

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Agenda

Date: Thursday, September 5, 2019

Time: 12:50 pm-1:50pm

ZOOM/CCC Confer: 1-646-876-9923/ Meeting ID: 672 113 0391

I. **Approval of September 5, 2019 Agenda**

II. **Approval of May 23, 2019 Minutes**

III. **Committee Members:** James Banks, Celia Brockenbrough (Co-Chair), Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore

IV. **Information only**

- The deadline date for the May 21, 2020 meeting was changed to May 7, 2020. The date has been updated on the website.

V. **Discussion Items**

- The current PG&SL Committee consists of: James Banks, Celia Brockenbrough (Co-Chair), Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore. *It was requested at the May 23, 2019 meeting that the PG&SL Committee review and determine if there will be any changes to the committee for the 2019/2020 Academic Year. Requesting Status. **It was determined that Celia Brockenbrough and Susan Mills will serve as co-chair(s) of the committee. There have not been any additional changes to the committee for the 2019/2020 Academic Year.***
- The final revisions of the recommended changes to AP/BP 7160 and 7160a were sent to the PG&SL workgroup members. The workgroup met on May 16, 2019. ***The proposed revisions were sent to the committee on 06/10/19 and a reminder was sent on 08/08/19. It has been requested that the committee members review the proposed changes and be ready to discuss the changes. In addition a meeting date will need to be scheduled to meet with the workgroup members. Please keep in mind that the committees have not yet begun revisions on AP 4000 Change in Rank or AP/BP 7341 and/or the CTA regarding Sabbatical Leaves.***

**Workgroup Members:** James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Rhonda Taube and Susan Brucks

**\*\* Request to add Dr. Lijuan Zhai to the workgroup**

VI. **Professional Growth**

**Tabled Items**

**Anya Marquis** – The request submitted by Ms. Marquis at the 04/04/19 PG&SL meeting was approved by the PG&SL Committee. However, the committee requested that the Ms. Marquis be notified that when the Request for Reclassification is made from Column F to Column G direction and cohesion must exist for the remaining 8 of the 15 semester units submitted that particular column placement. Reference to AP/BP 7160a, Section II.A.6. shall be made in the correspondence sent to the faculty member. Ms. Marquis has a carryover of 7 semester units which meet the specified criteria. ***Tabled – An email was sent to the faculty member on 04/17/19, and a reminder sent on 08/08/19, referencing the requested information. The letter submitted by the applicant on 03/19/19 explains the direction and cohesion in the units submitted above and beyond those required for previous reclassification.***

**Kweku Williams** – An e-mail and a letter was received from Assistant Professor Kweku Williams regarding a certification as a professional archaeologist. Mr. Williams began working 08/21/18 and it is unclear if there is any additional information which would be required for the committee to review in order to respond to his request. ***Tabled – The committee requested a letter stating how the certificate is directly related to the current FSA and what additional education requirements, if any, are/were required for the certification. An email was sent to the committee, from the applicant, on 05/29/19 in response to the requested information.***

#### **New Requests**

**Audrey Holod** – Request for approval of a Professional Growth Plan to complete a Doctoral degree in Education with an emphasis in Adult Education from Capella University. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

**Catherine Lahren** – Request for approval of a Professional Growth Plan to complete a Master's degree in Biology from the University of Nebraska Kearney. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

**David Payan** – Request for approval of a Professional Growth Plan to complete five courses (15 units) from the University of La Verne. Items provided for committee's review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions

## **VII. Salary Reclassification**

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

#### **New Requests**

**Aubrey Apodaca** – Request for salary reclassification to move to Column F due to completion of 13 approved units, in addition to 6 residual units from time of hire, from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter; Official Transcripts; and an email verifying salary placement and carry over units from Human Resources & Employee Relations.

**Quinton Bemiller** – Request for salary reclassification to move to Column H due to completion of a Doctor of Education – Educational Leadership – Community College Specialization degree received from California State University, San Bernardino. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter and Official Transcripts with the degree/conferral date posted.

**Elena Kobzeva-Herzog** – Request for salary reclassification to move to Column G due to completion of a Master of Science – Education – Online Teaching and Learning concentration degree received from California State University, East Bay. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter and Official Transcripts with the degree/conferral date posted.

**James Kuk** – Request for salary reclassification to move to Column G due to completion of 9 approved units, in addition to 8.5 residual units from time of hire, from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter; A copy of the Plan for Professional Growth form verifying the carry-over units from Human Resources & Employee Relations and Official Transcripts.

**Nicholas Robinson** – Request for salary reclassification to move to Column G due to completion of 12 approved units, in addition to 3 carry-over units, from Concordia University. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter and Official Transcripts.

**Clifford Ruth** – Request for salary reclassification to move to Column D due to completion of 9 approved units completed at Regent University and 8 approved units completed at Concordia University, respectively. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letters.

**Micherri Wiggs** – Request for salary reclassification to move to Column D due to completion of 9 approved units, in addition to 6.67 carry-over units, completed at Concordia University, respectively. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letters and Official Transcripts.

**VIII. Open Hearing**

**Next Meeting(s):** October 3, 2019; November 7, 2019; December 5, 2019 (In Person)  
March 5, 2020; April 2, 2020; May 21, 2020