

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Agenda

Thursday, December 7, 2017

TIME: 12:50 pm-1:50pm

CAADO Building – 3801 Market - 3rd Floor, 334A

I. Approval of Agenda

II. Approval of November 2, 2017 Minutes

III. Information only

1. Scott Hernandez will be the Co-Chair for the Spring 2018 Semester to replace Preston Galusky.
2. Number of voting members to meet quorum is 3 out of 5 (60%)

IV. Professor Applications

Requests were submitted, and sent to the PG & SL Committee, for the following Faculty members:

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|-----------------------|---------------------------|
| 1. Patricia Avila | 10. Cynthia Morrill |
| 2. Amy Balent | 11. Kimberly Reimer |
| 3. James Banks | 12. Dennis Rogers |
| 4. Dipen Bhattacharya | 13. Ward Schinke |
| 5. Scott Brown | 14. Maria Pacheco |
| 6. Michelle Daddona | 15. I-Ching Tsai |
| 7. Monica Delgadillo | 16. Amy Vermillion |
| 8. Nini Dyogi | 17. Joanna Werner-Fraczek |
| 9. Clara Lowden | |

V. Professional Growth

Tabled Items (email sent with supporting documents 10/30/17 at 4:23pm)

1. Nicole Abbate- Associate Professor, Counseling, RCC. She is requesting approval of her professional growth plan. She is currently in Salary placement of Column E Step 9. Her plan is to advance her salary placement by completing 6 units at CSU East Bay from 03/26/18 to 06/18/18. She provided the Professional Growth Forms and a letter stating these two courses are part of a four course certificate. These courses will help her with her current role as a counselor at RCC. Pending approval of coursework after committee's review as discussed at the October 5, 2017 meeting. – Tabled at October 5, 2017 and November 2, 2017 meetings pending review of courses. Preston Galusky to research and determine if the program can be used toward a Mater's of Education degree.
2. Claudia Patricia Castro – Associate Professor, Counseling, RCC. She is requesting approval to take course work from 03/26/17 – 08/10/18 from CSU, East Bay. She is currently in salary placement of Column D Step 5. She provided her professional growth forms and course descriptions. – Tabled at November 2, 2017 meeting pending review of courses. Preston Galusky to research and determine if the program can be used toward a Mater's of Education degree.
3. Miguel Reid – Associate Professor, English RCC. He is requesting approval to take course work at Capella University to begin a Doctoral Program with a Specialization in Adult Education. He submitted the Plan for Professional Growth and the course description(s); however, the form listing the coursework is blank. The faculty member was notified to complete the form to be submitted for the committee's approval. – Tabled at November 2, 2017 pending review of the completed forms. The employee completed all forms and submitted them after all documentation was sent to the committee for the meeting. Attached are the completed forms.
4. Don Ajene Wilcoxson- Associate Professor, Business Administration, RCC. He is requesting approval to take course work, for one year, for his professional growth plan. His long range goal (three year program) is to obtain his Doctorate in Multifaith Ministry from the New York Theological Seminary. He submitted the request form, along with a letter explaining his purpose in pursuing a Doctorate in Ministry with an

emphasis in Multifaith, along with supporting documents for the program. Update forms attached. – Tabled at November 2, 2017 pending review of Accreditation (Recognized by the Board of Education?), Minimum Qualifications, updated forms/current dates.

New Requests (new requests attached)

1. Michael Bobo – Assistant Professor, Humanities, NC. He is requesting approval of course work for continuation of Master of Liberal Arts Degree Program at Johns Hopkins University. He is currently in salary placement of Column D Step 6. He submitted a letter explaining his purpose in pursuing the degree and how he intends to improve his course structure upon completion of the program. Documents attached are Plan for Professional Growth Form, letter from applicant, letter from academic institution, requested coursework form and course descriptions.
2. Elena Kobzeva-Herzog, Associate Professor, Spanish/Russian, RCC. She is requesting approval of course work at California State University East Bay. She is currently in salary placement of Column D (step not provided). Documents attached Plan for Professional Growth Form, letter from applicant, requested coursework form and course descriptions. In addition, an email showing a revised study plan and the general information from the course catalog were also provided.
3. Nicholas Robinson, Associate Professor, Track and Field Coach, Kinesiology/Athletics, RCC. He is requesting approval of his additional course work to his professional growth plan. He is currently in Salary placement of Column C Step 5. His plan is to advance his salary placement by completing additional units at Concordia University (Irvine). Documents attached are Plan for Professional Growth Form, e-mail from applicant, requested coursework form and course descriptions

VI. Salary Reclassification

Tabled Items (email sent with supporting documents 10/30/17 at 4:23pm)

1. Damien Smith- Assistant Professor, Kinesiology, RCC. Is requesting Salary Reclassification from Column B Step 5 to Column C Step 6. He provided documentation with course work he took from August 2016 through May 2017. He also emailed on September 29, 2017, to notify that his hire date as verified by H.R. as August 29, 2016. See additional e-mail(s) attached regarding hiring the hiring process for full-time faculty. The request is to approve both items (course approval/reclassification) at the same time. – Tabled at October 5, 2017 and November 2, 2017 meetings pending research on information provided to new employees currently enrolled in programs at time of hire. Preston Galusky to schedule a meeting with HRER.
2. Renee Vas- Assistant Professor of Reading, RCC has submitted a request for Salary Reclassification from Column F Step 2 to Column G Step 3 pending approval of official transcripts once official grades have been posted. A Grade Verification form as been submitted from CSU East Bay reflecting grades for three of the four courses submitted. An E-mail (attached) was sent indicating the final grade should be posted after September 11, 2017. If the request is passed by the PG & SL committee, the item will be placed on the board report following receipt and verification of all four courses from HRER. Her official transcript has been received. See attached letter of approval and e-mail(s). – Tabled at September 7, 2017, October 5, 2017 and November 2, 2017 meetings pending review of courses. Preston Galusky to research and determine if the program can be used toward a Mater's of Education degree. Coursework was approved in April prior to the start of courses. It has been requested to make retroactive pending committee approval.

New Requests – No new requests at this time.

VII. Sabbatical Leave – No new requests at the time.

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.

VIII. Open Hearing