

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

June 2, 2016

Minutes

Time: 12:50 – 1:50 pm

Present: Sylvia Thomas, Admin Co-Chair; James Banks, Faculty Co-Chair; Kathleen Saxon; Susan St. Peters, Jason Wong; Celia Brockenbrough; Carol Miter

I. Approval of May 5, 2016 Minutes/MSC/Saxon/Miter/(vote: 4 ayes / 1 abstention) Motion Passed

II. Information Only

- a. Evaluate and Review Requirements for Distinguished and Full Professor Ranks
Revisions suggested by the committee will be made and Debbie will e-mail revised documents to the committee for their review. The following revisions will be made on the Rank of Full Professor and Distinguished Professor applications and cover letters where applicable:
- 1st Paragraph - change submit applications to "Vice Chancellor, Strategic Planning and Educational Services"
 - Full Professor Application - Underline "Plus one of the following three options" and delete the reference to the link in parentheses under #2. Scholarship.
 - Full Professor Application - Before the second to last paragraph add the heading "Procedure for Full Professor"
 - Add "...the recommendations of the" before "College President" on applications and cover sheets" where applicable.
- b. Richard Gabriel – informed the committee that completion of his Masters from Brandman University, approved on March 5, 2015, has been delayed by eight weeks extending his completion date to August 2016. His original date of completion was May 2016. The committee acknowledged the update of Richard's plan.

Discussion followed regarding continued support needed for PG & SL as Sylvia and Debbie are retiring and there is no one to take over the clerical and administrative responsibilities. Sylvia suggested that someone from each college discuss this with their individual senates and plead their case for this committee to continue as a district committee.

Motion – for the PG & SL committee to continue as a district committee
MSC/Saxon/Brockenbrough/Unanimous

III. Professional Growth

Patricia Avila - is an Associate Professor in Counseling at RCC. She is requesting approval of her professional growth plan to pursue her Ed.D. in Organizational Leadership at Brandman University for the period August 2015 – August 2017 for a total of 57 semester units. She is currently on Column C. She started the program as an administrator (Dean of CTE, RCC), so she did not get prior approval for her professional growth plan before commencing with her plan.

Fall 2015

EDOL 700	Transformational Leadership	3.00
EDOL 750	Writing Research & Publication I	2.00
EDOL 705	Org. Com & Conflict Management	3.00
EDOL 752	Quantitative Research Methods I	2.00

Spring 2016

EDOL 706	Team and Group Dynamics	3.00
EDOL 753	Quantitative Research Methods II	2.00
EDOL 707	Org. Theory and Development	3.00
EDOL 754	Qualitative Research Methods I	2.00

Summer 2016

EDOL 708	Strategic Thinking	3.00
EDOL 755	Qualitative Research Methods II	2.00
EDOL 709	Assessment, Evaluation & Accountability	3.00
EDOL 751	Writing for Research II	2.00

Fall 2016

EDOL 720	Creativity, Innovation & Sustainable Change	3.00
EDOL 780	Transformational Change	3.00

EDOL 721	The Ethics & Politics of Decision Making	3.00
Winter 2017		
EDOL 790	Developing the Prospectus	3.00
Spring 2017		
EDOL 724	The Leader as Change Agent	3.00
EDOL 722	Diversity & Intercultural Aspects of Leadership	3.00
EDOL 723	Innovation in Resource Management	3.00
EDOL 791	Dissertation I	3.00
Summer 2017		
EDOL 792	Dissertation II	<u>3.00</u>
Total Semester Units:		57.00

Motion – to accept Patricia Avila’s professional growth plan as an exception based on her status as an administrator when she started her plan in August 2015/**Motion failed due to lack of second**

2nd Motion – to accept Patricia’s professional growth plan starting with courses to be taken in Summer 2016/**MSC/St. Peters/Saxon/Unanimous**

Ingrid Wicken – is a Professor in Kinesiology at Moreno Valley. Cal State Dominguez Hills is not currently offering PSY 580 which was approved by the PG & SL Committee on May 5th. She is requesting to replace PSY 580 – Advanced Sport Psychology at CSDH with “PE 555” from Azusa Pacific University for (3) three semester units. This course will provide new and additional information that can be directly incorporated into her courses. She will enroll in PE 555 next Summer 2017 starting in June through July.

PE 555	Sociological and Ethical Issues in Sports	3.00
(to replace PSY 580 – Advanced Sport Psychology at CSDH)		

Motion - to accept Ingrid’s updated professional growth plan, approved on May 5th, to replace PSY 580 with PE 555/**MSC/Saxon/Wong/Unanimous**

Stacey Cerwin-Bates is an Associate Professor in Reading at RCC. She is requesting approval of her professional growth plan to earn an Online Teaching and Learning Certificate from CSU East Bay for the period August 2016 – June 2017 for a total of 12 semester units along with 3.00 carryover units on file (*to be verified by HR*) for a total of 15 semester units. She is currently on Column D:

OTL 7801	Introduction to Online Teaching and Learning	3.00
OTL 7802	Teaching Models for Online Instruction	3.00
OTL 7803	Technology Tools for Online Instruction	3.00
OTL 7804	Designing Curriculum for Online Instruction	3.00
	Plus 3.00 carryover units on file with HR	<u>3.00</u>
	(<i>to be verified by HR</i>)	

TOTAL SEMESTER UNITS: 15.00

Motion - to accept Stacey’s professional growth plan to earn an Online Teaching and Learning Certificate/**MSC/Miter/Saxon/Unanimous**

Next Meeting:

Thursday, September 8, 2016
12:50 – 1:50 p.m.
CCCconfer
Dial: 1/888/450-4821
Presenter Passcode: 2486087
Participants Passcode: 199733

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Thursday, May 5, 2016

Minutes

Time: 12:50 – 1:50 pm

CCCconfer / 1-888-450-4821 / Passcode 529363

Present: Sylvia Thomas, Admin Co-Chair; James Banks, Faculty Co-Chair; Kathleen Saxon;
Susan St. Peters, Jason Wong
Absent: Carol Miter (voted by proxy); Celia Brockenbrough

I. Approval of April 28, 2016 Minutes/Saxon/Wong / Motion Passed

II. Information Only

- Emeriti for 2016-2017 to go forward to June Board. Committee acknowledged review of Emeriti names moving forward to June board.
- Evaluate and Review Requirements for Distinguished and Full Professor Ranks. Defer to June 2nd meeting.

