revolves around Me	3.00
EDUC 714U	Understanding Asperger's Syndrome	3.00
EDUC 712Z	Understanding Autism	3.00
EDUC 715K	Integrating the Arts for Teaching and Learning	3.00
Total		27 sem units

Motion – to accept Jeanne's professional growth plan for coursework at the University of La Verne for advancement on the faculty salary schedule/**MSC/Saxon/Brockenbrough**/(Banks voted by proxy to approve)

Rosa Ramos – is an Associate Professor of Counseling at RCC. She is requesting approval of her professional growth plan to complete the Motivation and Classroom Management Certificate Program (for a total of 15 semester units) at the University of La Verne for the period June 1, 2013 – June 1, 2014:

EDUC 711C	Effective Character Education	3.00
EDUC 711X	Creating a Mindful Environment	3.00
EDUC 713J	Motivating Students Who Don't Care	3.00
EDUC 713K	The Differentiated Classroom	3.00
EDUC 713O	Building Classroom Discipline	3.00
EDUC 714E	What's in a Grade?	3.00
EDUC 715B	Making Connections for Engaged Learning	3.00
EDUC 715I	Effective Feedback to Improve Student Achievement	3.00
EDUC 716G	Bridging the Culture and Poverty Gap in Education	3.00

Motion – to accept Rosa's professional growth plan to earn a Certificate from the University of La Verne/**MSC/Saxon/Brockenbrough/Unanimous**/(Banks voted by proxy to approve)

Marissa Iliscupidez – is an Assistant Professor of Counseling at Norco. She is requesting approval of her professional growth plan to complete the Classroom Teaching Certificate Program offered through the University of La Verne for the period June 1, 2013 – December 31, 2013 for a total of 15 semester units:

EDUC 711X	Creating a Mindful Environment	3.00
EDUC 712N	Teaching the Latino Student	3.00
EDUC 713K	The Differentiated Classroom	3.00
EDUC 714U	Understanding Asperger's Syndrome	3.00
EDUC 715A	Teaching Students with Mild Disabilities	3.00
Total		15 sem units

Motion - to accept Marissa's professional growth plan to earn a Certificate from the University of La Verne/**MSC/Brockenbrough/Cluff/Unanimous**/(Banks voted by proxy to approve)

Elizabeth Yglecias – is an Associate Professor of Counseling at RCC. She is requesting approval of her professional growth plan to take courses from two graduate certificate programs from the University of La Verne to enhance her students and her counseling and classroom experience for advancement on the salary schedule for the period June 2013 – December 2018:

EDUC 711C	Effective Character Education	3.00
EDUC 711X	Creating a Mindful Environment	3.00
EDUC 713J	Motivating Students Who Don't Care	3.00
EDUC 713K	The Differentiated Classroom	3.00
EDUC 713O	Building Classroom Discipline	3.00
EDUC 713V	Building Classroom Management for Middle & High School Teachers	3.00
EDUC 714E	What's in a Grade?	3.00
EDUC 715B	Making Connections for Engaged Learning	3.00
EDUC 715G	ADD/ADHD Strategies & Interventions for Classroom	3.00
EDUC 715I	Effective Feedback to Improve Student Achievement	3.00
EDUC 716G	Bridging the Culture and Poverty in Education	3.00
EDUC 710C	The Multicultural Classroom	3.00

EDUC 712N	Teaching the Latino Student	3.00
EDUC 713T	Achieving Success for English Language Learners	<u>3.00</u>
Total		42 sem units

Motion - to accept Elizabeth's professional growth plan for coursework from the University of La Verne for advancement on the faculty salary schedule/**MSC/Brockenbrough/Cluff/Unanimous** (Banks voted by proxy to approve)

- V. **Other Business** – Tammy DiBenedetto will be joining PG & SL for 2013-14 replacing Gwen Yount. Mike Cluff accepted the committee's nomination to be the Faculty Co-Chair for 2013-14.

Motion - to approve next meeting for September 12, 2013/ **MSC/Cluff/Brockenbrough/Unanimous**

Thursday, September 12, 2013
12:50 -1:50
CCCconfer

Motion to Adjourn: 1:38 pm/**MSC/Cluff/Brockenbrough**