

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Agenda

Date: Thursday, May 18, 2023

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 672 113 0391

<https://rccd-edu.zoom.us/j/6721130391>

*Revised

I. **Approval of the April 6, 2023 Minutes**

II. **Approval of the May 18, 2023 Agenda**

- III. **Committee Members:** James Banks; Vivian Harris (Co-Chair); Denise Indermuehle; LaNeshia Judon; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair)
Guest(s): Susan Mills; Ines Solis; Graciela Caringella; Katherine Koh

IV. **Information Only**

Sabbatical Leave – 2023 / 2024

An email was sent on behalf of Chancellor Isaac on December 15, 2022 announcing funds for up to four (4) sabbatical leaves during academic year 2023 / 2024. The email notifications pertaining to the process for submitting requests were sent to RCCD-all on February 2, 2023, March 6, 2023, March 10, 2023 and March 13, 2023, respectively. The deadline was March 15, 2023 for the full 2023 / 2024 academic year or for the Fall term only. There were no requests received on or before the March 15, 2023 deadline.

The deadline for the Spring term only is May 15, 2023. An email notification was sent on March 30, 2023, April 6, 2023 and May 9, 2023 for the Spring deadline. *There were no requests received on or before the May 15, 2023 deadline.

V. **Discussion Items**

Training on Course Approval; Salary Reclassification; Sabbatical Leave and Obtaining the Rank of Professor

Update to be provided by Vivian Harris – A recommendation was made to provide a training, via Zoom, for PG&SL, Sabbatical Leave and Rank of Professor which will allow attendance from all three colleges. Vivian Harris obtained approval to conduct the training from the Academic Senate Presidents. Ms. Harris created a Zoom link and it has been confirmed that the training will take place, during College hour, on Thursday, March 30, 2023. All full-time faculty are invited to attend.

PG&SL Committee – Draft of the District Strategic Planning Council / Teaching and Learning Guidelines and Bylaws

Update to be provided by Vivian Harris – At the March 2, 2023 meeting a request to draft a document pertaining to the Bylaws and the District Strategic Planning Council / Teaching and Learning Guidelines for the 2024/2025 Academic Year. Upon approval from the Committee, the information will be sent to the VC of Educational Services and Strategic Planning, the Academic Senate Presidents and the Faculty Associate President. We will continue to work on this item and the Bylaws, as applicable, if there are additional recommendations submitted to the Committee for consideration.

Vivian Harris sent an email to the Academic Senate Presidents regarding the faculty members currently serving on the committee. A status report will be provided.

Request to for Discussion Pertaining to AP / BP Revisions pertaining to PG&SL

Update to be provided by Lijuan Zhai – A full-time faculty member went to the District Academic Senate President and made a complaint about the fact that Fall course work, which was submitted in December after completion of the courses, was denied. The committee completed and electronic vote and approved the Winter course work as the committee does not convene during the inter-session. For this reason, it has been requested that the committee review AP/BP 6160a. Due to the fact that the last time the committee and work group reviewed the information was in 2019, respectively, we are requesting to consider the additional AP/BP(s) 2000, 6160 and 6160a which pertain to PG&SL.

What changes, if any, will be made to the Work Group Members:

Hayley Ashby; James Banks; Susan Brucks; Amber Casolari; Vivian Harris;
Denise Indermuehle; Susan Mills; Rhonda Taube; Lijuan Zhai

VI. Professional Growth

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

Discussion Items

At the meeting held on April 6, 2023 it was determined that the requests from Terrie Hawthorne and Michelle Ramin would be added to the agenda for discussion to convert the hours to semester units for reclassification purposes.

Hawthorne, Terrie – Request for approval of a Professional Growth Plan to complete Independent Study to prepare for the State Licensing Exam to become a licensed Clinical Social Worker (therapist). The plan was submitted, and approved, March 11, 2015 and involved 3,200 hours of preparation. The items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; verification from HR&ER verifying 9 carryover units from time of hire. The carryover units verified by HR&ER will be used upon completion of coursework from the University of La Verne as requested by the faculty member.

Ramin, Michelle – Request for approval of a Professional Growth Plan to complete Independent Study based on acceptance to a gallery exhibition at Brea Gallery in Brea, California. Items provided for committee's review are: A letter describing the exhibition and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; supporting documentation including the artist agreement and acceptance; verification from HR&ER verifying 0 carryover units from time of hire and her F/T Faculty job description.

New Requests

Aguilar, Ruben – Request for approval of a Professional Growth Plan to complete a Doctorate of Education in Organizational Change and Administration from California Baptist University. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; verification from HR&ER verifying 0 carryover units from time of hire.

Arias, Adriana – Request for approval of a Professional Growth Plan to complete coursework at Chaffey College. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; verification from HR&ER verifying 1 carryover unit from time of hire.

Callahan, Michelle – Request for approval of a Professional Growth Plan to complete coursework at Chaffey College. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; verification from HR&ER verifying 5-2/3 carryover units from time of hire.

Camacho, Steven – Request for approval of a Professional Growth Plan to complete continued coursework at Claremont Graduate University. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. The faculty member is currently at Column G and will move to Column H upon completion of the Doctoral Program.

Hawthorne, Terrie – Request for approval of a Professional Growth Plan to complete a Doctor of Psychology in Clinical Psychology at Capella University. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. The carryover units verified by HR&ER will be used upon completion of coursework from the University of La Verne.

Hawthorne, Terrie – Request for approval of a Professional Growth Plan to complete coursework at the University of La Verne. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; verification from HR&ER verifying 9 carryover units from time of hire.

Renfrow, Debbi – Request for approval of a Professional Growth Plan to complete American Sign Language coursework at Moreno Valley College. Items provided for committee’s review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; verification from HR&ER verifying 9 carryover units from time of hire.

VII. Salary Reclassification

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

New Requests

Gilbert, Alexandria – Request for Salary Reclassification to move from Column C to Column D due to completion of 6 approved units from Fresno Pacific University. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letters, a copy of a letter verifying 11 carryover units and official transcripts. Upon approval this will leave 2 eligible carryover units toward the next request for salary reclassification.

Jimenez, Kiandra – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Philosophy in Cultural Studies Degree from Claremont Graduate University. Items provided for the committee’s review are: A letter requesting approval of the Doctoral Degree pending receipt of Official Transcripts with the Degree conferred and posted, a copy of the letter stating that all requirements have been met, a copy of the committee’s program approval letter, a copy of the correspondence between Educational Services and the Faculty Member.

Kruizenga-Muro, Denise – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education in Higher Education Administration Degree from St. Cloud State University. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letters and official transcripts.

Midgett, Jethro – Request for Salary Reclassification to move from Column E to Column F due to completion of 12 approved units from the University of La Verne. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letters, a copy of an email verifying 3 carryover units and official transcripts.

Rocillo, James – Request for Salary Reclassification to move from Column D to Column E due to completion of *8 approved units from California Baptist University. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letters, a copy of a letter verifying 7 carryover units and official transcripts. Upon approval this will leave 1 eligible carryover unit toward the next request for salary reclassification.

Webb, Joel – Request for Salary Reclassification to move from Column D to Column E due to completion of 2 approved units from Creative Commons. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letters, a copy of a letter verifying *13 carryover units and official transcripts. Upon approval this will leave 2 eligible carryover units toward the next request for salary reclassification.

VIII. Open Hearing

IX. Next Meeting Dates: June 1, 2023

Meeting Adjourned: