

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, April 5, 2018

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 630545

- I. **Approval of Agenda** 1st James Banks / 2nd Frankie Moore
- II. **Approval of March 1, 2018 Minutes** 1st James Banks / 2nd Preston Galusky

- III. **Information only**

Preston Galusky indicated to Dr. Regino that he will still be a voting member of the committee and will not vacate his seat during this semester; thereby completing his two (2) year commitment. He has suggested Denise Indermuehle from Nursing to replace him next year. **It has been requested to contact Denise Indermuehle and ask her to listen to the next meeting. Email sent 03/13/18 – Dr. Denise Indermuehle has agreed to serve on the committee for the 2018/2019 Academic Year, replacing Preston Galusky.**

It has been determined that any full-time faculty member who submits official/unopened transcripts confirming completion of a Doctoral Program, from an accredited academic institution, will be approved for reclassification to Column H of the Salary Schedule. The committee discussed the fact that many of the requests are from new hires currently enrolled in a program and/or administrators who go back to the classroom, among other scenarios. Since the committee and/or faculty member does not track completion of units throughout the Doctoral Program, the faculty member will satisfy the requirements by requesting reclassification and providing official/unopened transcripts to Education Services with the degree conferred and posted.

A process will be established to send out a monthly notification to faculty members stating that all PG&SL requests must be received in Educational Services at least 10-working days prior to the first day of class. The forms and a copy of BP7160a will be attached for the convenience of the faculty member. This will eliminate the need to approve partial programs due to the gaps when the committee does not meet and the documents are received.

It has been requested to list the following discussion item for the April meeting. Due to the fact the committee does not meet five months out of the year, if the paperwork is submitted to Educational Services at least 10-working days prior to the next meeting, and the committee approves the institution and the program, should the whole program be approved vs. partial approval? The faculty member may not know that far in advance that they are going to participate in a program. In addition, the gaps are for multiple months at a time; January and February; then June, July and August. Please see the request below from Damien Smith.

- IV. **Professional Growth**

Tabled Items

Amanda Cachia – Request for approval of publication. On 02/02/18 Ms. Cachia sent an e-mail indicating "... a few days ago a major art history journal entitled *Art Journal* published a number of my scholarly articles (see attached). I was responsible for putting together 20 different articles, artworks and interviews in this journal as a guest editor, along with writing my own articles and conducting a number of interviews. This is by far the biggest publishing achievement of my academic career thus far..." Items attached are as follows: Letter of Intent; Plan for Professional Growth submitted 02/07/18; letter of intent; 121 page publication and e-mail correspondence. The faculty member stated she has a hard copy of the journal and is willing to make arrangements for any of the committee members wishing to view the hard copy.

Tabled – pending response from applicant for clarification of request. An email was sent to Dr. Cachia on 03/05/18. Dr. Cachia started working with RCCD in August, 2017. She thought the request for reclassification could be made to move up one step. It was explained that the steps are adjusted according to years of service and the columns according to completion of coursework and/or publications. Dr. Cachia understands that the request is not able to be accepted.

Damien Smith – Request for approval of course work plan for professional growth. The faculty member was informed there are no meetings held in January nor February, and the coursework must begin after the date the documents are submitted to be discussed at the PG&SL Committee meeting. Items attached are as follows: Letter of Intent; Plan for Professional Growth submitted 01/31/18. Courses to be taken at Concordia University. The Plan period is from 06/01/18-06/2019. All courses listed have start and end dates. The first course began 02/18/18, however the request was submitted prior to the start date and the committee did not meet in February. All start and end dates are complete. A copy of the course descriptions have been provided.

1st James Banks / 2nd Carol Miter

The committee approved the last three courses only. It was stated that the request was submitted prior to the committee meeting. Approved – Last three courses – unanimous

****Please note: It was later requested to revisit this request due to the fact the information was submitted on 01/31/18 and courses did not begin until 02/18/18. The committee did not meet during January or February, so should the whole program be approved? The faculty member attached the entire program and all course descriptions**

1st James Banks / 2nd Celia Brockenbrough

Additional courses were submitted for approval. The committee approved all courses with the exception of the first two courses with at start date of 02/18/18. The February courses began prior to the committee's meeting.

New Requests

Michael Bobo – Request for of an updated Professional Growth Plan. Items attached are: E-mail correspondence requesting the committee to review current and prior requests; A letter from the applicant; A letter from Johns Hopkins Krieger School of Arts & Sciences; Current request for approval of Professional Growth Plan; Course Descriptions; Unofficial Transcripts to show current progress as well as all documentation from prior request.

1st James Banks / 2nd Preston Galusky

The committee approved the nine (9) units previously submitted with a TBD start/end date. The dates have now been provided to the committee and approved.