III. Salary Reclassification

Denise Indermuehle - is an Associate Professor of Nursing at RCC. She is requesting salary reclassification from Column F to Column G based on completion of 15 semester units from Grand Canyon University in pursuit of her Doctor of Nursing:

DNP 955	DPI project	3.00
DNP 840	Leadership for Advanced Nursing Practice	3.00
DNP 835	Patient Outcomes and Sustainable Change	3.00
DNP 830	Data Analysis	3.00
DNP 825	Population Management	<u>3.00</u>
	Total Semester Units:	15.00

Motion – to accept Denise Indermuehle’s salary reclassification from Column F to Column G (Vote: 3 ayes / 1 aye by proxy - Miter) **Motion Passed**

Patricia Avila – will submit her salary reclassification at the next meeting on June 2nd.

IV. Professional Growth

Quinton BeMiller - is an Assistant Professor of Art at Norco College. He is requesting approval of his professional growth plan to pursue his Doctorate in Educational Leadership at California State University, San Bernardino from 9/22/16 – 8/30/19:

EDUC 700	Scientific Inquiry	2.68
EDUC 705	Organizations and Leadership	2.68
or		
EDUC 760	Foundations of Community Colleges and Other Higher Education Systems	2.68
EDUC 707	Quantitative Methods	2.68
EADM 736	Instructional Leadership and Learning Strategies	2.68
or		
EDUC 764	Fostering Student Learning and Success	3.35
EDUC 712	Qualitative Methods	2.68
EDUC 714	Educational Institutions as Cultural and Social Systems	2.68
EDUC 702	Foundations in Education and Leadership	2.68
EADM 738	Assessment and Evaluation	3.35
or		
EDUC 766	Assessment and Evaluation in Higher Education	3.35
EDUC 720	Advanced Quantitative Research Methods	2.68
EDUC 722	Advanced Qualitative Research Methods	2.68
EDUC 709	Diversity and Equity in Education	2.68
EADM 730	Politics, Legislative Action & Educational Change	2.68
or		
EDUC 768	Higher Education Governance and Policy	3.35
EADM 732	Fiscal Planning and Facilities Management	3.35
EADM 734	Strategic Human Resource Management	3.35
EDUC 726	Ethical Leadership and Decision Making in Education	2.68
EDUC 718	Strategic Planning, Accountability and Change	3.35

or			
EDUC 762	Higher Education Strategic Planning, Accounting and Change		3.35
EDUC 780	Special Topics		2.68
EDUC 790	Research Seminar		3.35
EDUC 799	Dissertation		<u>1.34</u> - 4.02 units
	Semester Units for a total up to:		66.00

Motion – to accept Quinton’s professional growth plan / (Vote: 3 ayes / 1 aye by proxy-Miter)

Motion Passed

Nicholas Franco – is an Associate Professor of Counseling at Norco College. He is requesting approval of his professional growth plan to take the following graduate courses at Humboldt State University (12 semester units) to complete a Certificate in Faculty Preparation: Teaching in Higher Education, an online program, in addition to taking 3 semester units from CSU Dominguez Hills. He would be able to create several new Guidance courses and teach one of these courses in a distance educational format which will provide him with skills that will greatly benefit him and serve as a “teaching refresher”. (*Are these graduate or upper division courses?*) This will advance him from Column E to Column F:

CSUDH

SPE 530	Introduction to Assistive Technology		3.00
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Motion – to accept Nicholas’ professional growth plan from Dominguez Hills and Humboldt State Saxon / St. Peter

Amended Motion – to accept SPE 530 as a graduate course to be taken at Cal State Dominguez Hills for salary advancement. (Vote: 3 ayes / 1 nay by proxy-Miter) **Motion Passed**

HSU

EDUCX507	Foundations of Teaching in Higher Education		3.00
EDUCX508	Student Centered Design		3.00
EDUCX509	Instructional Planning and Pedagogical Practice		3.00
EDUCX580	Teaching Practicum & Reflective Observation		<u>3.00</u>
	Total Semester Units		15.00

Amended Motion – to disallow courses offered through the extension program at Humboldt State University / (Vote: 3 ayes / 1 aye by proxy-Miter) **Motion Passed**

The committee determined that these are not graduate level courses since they are offered through the Extension Program at HSU.

Ingrid Wicken - is a Professor in Kinesiology at Moreno Valley. She is requesting professional growth for the following courses Ingrid is currently on Column E:

Cal State Dominguez Hills

PSY 580	Advanced Sport Psychology (5/30/16 – 7/10/16)		3.00
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Azusa Pacific University

PE 552	History and Philosophy of Physical Education (11/7/16 – 12/27/16)		3.00
PE 582	Seminar in Professional Literature in PE & Sport (8/31/16 – 11/2/16)		3.00
	Plus Carryover Units		<u>1.16</u>
	Total Semester Units		10.16

Motion - to accept Ingrid’s professional growth plan to take courses at Cal State Dominguez Hills and Azusa Pacific University for salary advancement. (Vote: 3 ayes / 1 nay by proxy-Miter) **Motion Passed**

V. **Open Hearing – N/A**

Meeting Adjourned: 1:20 pm

Next Meeting:

Thursday, June 2, 2016
 12:50 – 1:50 p.m.
 CCCconfer
 Dial: 1-888-450-4821
 Passcode: 926076

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Thursday, April 28, 2016

Minutes

Time: 12:50 – 1:50 pm

District Office, #209

or

CCCconfer / 1-888-450-4821 / Passcode 664220

Present: Sylvia Thomas, Admin Co-Chair; James Banks, Faculty Co-Chair; Kathleen Saxon; Carol Miter; Celia Brockenbrough; Susan St. Peters; Jason Wong

Meeting Called to Order: 12:50 p.m.

I. **Approval of April 7, 2016 Minutes/Saxon/Brockenbrough** (vote: 4 ayes/1 abstention)
Motion Passed

II. **Sabbaticals for 2016-2017**

- Donald Foster, Music, MVC

Comments:

- Need to weigh the value to the institution. Short and lacking. More towards personal interest than how it would benefit the students.

Motion – to recommend forwarding Donald Foster's sabbatical to College President (vote: 4 ayes/ 1 nay) **Motion Passed**

- Joyce Kim, ESL, MVC

Comments:

- Very thorough and clearly outlined goals.

Motion – to recommend forwarding Joyce Kim's sabbatical to College President (vote: 5 ayes/ 0 nays) **Motion Passed**

- Jo Scott-Coe, English, RCC

Comments:

- Will be presenting to conferences. Submitted a binder with additional information.

Motion – to recommend forwarding Jo Scott-Coe's sabbatical to College President (vote: 5 ayes/ 0 nays) **Motion Passed**

- Richard Mahon, History, RCC

Comments:

- Very clear. All about students.

Motion - to recommend forwarding to Richard Mahon's College President (vote: 5 ayes/ 0 nays) **Motion Passed**

- Buck Stevens, Theater Arts, NC

Comments:

- Vice President did not concur. Goals are not clear. Committee wasn't sure if he could accomplish his goals.
- Sylvia called Buck and asked for additional information and Buck stated that he wanted to pull his sabbatical.

Motion – to recommend forwarding Buck Steven's sabbatical to College President (vote: 2 ayes/ 3 nays/1 abstention / Chair had to vote to break tie) **Motion Failed**

- Judy Perry, Computer Information Systems, NC

Comments:

- Very straight forward. It will benefit the institutional and students.

Motion – to recommend forwarding Judy Perry's sabbatical to College President (vote: 5 ayes / 0 nays) **Motion Passed**

Sabbaticals will be forwarded to College Presidents by Monday, May 2nd. Final names selected will be sent forward on May 6, 2016 to Human Resources for submittal to May 17th board.

Meeting Adjourned: 1:25 p.m.

Next Meeting:

Thursday, May 5, 2016
12:50-1:50
CCCconfer

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

April 7, 2016

MINUTES

Time: 12:50 – 1:50 pm

CCCconfer

Present: James Banks, Faculty Co-Chair; Kathleen Saxon; Carol Miter; Celia Brockenbrough;
Susan St. Peters

Absent: Sylvia Thomas, Admin Co-Chair; Jason Wong

Meeting Called to Order: 12:50 p.m.

I. **Approval of March 3, 2016 Minutes as Amended** – Kathleen and James agreed to share Faculty Co-Chairs duties for 2015-2016.

MSC/St. Peters/Brockenbrough/Unanimous

II. **Information Only**

- Evaluate and Review Requirements for Distinguished and Full Professor Ranks – Defer to May 5th meeting to give committee time to review.
- Set Face-to-Face meeting to Review Sabbaticals. Sabbaticals submitted:
 - Donald Foster, Music, MVC
 - Joyce Kim, ESL, MVC
 - Jo Scott-Coe, English, RCC
 - Richard Mahon, History, RCC
 - Buck Stevens, Theater Arts, NC
 - Judy Perry, Computer Information Systems, NC

Meeting date to review sabbaticals was set for **Thursday, April 28th from 12:50 – 1:50** by CCCconfer or face-to-face at the new District Office, Conference #209.

- Revised AP 7160a – See attached. On March 24th Mike Simmons stated that this AP will need to go through General Counsel for review and advisement. Committee acknowledged Sylvia's revisions and accepted them.

III. **Salary Reclassification**

Hayley Ashby – is an Associate Professor of Library Services at RCC. She is requesting salary advancement from Column E to F based on completion of 15 semester units from Brandman University in pursuit of her Doctor of Education in Organizational Leadership Program (*pending official transcript*):

EDOL 700	Transformational Leadership	3.00
EDOL 750	Writing Research & Publication I	2.00
EDOL 705	Communication & Conflict Management	3.00
EDOL 752	Quantitative Research Methods I	2.00
EDOL 706	Team and Group Dynamics	3.00
EDOL 753	Quantitative Research Methods II	<u>2.00</u>
	Total Semester Units	15.00

Motion – to accept Hayley's salary reclassification from Column E to Column F

MSC/Brockenbrough/Miter/Unanimous

Maria Pacheco – is an Associate Professor in Counseling at MVC. She is requesting salary reclassification to Column H based on award of her Psy.D in Marital and Family Therapy at the Chicago School of Professional Psychology, L.A. Campus:

PM 602	Clinical Consultation and Supervision	3.00
PM 630	Quantitative and Qualitative Analysis	3.00
PM 631	Brief Psychodynamic Approaches	2.00
PM 616	Research Design & Proposal Development	3.00
PM 650	Teaching in Higher Education	2.00
PM 655	Technology in Instruction	1.00
PM 741	Private Practice Management	2.00
PM 715	Community Clinical and Agency Management	3.00
PM 724	Grant Writing and Publications	2.00

