

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Agenda

Date: Thursday, September 1, 2022

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?pwd=ZlBpTXZneTIHcmZVU0FOLzIQdG0vQT09>

REVISED

I. Approval of the May 19, 2022 Minutes

II. Approval of the September 1, 2022 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

Current AP/BP Work Group Members: Hayley Ashby; James Banks; Susan Brucks; Amber Casolari; Vivian Harris; Denise Indermuehle; Susan Mills; Rhonda Taube; Lijuan Zhai

IV. Information Only

On the April 7, 2022 agenda we received the following request, which was approved:

Schwartz, Michael –Request for Salary Reclassification to move from Column G to Column H upon receipt of his official transcripts pending completion of the final requirement to earn a Ph.D. in English from the University of California, Riverside. The anticipated date that the degree will be posted is in June, 2022. It is being requested that the committee approve the request pending receipt of the official transcripts to be verified by the PG&SL Co-Chairs and placed on the August Board agenda, pending approval. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter, a letter outlining the request and unofficial transcripts.

Dr. Schwartz submitted official transcripts, with the degree and conferral date posted, which were reviewed and approved by the PG&SL Co-Chairs. The item was placed on the August Board agenda and approved by the Board of Trustees.

V. Discussion Items

Request for Approval of PG&SL Committee and Co-Chairs for the 2022 / 2023 Academic Year

MVC: James Banks and Frankie Moore

NC: Vivian Harris and Natalie Morford (Vivian Harris–Fall Co-Chair / Natalie Morford–Spring Co-Chair)

RCC: Denise Indermuehle and LaNeshia Judon

District: Lijuan Zhai (Co-Chair) current designee

Process for selecting the PG&SL Committee Members / Length of Term / Voting Process

It is being requested to determine the current process for selecting the individuals who serve as the College representatives on the PG&SL Committee, including the length of the term and the voting process.

Website/Forms

The website for Professional Growth and Sabbatical Leave is in the process of being updated.

Please review the following links, which are current. The forms had some minor changes and have been updated:

- Home
- Applying for Rank of Professor
- Meetings, Deadlines, Agendas & Minutes
- Professional Growth

Website: https://www.rccd.edu/admin/ed_services/pgsl/Pages/index.aspx

The Sabbatical Leave link is the last item to be updated. Included in your attachments is a draft of the packet which will be provided to the faculty members vs. four (4) separate documents. The information contained in the packet has been updated with the most recent information in the current Agreement between RCCD and the RCCD Faculty Association. Upon approval from the committee, the forms will be submitted to the DAS Presidents and the FA President for review and approval. The final forms will be made fillable and ADA compliant prior to placing on the website.

June Meeting Date

The June meeting date has been added to the calendar as an additional meeting date. This will allow for any additional requests, received from faculty members, to be considered prior to the intercession.

Monthly email notifications during Fall and Spring term

The monthly notification has been updated with the current deadlines and meeting dates. The link(s) to the updated forms are also included in the email notification.

VI. Professional Growth

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

New Requests

Arias, Adriana – Request for approval of a Professional Growth Plan to complete an American Sign Language Certificate with additional coursework that includes Languages and Accounting at Chaffey College. 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; and Course Descriptions.

Black, Michelle – Request for approval of a Professional Growth Plan to complete an American Sign Language Certificate with additional coursework that includes Languages and Accounting at Chaffey College. 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; and Course Descriptions.

Hausladen, Lisa – Request for approval of a Professional Growth Plan to enroll in the Coding Specialist Certificate Program at Loma Linda University. 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; and Course Descriptions.

Lappin, Amber – Request for approval of a Professional Growth Plan to complete an Ed.D. in Curriculum and Instruction with an emphasis in Adult and Continuing Education for the American College of Education. 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; and Course Descriptions.

Lenox, Anne – Request for approval of a Professional Growth Plan to complete graduate level courses at 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; and Course Descriptions.

Patterson, Carrie – Request for approval of a Professional Growth Plan to complete an Ed.D. in Organizational Change and Administration from California Baptist University. 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; and Course Descriptions.

Vela, Jesus – Request for approval of a Professional Growth Plan to complete a TESL Certificate from the University of California, San Diego. 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; and Course Descriptions.

VII. Salary Reclassification

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

New Requests

Brabant, Matthew –Request for Salary Reclassification to move from Column F to G Column due to completion of 15.0 approved units from California State University, Fullerton. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Contreras, Lisa –Request for Salary Reclassification to move from Column E to F Column due to completion of 15.0 approved units from the University of California, San Diego. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Dobson, Jessica –Request for Salary Reclassification to move from Column D to E Column due to completion of 18.0 approved units from the University of La Verne, leaving 3 carry-over units remaining toward the next step based on approved courses. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Fontaine, Kristin –Request for Salary Reclassification to move from Column F to G Column due to completion of 15.0 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 letter and official transcripts.

Marquis, Anya-Kristina –Request for Salary Reclassification to move from Column F to G Column due to completion of 12.0 approved units from California State University, Fullerton and 3 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Mendelovitz, Kfir –Request for Salary Reclassification to move from Column D to E Column due to completion of 15.0 approved units from California State University, San Bernardino. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Morford, Natalie –Request for Salary Reclassification to move from Column E to F Column due to completion of 9.0 approved units from the University of La Verne in addition to 6 verified carryover units. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Shipway, Stacy –Request for Salary Reclassification to move from Column G to H Column due to completion of a Doctor of Nursing Practice degree, conferred on May 7, 2022, from Azusa Pacific University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Snitker, Nicole –Request for Salary Reclassification to move from Column E to F Column due to completion of 15.0 approved units from California State University, East Bay. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Somers, Nivard –Request for Salary Reclassification to move from Column D to E Column due to completion of 24.0 approved units from California State University, Fullerton, leaving 9 carryover units remaining toward the next step based on approved courses. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Webb, Joel –Request for Salary Reclassification to move from Column C to D Column due to completion of 16.0 approved units from San Jose State University, leaving 1 carryover unit remaining toward the next step based on approved courses. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts.

Weeks, Gina –Request for Salary Reclassification to move from Column F to G Column due to completion of 13.0 approved units from California Baptist University and 2 verified carryover units from the previous reclassification request. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letter and official transcripts.

Whitton, Jude –Request for Salary Reclassification to move from Column G to H Column due to completion of a Ph.D. in Communication with a Major in Communication General Studies from Regent University. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letter and official transcripts.

Witmer, Suzanne –Request for Salary Reclassification to move from Column F to G Column due to completion of 15.0 approved units from Grand Canyon University. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letter and official transcripts.

VIII. Open Hearing

IX. Next Meeting Dates: October 6, 2022; November 3, 2022; December 1, 2022 (in person)
March 2, 2023; April 6, 2023; May 18, 2023, June 1, 2023

Meeting Adjourned: