

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Agenda

Date: Thursday, September 7, 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>

I. Approval of the June 1, 2023 Minutes

II. Approval of the September 7, 2023 Agenda

III. **Committee Members:** James Banks; Denise Indermuehle (Co-Chair); LaNeshia Judon; Frankie Moore; Natalie Morford; Sara Nafzgar, Lijuan Zhai (Co-Chair)
Guest(s): Katherine Koh

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

IV. Discussion Items

AP 6160[A] Approved Coursework / Requests Submitted and Approved

At the PG&SL meeting held May 18, 2023 two requests for course work were submitted, and subsequently approved, for lower division units to be completed at Chaffey College by full-time faculty members who currently hold Master's Degrees. (see attached)

1. **Arias, Adriana** –Professional Growth Plan to complete coursework at Chaffey College. Total 47 units.
2. **Callahan, Michelle** –Professional Growth Plan to complete coursework at Chaffey College. Total 47 units.

Additional inquiries about requests to complete lower-division course work resulted in a review of AP 6160[A] and the aforementioned requests. It is being recommended that the committee review the attachments to determine if the requests do, in fact, meet the eligibility criteria for professional growth and salary reclassification in accordance with AP 6160[A]. (see attached)

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

Update to be provided by Lijuan Zhai – 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.

V. Information Only

Change to Norco College Committee Member

During Fall of 2022, Vivian Harris sent an email to the Academic Senate Presidents regarding the faculty members currently serving on the committee, the current members were approved at that time for the 2023/2024 Academic Year. Since that time, the President of the Academic Senate requested Sara Nafzgar to serve as the second PG&SL faculty member for Norco College, replacing Vivian Harris. Both faculty members have agreed to the change for the 2023/2024 Academic Year. Due to the fact that the Faculty Co-Chair will be from RCC, this will not impact the voting aspect of the Senate President for the college representatives.

VI. Professional Growth

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

New Requests

Chiek, Veasna – Request for approval of a Professional Growth Plan to complete coursework from Riverside City 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. An Email has been sent to HR&ER to and there are 6.25 carry-over units prior to time of hire.

Hernandez, Lisa – Request for approval of a Professional Growth Plan to complete coursework from Cal Poly Pomona 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. An Email has been sent to HR&ER to and there are 0.6 carry-over units prior to time of hire.

Hernandez, Lisa – Request for approval of a Professional Growth Plan to complete coursework from Mt. San Antonio 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.

Hutchings, Caroline – Request for approval of a Professional Growth Plan to complete a Master's of Data Science Degree Program at UC San Diego. 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. An Email has been sent to HR&ER requesting carry-over units prior to time of hire.

Kerr, Brady – Request for approval of a Professional Growth Plan to complete a Master's Program in Music Technology (Studio Emphasis) from Southern Utah 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. An Email has been sent to HR&ER to verify carry-over units prior to time of hire and the request is pending. Please note the minutes from prior PG&SL meetings pertaining to the completion of Mr. Kerr's Bachelor's Degree. Mr. Kerr has completed 8 out of 10 courses toward his Master's Degree. The remaining 2 courses began 08/30/23 during the intersession when the committee does not convene.

Moore, Ammanda – Request for approval of a Professional Growth Plan due to Professional Publications and Compilations. Items provided for committee's review are: A letter describing how the publications are directly related to the current Academic Full-Time Faculty position; A list of publications and links and email correspondence pertaining to the submission and/or acceptance of various works for publication. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

Nafzgar, Sara – Request for approval of a Professional Growth Plan to complete alternate coursework in place of discontinued approved courses from 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. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

Nafzgar, Sara – Request for approval of a Professional Growth Plan due to a mixture of professional publications, creative work and intensive preparation workshops. Items provided for committee's review are: A letter describing how the academic scholarly professional endeavors fall under the "other" category of AP 6160[A]. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

Patterson, Carrie – Request for approval of a Professional Growth Plan due to a mixture of professional publications, creative work and intensive preparation workshops. Items provided for committee's review are: A letter describing how the academic scholarly professional endeavors fall under the "other" category of AP 6160[A]. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

Williams, Kweku – Request for approval of a Professional Growth Plan to complete a Ph.D. Program in Anthropology from the University of California Riverside. 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. An Email has been sent to HR&ER to and there are 9 carry-over units prior to time of hire.

VII. Salary Reclassification

Tabled Items

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 were: 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. – **Status Update: Official transcripts were received with the Doctor of Philosophy conferred on May 13, 2023. The item was placed on the Board agenda and approved August 15, 2023. The reclassification became effective September 1, 2023.**

New Requests

Arias, Adriana – Request for Salary Reclassification to move from Column D to Column E due to completion of 9 approved units from Chaffey College. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 6 carryover units. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

Callahan (Black), Michelle – Request for Salary Reclassification to move from Column E to Column F due to completion of 9 approved units from Chaffey College. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 10-2/3 carryover units. Upon approval this will leave 4-2/3 eligible carryover units toward the next request for salary reclassification.

Curtis, Antonio – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Philosophy from the University of California – Riverside which was conferred on June 16, 2023. Items provided for the committee's review are: Request for Reclassification Form and; official transcripts.

Gilbert, Alexandria – Request for Salary Reclassification to move from Column D to Column E due to completion of 13 approved units from Fresno Pacific University and 2 verified carry-over units. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 2 carryover units. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

Lappin, Amber – Request for Salary Reclassification to move from Column C to Column D due to completion of 15 approved units from American College of Education toward an Ed.D. in Leadership. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 2 carryover units. Upon approval this will leave 2 eligible carryover units toward the next request for salary reclassification.

Lenox, Anne – Request for Salary Reclassification to move from Column E to Column F due to completion of 15 approved units from the University of La Verne. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying no carryover units. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

Love, Michael – Request for Salary Reclassification to move from Column D to Column E due to completion of 15 approved units from California State University, San Bernardino. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letter. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

Somers, Nivard – Request for Salary Reclassification to move from Column F to Column G due to completion of 16 approved units from California State University, Fullerton. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letter. Upon approval this will leave the next request for salary reclassification to column H when the Doctoral program is completed and the degree is conferred and posted.

Taylor, Star – Request for Salary Reclassification to move from Column F to Column G due to completion of 30 approved units from Loyola Marymount University. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letter. Upon approval this will leave the next request for salary reclassification to column H when the Doctoral program is completed and the degree is conferred and posted.

VIII. Open Hearing

IX. Next Meeting Dates: October 5, 2023; November 2, 2023; December 7, 2023 (In Person)
March 7, 2024; April 4, 2024; May 16, 2024; June 6, 2024

Meeting Adjourned: