

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE  
December 5, 2013  
Minutes  
Time: 1:30-2:30  
Face-to-Face Meeting

**Present:** Sylvia Thomas, Admin Co-chair; Mike Cluff, Faculty Co-chair; Ken Cramm, Celia Brockenbrough; Tammy Kearn

**Absent:** James Banks (voted by proxy to accept all professor applications; Kathleen Saxon (voted by proxy to accept all professor applications except for Don Wilcoxson)

**I. Approval of November 7, 2013 Minutes/MSK/Cramm/Kearn/Unanimous**

**II. Information Only**

- a. **Jeff Mulari** - Committee acknowledged receipt of Jeff Mulari's revised professional growth to replace ETC 535 and ETC 599 with the following two new courses - ETC 555 and KIN 560.
- b. **Kimberly Reimer** – her salary reclassification was approved by the PG & SL committee on 11/12/13 by e-mail and forwarded to Human Resources for December 2013 board.

**c. Resolution of Counselor's professional growth plans and status**

Sylvia will draft memos to Jeanne Howard (Column F), Rosa Ramos (Column F), Marissa Iliscupidez (Column D, to earn certificate), and Elizabeth Yglecias (Column C, units from two graduate certificate programs) specific to their previously approved professional growth plans concerning coursework versus CEUs. They will be asked to submit any course work they have completed from their previously approved professional growth plan by December 31, 2013 and these courses will be accepted for salary advancement. Any additional coursework, described as professional level, fully online, self-paced courses which are non-degree applicable, taken through the Office of Professional Studies at La Verne, will only be applicable using Option II.A.3 for granting CEU credit.

**Motion** – all coursework completed through the 2013 Fall semester will be honored as semester credit and any courses submitted to the PG & SL Committee beginning January 2014, will be treated as CEUs/**MSK/Kearn/Cramm/Unanimous**

**Discussion regarding Norco senate's comments on AP 7160a:**

**1<sup>st</sup> comment** - They stated that getting a higher degree outside faculty's FSA is questionable with the language under II.A. Options for Professional Growth, e.g., "....courses must be directly related to the applicant's FSA..." and ".....further the faculty member's ability to perform in his/her planned area of expertise." The committee agreed that to pursue a degree there has to be a need for it and it needs to be of value to the District. Tammy and Mike will work together to draft a brief paragraph explaining the options for professional growth under Section II.

**2<sup>nd</sup> comment** – The committee agree to the following revisions:

- Revise Section IV.C. to say "*An Administrative Co-Chairperson of the PG & SL Committee .....*"
- Revise IV.D. last sentence to say "*....An Administrative Co-Chairperson of the Committee....*"
- Revise IV.E. first sentence to say "*.....recommendations through one of the Administrative Co-Chairpersons to the Vice Chancellor.....*"

**3<sup>rd</sup> comment** – Where is the appeal process? Faculty can and have asked the PG & SL Committee to reconsider decisions made. The committee responds to faculty either to reaffirm or not affirm their original decision.

- d. **Kimberly Reimer** – salary reclassification was approved by committee through email dated 11/12/13 and forwarded to HR for December 2013 board.

**III. Salary Reclassification**

**Nicholas Franco** - is an Associate Professor in Counseling at Norco College. He is requesting salary reclassification from Column D to E based on completion of 15 semester units from La Verne University and receipt of his Inclusive Classroom Teaching Certificate:

EDUC 712Z	Understanding Autism	3.00
EDUC 714U	Understanding Asperger's syndrome	3.00
EDUC 715A	Teaching Students with Mild Disabilities	3.00
EDUC 710C	The Multicultural Classroom	<u>3.00</u>
	<b>TOTAL</b>	15.00 sem units

**Motion** – to approve Nicholas Franco's salary reclassification from Column D to E pending receipt of his certificate. His certificate was received on 12/9/13 based on completion of 15 semester units with the caveat that future courses such as these will only be applicable under the CEU provision of BP 3080. Sylvia will draft Nick Franco's memo approving his salary reclassification explaining this provision.

**MSC/Kearn/Brockenbrough/Unanimous**

**IV. Professor Applications – 2014-2015**

- a. **Rex Beck** – Business Administration – Norco  
Concern regarding gap in scholarship dates.

**Motion** – to table pending clarification of missing dates/**Cramm/Kearn**

**Amended Motion** – to withdraw previous motion and accept Rex Beck's Full Professor Application/**MSC/Cramm/Kearn/Unanimous**

- b. **Debbie Cazares** – Early Childhood Education, RCC

**Motion** – to table for clarification of missing dates/**Cramm/Kearn**

**Amended Motion** - to withdraw previous motion and accept Debbie Cazares' Full Professor Application/**MSC/Cramm/Kearn/Unanimous**

- c. **Zina Chacon**- Counseling, Norco

**Motion** – to accept Zina Chacon's Full Professor Application

**MSC/Cramm/Brockenbrough/Unanimous**

- d. **Dominique Hitchcock** – Spanish, Norco

**Motion** – to accept Dominique Hitchcock's Full Professor Application

**MSC/Kearn/Brockenbrough/Unanimous**

- e. **Chris Nollette** – EMS, Ben Clark, MVC

**Motion** – to accept Chris Nollette's Full Professor Application

**MSC/Cramm/Kearn/Unanimous**

- f. **Patricia Tutor** – Nursing, RCC

**Motion** – to accept Patricia Tutor's Full Professor Application

**MSC/Cramm/Kearn/Unanimous**

- g. **Don Wilcoxson** – Business Administration, RCC

**Motion** – to accept Don Wilcoxson's Full Professor Application/**Cramm/Brockenbrough (Motion not carried)**

Discussion followed. The committee agreed that Don should re-submit his application and concentrate on his exemplary service for the second section. He can re-submit his application electronically which will be sent to the committee members and voted on by e-mail.

**2nd Motion** – to table pending receipt of above revisions to his application.

**MSC/Cramm/Kearn/Unanimous**

- h. **Gail Zwart** – Business Administration, Norco

Good model to use!

**Motion** – to accept Gail Zwart's Full Professor Application/**MSC/Cramm/Kearn/Unanimous**

**Next Meeting:**

**Thursday, March 6, 2014**

**12:50 – 1:50**

**CCCconfer**