PM 725	Dissertation I: Data Collection	3.00
PM 730	Dissertation II: Data Analysis	3.00
PM 735	Dissertation III: Report Writing and Dissertation Defense	<u>3.00</u>
	Total Semester Units	30.00

Motion – to accept Maria’s salary reclassification to Column H
MSC/Saxon/Brockenbrough/Unanimous

Ladylyn Dominguez – is an Assistant Professor in Counseling at Norco. She is requesting salary reclassification from Column D to Column E based on completion of 12.04 semester units and earning her Online Teaching and Learning Certificate from California State University East Bay in addition to 3.95 carryover units. She will have .99 carryover units towards her next reclassification:

EDUI 7801	Introduction to Online Teaching and Learning	3.01
EDUI 7802	Teaching Models for Online Teaching Instruction	3.01
EDUI 7803	Technology Tools for Online Instruction	3.01
EDUI 7804	Designing Curriculum for Online Instruction	<u>3.01</u>
	Semester Units:	12.04
	Plus carryover units	<u>3.95</u>
	Total:	15.99

Motion - to accept Ladylyn’s salary reclassification from Column D to Column E
MSC/Miter/Brockenbrough/Unanimous

IV. **Open Hearing**

- a. Faculty inquiring about their Column Placement on the faculty salary schedule may call Debbie McDowell or Susan Boling in HRER for that information.

- b. Celia posed a question from a faculty member: If a faculty member wants to pursue a doctorate in an FSA that they were not hired in, would the PG & SL Committee accept their professional growth plan if they were to submit it?
The committee agreed that they would encourage the faculty member to submit their professional growth plan for the committee’s review and to discuss any issues that may come up at that time.

Next Meeting:

Thursday, April 28, 2016
12:50 – 1:50
Review of Sabbaticals
CCCconfer
Or
New District Office
3801 Market Street, 2nd Floor, #209

Adjourned: 1:12 p.m.

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE
 March 3, 2016
 AMENDED MINUTES
 Time: 12:50 – 1:50 pm
 CCCconfer

Present: Sylvia Thomas, Admin Co-Chair; Faculty Co-Chair; James Banks; Kathleen Saxon, Carol Miter; Celia Brockenbrough; Susan St. Peters; Jason Wong

Meeting Called to Order: 12:55 p.m.

I. Approval of December 4, 2015 Minutes/MSC/Brockenbrough/Saxon (vote: 4 ayes / 1 abstention) Motion Passed.

II. Information

- James Banks and Kathleen Saxon agreed to share the Faculty Co-Chair position for 2015-2016. Kathleen was Co-Chair for Fall 2015 and James Banks is Co-Chair for Spring 2016.
 - **Evaluate and Review Requirements for Distinguished and Full Professor Ranks** – Defer to May 5th meeting.
 - **Update AP 7160a under Section V. Sabbatical Leave** – Sylvia will make the following revisions to this section and bring back to our April 7th meeting: (1) Change “Section N” to “Section P” (2) Change “Diversity and Human Resources to “Human Resources and Employee Relations”. Sabbaticals are due to the VP’s on March 15th. They will submit all sabbaticals to PG & SL for review to ensure they meet the criteria. PG & SL will then forward them to the College Presidents to make their selections of awarded sabbaticals. Those recommendations will be forwarded to the Chancellor. The four sabbaticals selected will be forwarded to the Board for approval. Mark corrected the AP 7160a link on the District website to link to the AP and not the RCC homepage.
 - **Update of Eddy Chi’s Professional Growth Plan** in pursuit of his Ph.D in Urban Educational from Rossier School of Education at USC:

EDUC 630 Organizations and Policy: Current Issues	4.00
EDUC 640 The Research University in the 21st Century	4.00
EDUC 642 Controversies in Learning and Instruction	4.00
EDUC 650 Globalization and the Nation-State: Theories of Change	4.00
Concentration	
EDUC 790 Directed Research	10.00
EDUC 713 Lifespan Development	3.00
EDUC 712 Issues in Human Motivation	3.00
EDUC TBD Applying identity: Identity-based motivation in the classroom, in the pipeline, and in policy	3.00
Research Methods	
EDUC 657 Research Foundations	3.00
EDPT 652 Multiple Regression	3.00
EDUC 599 Introduction to Causal Inference in Educational Settings	3.00
EDUC 658 Hierarchical Linear Models	3.00
EDUC 599 Introduction to Qualitative Methods	3.00
Cognate	
ECON 615 Applied Econometrics	4.00
PM 552 Statistical Methods in Clinical Trials	3.00
ECON 642 Poverty, Human Resources, and Econ. Develop.	4.00
PMEP 549 Applied Pharmacoeconometrics II	4.00
Dissertation Research	
EDUC 791 Proposal for Doctoral Dissertation	1.00
EDUC 794a Doctoral Dissertation	2.00
EDUC 794b Doctoral Dissertation	<u>2.00</u>
Total Semester Units:	70.00
- Committee acknowledged receipt of Eddy Chi’s update to his professional growth plan which will be on file for future reference.
- **Professor Applications Approved for 2016-2017 (12)**
 Donald Foster, Associate Professor, Music, MVC, sent in requested additional information for his professor application on 12/14/15 which PG & SL approved by e-mail and it was forwarded to his college president on 12/14/15.

Committee acknowledged (12) New Professors moving forward to April board.

1. Jami Brown, Sociology, RCC
2. Larisa Broyles, Anthropology, MVC
3. Sarah Burnett, ECE, NC
4. Amber Casolari, Economics, RCC
5. Kenneth Cramm, Mathematics, RCC
6. Donald Foster, Music, MVC
7. Janet Lehr, Computer Applications, RCC
8. Carol Miter, English, NC
9. Jason Parks, Mathematics, NC
10. Richard Rodman, Automotive Technology, RCC
11. Rhonda Taube, Art, RCC
12. Shari Yates, ECE, RCC

- **Academic Rank Changes – Tenure List for 2016-2017**

Committee acknowledged Tenure List for 2016-2017 moving forward to April board.

1. Rosslyn Byous, Associate Professor, Physician Assistant, MVC
2. Deborah Moon, Associate Professor, Dental Hygiene, MVC

III. **Professional Growth**

Jim McCarron – is an Associate Professor in Kinesiology at RCC. He is requesting approval of his professional growth plan to earn his second Masters in Coaching and Athletics Administration at Concordia University, Irvine for a total of 36 semester units for salary advancement. He is currently on Column F:

Core Classes (20 units)

MCAA 510	Principles of Coaching & Leadership	4.00
MCAA 530	Ethics and Sport	4.00
MCAA 550	Research Methods & Analysis	4.00
MCAA 580	Legal Aspects of Sport	4.00
MCAA 595	Culminating Project	4.00

Electives (choose 4 classes – 16 units)

MCAA 520	Psychology of Coaching	4.00
MCAA 540	Sport Technologies	4.00
MCAA 560	Leadership & Administration	4.00
MCAA 561	Athletic Finance	4.00
MCAA 562	Facility Planning and Event Mgmt	4.00
MCAA 563	Intercollegiate Athletics in America	4.00
MCAA 570	Sport Medicine & Performance	4.00
MCAA 571	Adv. Theories/Strategies Coaching	4.00
MCAA 582	Women in Sport	4.00
MCAA 585	Strength, Speed & Conditioning	4.00
MCAA 586	Advanced Strength, Speed & Conditioning	4.00
MCAA 590	Concordia Univ. Coaching Academy	4.00
MCAA 591	Athletic Director Institute	4.00
MCAA 592	Internship	<u>4.00</u>

Total Semester Units: 36.00

Motion- to accept Jim McCarron's professional growth plan **MSC/Saxon/Miter/Unanimous**

It was suggested that a due date for professional growth plans and salary reclassifications be sent to all FT faculty for our last meeting of the Spring semester and last meeting of the Fall semester to ensure they get to us on time before their plan commences.

Elena Kobzeva – is an Associate Professor in Spanish at RCC. She is requesting approval of her professional growth plan to complete an Educational Technology Certificate at San Diego State University for improving her efforts to better serve her students in a unique learning experience. Greater availability of education through technology represents a real opportunity for improved student development and tapping into a greater population of students near and far. This will be for a total of 15 semester units. She is currently on Column D:

Required (6 units):

LDT 540	Educational Technology
LDT 544	Instructional Design

Electives (9 units):

LDT 561	Adv. Web-based Multimedia Development
LDT 570	Adv. Teaching with Technology
LDT 572	Technology for Course Delivery
LDT 596	Special Topics – committee discussed whether or not this was an upper division course. Elena doesn't need to take this course since it is one of the electives to choose from.

Motion - to accept Elena Kobzeva's professional growth plan/**MSC/Saxon/St. Peters**
(vote: 4 ayes / 1 absention) Motion Passed.

Ladylyn Dominguez – is an Assistant Professor in Counseling at Norco. She is requesting professional growth to pursue a Master of Science in Online Teaching and Learning for a total of 18.06 semester units at CSU East Bay starting March 28, 2016. You are currently on Column D:

OTL 6705	Educational Planning and Development for Online Programs	3.01
OTL 6706	Research in Online Teaching and Learning	3.01
OTL 6707	History and Culture of Online Learning Communities	3.01
OTL 6899	Capstone	3.01
OTL Elective	Theoretical Elective (select one: 6772; 6773; 6774)	3.01
OTL Elective	Methodological Elective (select one: 6780; 6781; 6782; 6783)	<u>3.01</u>
Total Semester Units:		18.06

Motion – to accept Ladylyn Dominguez's professional growth plan
MSC/Saxon/Miter/Unanimous

Bonnie Montes – is an Associate Professor in Counseling at MVC. She is currently on Column C-8. She is requesting professional growth to earn a Project Manager Certificate online to enhance her skills and tools needed to advance the coordination of the EOPS program into the next phase of success. She will take her continuing education coursework at UCLA's extension starting March 30, 2016 and ending December 30, 2016 towards salary advancement. Number of semester units to be determined – 36 verifiable hours = 1 semester unit:

MGMNT X443	Fundamentals of Project Management
MGMNT X443.17	Project Earned Value, Procurement and Cost Mgnmt
MGMNT X443.2	Risk Analysis and Project Management
MGMNT X443.3	Managing Project Quality
MGMNT X443.4	Leadership and the Human Element in Project Mgnmt
MGMNT X443.8	Project Monitoring and Control
MGMNT X443.6	Project Planning with Microsoft Project
MGMNT X418.31C	Agile Project Management
MECHA E428.69	Six Sigma Green Belt
MGMNT X418.26	Information Technology Project
MGMNT X443.5	Managing Outsourced Projects
Total Semester Units to be Determined:	

After discussion, the committee determined that these are CEU's: 36 verifiable hours = 1 semester unit. The number of semester units to be determined by the committee upon completion of the plan.

Motion – to accept Bonnie Montes' professional growth plan as CEU's
MSC/Saxon/St. Peters/Unanimous

Araceli Covarrubias – is an Assistant Professor in Spanish at Norco College. She is requesting professional growth to complete the following two courses at Brandman University (Chapman University, Extension Education) for the period 3/15/16 – 6/30/16. These courses are described as independent study courses. She is currently on Column C. If these are CEU's, the number of semester units will be determined – 36 verifiable hours = 1 semester unit. Araceli stated that she must do 15 hours of work for each unit for a total of 2 semester units after completion of these two courses:

EDIU 9220	Classroom Strategies That Work
EDIU 9681	Learning Styles in the Classroom
Total Semester Units to be Determined	

After discussion, the committee decided that this plan is considered independent study and the unit credit will be determined by the committee upon completion of the plan. A maximum of five units of reclassification credit earned by independent study may be granted for each salary reclassification.

Motion – to accept Araceli Covarrubias' professional growth plan as Independent Study
MSC/Saxon/Brockenbrough/Unanimous

IV. Open Hearing

Celia asked if there are going to be college committees reviewing sabbaticals. Sylvia stated there are no college committees that will be reviewing or making decisions on sabbaticals. PG & SL will review and determine whether or not all sabbaticals meet the criteria, then forward all sabbaticals to the College Presidents for their selections of awarded sabbaticals. Those recommendations are forwarded to the Chancellor and the four sabbaticals will be forwarded to Board for approval.

When PG & SL receives all sabbaticals, a face-to-face meeting will be set up to review them.

Adjourned: 1:55 p.m

Next Meeting: April 7, 2016 / 12:50-1:50 / CCCconfer

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

December 4, 2015

Minutes

Time: 12:00 – 2:00 pm

District Office, #307

Present: Sylvia Thomas, Admin Co-Chair; Kathleen Saxon, Faculty Co-Chair; James Banks; Carol Miter; Celia Brockenbrough; Susan St. Peters

Absent: Cyndi Gobatie

Meeting Called to Order: 12:05 p.m.

I. Approval of November 5, 2015 Minutes as amended

MSC/Banks/Brockenbrough/Unanimous

Susan St. Peters has been added to the November 5th minutes.

II. Salary Reclassification

Tammy Vanthul – is an Associate Professor of Nursing at RCC and she is requesting approval of her salary reclassification from Column G to Column H based on award of her Ph.D. in Nursing Education from Nova Southeastern University. Her professional growth plan was initially approved on September 4, 2008.

NSG 7240	Tests & Measurements	3.00
NSG 7250	Scholarship Applied Research	3.00
NSG 7320	Doctoral Seminar	1.00
NSG 7330	Doctoral Seminar	1.00
NSG 7340	Dissertation	<u>39.00</u>
	Total Semester Units	47.00

Motion – to accept Tammy VantHul's salary reclassification from Column G to Column H

MSC/Banks/Brockenbrough/Unanimous

III. Professor Applications – (13)

a. Jami Brown, Associate Professor, Sociology, RCC

Motion – to accept Jami Brown's professor application/**MSC/Banks/Miter/Unanimous**

b. Larisa Broyles, Associate Professor, Anthropology, MVC

Motion – to accept Larisa Broyles' professor application

MSC/Banks/Brockenbrough/Unanimous

c. Sarah Burnett, Associate Professor, ECE, NC

Motion – to accept Sarah Burnett's professor application/**MSC/Miter/Banks/Unanimous**

d. Amber Casolari, Associate Professor, Economics, RCC

Motion - to accept Amber Casolari's professor application

MSC/Banks/Miter/Unanimous

e. Kenneth Cramm, Associate Professor, Math, RCC

Motion to accept Kenneth Cramm's professor application

MSC/Banks/Brockenbrough/Unanimous

f. Donald Foster, Associate Professor, Music, MVC

Motion – to accept Donald Foster's professor application pending receipt of additional evidence/substantiation regarding his scholarship.

MSC/Banks/Brockenbrough/Unanimous

g. Janet Lehr, Associate Professor, Computer Applications, RCC

Motion – to accept Janet Lehr's professor application/**MSC/Banks/Miter/Unanimous**

Second Masters very impressive. She has served on several state-wide committees.

h. Carol Miter, Associate Professor, English, NC

Motion - to accept Carol Miter's professor application

MSC/Brockenbrough/Banks/Unanimous

When the discussion of her application occurred, Carol recused herself.

- i. Lee Nelson, Associate Professor, Nursing, RCC
Motion - to accept Lee Nelson's professor application
MSC/Banks/Miter (vote: 0 ayes / 4 nays) Motion Denied.
Lee has not completed 15 years of exemplary service with RCCD. The beginning of his 15th year is 2015-16 and he will be able to apply for Full Professor in October 2016. The committee suggests that he provide a detailed list with a short description of his involvement during the entire 15 year-period.
- j. Jason Parks, Associate Professor, Math, NC
Motion - to accept Jason Parks' professor application
MSC/Miter/Brockenbrough/Unanimous
- k. Richard Rodman, Associate Professor, Automotive Technology, RCC
Motion - to accept Richard Rodman's professor application
MSC/Banks/Brockenbrough/Unanimous
- l. Rhonda Taube, Associate Professor, Art, RCC
Motion - to accept Rhonda Taube's professor application
MSC/Banks/Brockenbrough/Unanimous
- m. Shari Yates, Associate Professor, ECE, RCC
Motion - to accept Shari Yates' professor application
MSC/Miter/Brockenbrough/Unanimous

IV. **Information**

Evaluate and Review Requirements for Distinguished and Full Professor Ranks – C. Gobatie
Committee agreed to table this discussion until Cyndi is present for our next meeting in March 2016.

Adjourned: 12:42 p.m

Next Meeting: March 3, 2016 / 12:50-1:50 / CCCconfer

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

November 5, 2015

Minutes

Time: 12:50 – 1:50 pm

CCCconfer

Present: Kathleen Saxon, Faculty Co-Chair; James Banks; Carol Miter; Celia Brockenbrough; Susan St. Peters

Absent: Sylvia Thomas, Admin Co-Chair; Cyndi Gobatie (proxy votes)

Meeting Called to Order:

I. Approval of October 1, 2015 Minutes/MSB/Brockenbrough/Miter/Unanimous

II. Information Only

Marissa Iliscupidez – Her Online Teaching and Learning Certificate was received on October 30, 2015. Her salary reclassification was forwarded to Human Resources for November board.

III. Professional Growth

Kim Anderson is an Associate Professor in Nursing at RCC. She is requesting approval of her professional growth plan to pursue her Doctor of Nursing from Western University of Health Science for a total of 40 semester units. She is currently on Column F (*and needs 8 semester units to advance to Column G*).

GN 5306 Biostatistics & Epidemiology – (Completed 8/24/15) 3.00

GN 8030 Clinical Scholarship Research and Evidence-Based Practice (Completed 8/24/15) 3.00

Course on Research and Blackboard (Completed summer 2015) 1.00

No credit will be granted: 7.00

GN 8010 Philosophy & Science for Nursing Practice 3.00

GN 8070 Population-based Prevention in Vulnerable Populations 3.00

GN 8020 Quality & Leadership in 21st Century Health 3.00

GN 8050 Social Justice, Health Care Advocacy 3.00

GN 8040 Transformational Information Systems 3.00

GN 8060 Outcome Based Collaboration 3.00

GN 8090 Practice Immersion Project 1-6 units

GN 8570 Practice Experience 1-6 units

GN 8999 Continuous Enrollment/Dissertation 3.00

GN 5000 Communication and Information Management 1.00

GN 8080 Case Delivery Improvement: Models & Strategies 3.00

Total Semester Units 33.00

AP 7160a, IV.B states that faculty members must submit a plan for professional growth to the PG & SL Committee in advance of initiating professional growth activities to ensure it meets the necessary District requirements and criteria for professional growth and unit allocation. Kim will be sent a copy of AP 7160a.

Motion – to accept Kim Anderson’s professional growth plan with the stipulation that she will not receive credit for seven units of courses completed before the date of approval.

MSB/Brockenbrough/Banks (Vote: 5 ayes / 0 nays) Motion Passed / (Cyndi proxy vote – yes)

Lee Nelson is an Associate Professor in Nursing at RCC. He is requesting approval of his revised professional growth to pursue his Doctor of Nursing Practice. He will be attending Western University of Health Sciences instead of Grand Canyon University which is designed more for Nurse Practitioners rather than Nursing Educators. He will be completing 42 semester units for the period August 2016 – August 2018. He is currently on Column E (*and needs 8 semester units to advance to Column F*).

GN 5306 Biostatistics and Epidemiology 3.00

GN 8030 Clinical Scholarship, Research and Evidence-Based Practice 3.00

GN 8010 Philosophy and Science for Nursing Practice 3.00

GN 8070	Population Based Prevention in Vulnerable Populations	3.00
GN 8020	Quality and Leadership in 21 st Century Health Care System	3.00
GN 8080	Care Delivery Improvement: Models and Strategies	3.00
GN 8040	Transformational Information Systems for Health Care	3.00
GN 8060	Outcome Based Collaboration and Collaborative Models	3.00
GN 8050	Social Justice, Health Care Advocacy, and Policy in Nursing Practice	3.00
GN 8090	Practice Immersion Project	3.00
GN 8001	The Scholarship of Teaching Nursing	3.00
GN 8090	Practice Immersion Project	3.00
GN 8002	Advance Scholarship and Leading Change in Nursing Education	3.00
GN 8999	Continuous Enrollment/Dissertation (as needed)	<u>3.00</u>
	Total Semester Units:	42.00

Motion - to accept Lee Nelson's revised professional growth plan.

MSC/Banks/Miter/Unanimous / (Cyndi's proxy vote – yes)

Melissa Bader – is an Associate Professor of English at Norco. She is requesting approval of her professional growth plan to expand her professional knowledge of pedagogy specifically geared to language acquisition/learning software for the period November 4 – December 30, 2015 for a total of .9 semester units from Pearson Publishing Company. She is currently on Column F:

Phase 1	Plan for Success	.3
Phase 2	Implement for Success	.3
Phase 3	Evaluate for Success	<u>.3</u>
	Total semester units	.9

Melissa's plan doesn't qualify for professional growth per AP 7160a which states that CEUs must lead to a Certificate and are only applied up to Column E.

Motion – to accept Melissa Bader's professional growth plan.

MSC/Brockbrough/Banks (vote: 5 nays / 0 ayes) Motion Failed / (Cyndi's proxy vote – no)

IV. **Open Hearing**

Discussed PG & SL's information located on district website.

Debbie will send the link to the District website for Professional Growth Information to the committee. She will make sure all the links are working correctly, link to the section on Sabbatical Leave Requests from the new CTA contract, and reference the correct section. Link to the new AP 7160a - Professional Growth and Salary Advancement, remove references to BP 3080 (old board policy), and update committee members.

The committee is concerned about sabbatical leaves being granted for 2016-17. We need to know soon since they are due on February 15th for the following academic year or May 15th for the following spring semester.

Adjourned: 1:35 p.m.

Next Meeting:

**December 4, 2015
12:00-2:00
Face-to-Face Meeting
District Office, #307**

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

October 1, 2015

Minutes

Time: 12:50 – 1:50 pm

CCCconfer

Present: Sylvia Thomas, Admin Co-Chair ; Kathleen Saxon, Faculty Co-Chair; James Banks; Carol Miter; Cyndi Gobatie; Celia Brockenbrough

Meeting Called to Order: 1:00 pm

**I. Approval of September 3, 2015 Minutes/MSB/Brockenbrough/Miter (vote: 2 ayes / 1 abstention)
Motion Passed.**

II. Information Only

This is a statement that was suggested to send out to faculty: "You may want to consider postponing your enrollment in a course or program until your professional growth plan is approved by PG & SL to avoid any unnecessary problem involving refunds, book purchases, etc."

- The committee agreed to use this revised statement – "*If faculty want to take a course or program for salary reclassification, they may want to postpone their enrollment until their plan is approved by PG & SL to avoid any unnecessary problems involving refunds, book purchases, etc.*"

III. Professional Growth

Joyce Kim – is an Associate Professor of ESL at MVC. She is requesting approval of her professional growth plan to obtain a Ph.D. in Education from the University of California, Riverside for a total of 56.95 semester units. She started the program back in fall 2014 not realizing she had to get approval from this committee. She is currently on Column G and she won't be submitting a reclassification until she is awarded a Ph.D.

Motion – to accept Joyce Kim's professional growth plan to pursue her Ph.D. in Education from UCR.
MSB/Gobatie/Banks/MSB/Unanimous

III. Salary Reclassification

Marissa Iliscupidez - is an Associate Professor in Counseling at Norco. She is requesting salary reclassification for completion of 12 semester units earning her Online Teaching and Learning Certificate from the California State University East Bay in addition to completing 3 units at California State University, Dominguez Hills for a total of 15 semester units for advancement to Column F from Column E:

CSU East Bay:

EDUI 7801	Introduction to Online Teaching and Learning	3.01
EDUI 7802	Teaching Models for Online Teaching Instruction	3.01
EDUI 7803	Technology Tools for Online Instruction	3.01
EDUI 7804	Designing Curriculum for Online Instruction	<u>3.01</u>
	Total Semester Units:	12.04

CSU, Dominguez Hills

GED 548	Effective College Teaching	<u>3.00</u>
	Total Semester Units:	15.00

Motion – to accept Marissa Iliscupidez's salary reclassification from Column E to Column F pending receipt of her Online Teaching and Learning Certificate from California State University East Bay
MSB/Gobatie/Banks/Unanimous

IV. Open Hearing

- An issue was brought up regarding a discussion held at Riverside and again during the District Academic Senate meeting on September 28th about decentralizing PG & SL as a District committee and combining professional growth with PG & SL at each college. The discussion at Riverside questioned why a "district group", which included other colleges, would be used to make decisions that impact a faculty member's professional growth and salary reclassification from another college.
 - It is important that members of PG&SL attend college Senate meetings and the District Academic Senate meeting so reports can be made. Kathy will find out what the procedure is to call into the meeting if no one can attend in person. Cyndi agreed to attend the District Academic Senate meetings for October and November on the fourth Monday of each month from 3:00 -5:00.
 - The current structure of PG&SL ensures that equal standards apply across the District.
 - It was suggested that the monthly PG & SL minutes be sent to Peggy Campo, the District Academic Senate President.
- Debbie McDowell will send out a reminder e-mail for Professor Applications due October 31, 2015.

c. No decision has been made yet as to whether or not sabbaticals will be granted for 2016-2017.

Adjourned: 1:40

Next Meeting:

**November 5, 2015
12:50-1:50
CCCconfer**

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

September 3, 2015

Minutes

Time: 12:50 – 1:50 pm

CCCconfer

Present: Kathleen Saxon, Faculty Co-Chair; James Banks; Carol Miter; Cyndi Gobatie; Celia Brockenbrough

Absent: Sylvia Thomas, Admin Co-Chair

Meeting Called to Order: 12:50 pm

I. **Approval of May 7, 2015 Minutes (Notes from May 28th only)**
MSC/Banks/Brockenbrough/Unanimous / Committee acknowledged receipt of May 28th notes.

II. **Information Only**

Faculty Co-Chair Elections – Kathy Saxon will serve as faculty co-chair for fall 2015 and James Banks will serve as faculty co-chair for spring 2016.

Ernesto Reyes – Committee acknowledged receipt of Ernesto's professional growth plan to update his completion date to December 2015 for award of his Ed.D.

III. **Salary Reclassification**

Monica Hayes-Trainer – is an Associate Professor in Kinesiology at RCC. She is requesting salary reclassification from Column E to Column F based on completion of (4) four semester units in pursuit of her 2nd Masters at Concordia University, Irvine, California in Coaching & Athletic Administration:

MCAA-520 Psychology of Coaching 4.00

Motion – to accept Monica Hayes-Trainer's salary reclassification from Column E to F
MSC/Gobatie/Banks/Unanimous

IV. **Open Hearing**

The committee wants to know what needs to be included in the Operational Guidelines. It may be that just a statement is needed to notify faculty that they may want to delay enrollment in a course or program, if refunds are not available, until their plan is approved by PG & SL.

The committee suggested adding to the Full Professor letter under "Plus one of the following three options" this statement for clarification: Please designate in your letter to PG & SL which option you are applying for: (1) Education, (2) Scholarship, or (3) Exemplary Service.

December 4, 2015 will be our face-to-face meeting to review all professor applications. Cyndi would also like to set aside time to evaluate and review requirements needed to receive rank of Full Professor for next year. The meeting will be scheduled for 12-2:00 in District Office, #307.

RCC Academic Senate to select a new member for RCC for Tammy's replacement and a replacement for Cyndi will need to be selected for spring 2016 as she is going on the study abroad program.

Chancellor will announce this fall semester whether or not sabbaticals will be granted for 2016-2017 which would be due in February 2016.

Adjourned: 1:23 pm - **MSC/Banks/Brockenbrough/Unanimous**

Next Meeting:

October 1, 2015
12:50-1:50
CCCconfer