Tanya Brown-Lowry – Attached is a copy of e-mail correspondence between Ms. Brown-Lowry, Sylvester Julienne and Susan Brucks. Ms Brown-Lowry submitted two requests to complete a certificate and a Master's program at the March PGSL Committee meeting. Both programs were approved and the approval letter was sent to Ms. Brown-Lowry (attached). Please note in the e-mail sent from Educational Services Ms. Brown-Lowry was informed she must complete 15 approved units to be eligible for reclassification. Ms. Brown-Lowry provided an e-mail received, at the time of hire, stating that all she had to complete was an additional ten units due to the fact she was placed on the salary schedule with a total of 65 units post bachelor's degree (see e-mail from Silvester Julienne attached). Ms. Brown-Lowry is requesting the committee approve the additional five units based on the e-mail from HRER. The five units were completed prior to being hired as a full-time faculty member.

The committee determined the carry-over units is an HRER issue and the request should be referred back to their respective office.

David Payan – Attached are the following documents: A letter requesting approval of the Plan for Professional Growth; The Request Form(s) and the Course Descriptions.

1st James Banks / 2nd Celia Brockenbrough No: Carol Miter

Approved by quorum. If the Spanish Course is taken at Norco College, the faculty member must submit a revised course request form.

V. Salary Reclassification

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

New Requests

Kimberly Anderson – Request for salary reclassification from Column F to Column G. Attached items are: Request for Reclassification Form; Official Transcripts and Letter of Course Approval.

1st Celia Brockenbrough / 2nd James Banks

Approved.

Monica Delgadillo – Request for salary reclassification from Column G to Column H due to completion of Doctorate of Public Administration Conferred 11/17/17. Dr. Delgadillo submitted a request for the Rank of Professor, and was approved. She was not aware that the request for reclassification had to be submitted separately. Attached is an e-mail addressed to the committee and a copy of her official transcripts provided by HRER.

1st James Banks / 2nd Celia Brockenbrough

Approved.

VI. Sabbatical Leave - 2018/2019 Requests Received

The due date for the Spring semester only is Tuesday, May 15, 2018. Are the committee members available to meet on Thursday, May 24, 2018 for the last meeting?

The committee determined all PG&SL items are due by May 15, 2018. The committee meeting for May 3, 2018 has been rescheduled to Thursday, May 24, 2018.

Preston Galusky – (RCC) Documents submitted: Request for **Semester Leave Fall 2018**; Letter addressing the Committee and the Chancellor; Sabbatical Leave Request Sign Off form signed by Department Chair and VP, Academic Affairs. The VP, Academic Affairs also included a letter addressed to the committee.

Please note: Article XIII, P.3.c. states; "...Applications for sabbatical leave must be filed... later than May 15 for the following **spring** semester only..."

The PG & SL committee has received and reviewed the request for approval of Sabbatical Leave for Fall 2018. The Committee is unable to approve the request as it is not in compliance with the Agreement between RCCD and RCCD Faculty Association CCA/CTA/NEA.

Walter Stevens – (NC) Documents submitted: Request for **Full Year's Leave 2018/2019**; Sabbatical Proposal; Sabbatical Leave Request Sign Off form signed by Department Chair and VP, Academic Affairs and College President and a Certificate of Health signed by a physician.

1st James Banks / 2nd Celia Brockenbrough

The PG & SL committee has received and reviewed the request for approval of Sabbatical Leave for the 2018/2019 Academic Year. All documents are in order, including the signature from the College President. The committee has agreed to forward the request to the Chancellor's Office for consideration.

Virginia White – (RCC) Documents submitted: Request for **Semester Leave Fall 2018**; Sabbatical Proposal; Sabbatical Leave Request Sign Off form signed by Department Chair and VP, Academic Affairs; The VP, Academic Affairs also included a letter addressed to the committee; A letter from California Polytechnic State University and a Certificate of Health signed by a physician.

Please note: Article XIII, P.3.c. states; "...Applications for sabbatical leave must be filed... later than May 15 for the following **spring** semester only..."

The PG & SL committee has received and reviewed the request for approval of Sabbatical Leave for Fall 2018. The Committee is unable to approve the request as it is not in compliance with the Agreement between RCCD and RCCD Faculty Association CCA/CTA/NEA.

VII. Meetings Dates/Deadline Dates for the 2018/2019 Academic Year

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2018/2019 Academic Year. The dates are the first Thursday of the month (**except May**) listed as follows:

<u>Meeting Date</u>	<u>Deadline Date (to Educational Services)</u>
September 6, 2018	August 22, 2018
October 4, 2018	September 19, 2018
November 1, 2018	October 23, 2018
December 6, 2018 (In Person)	November 19, 2018
No Meeting in January or February	10-working days prior to the next meeting
March 7, 2019	February 20, 2019
April 4, 2019	March 20, 2019
May 23, 2019	May 8, 2019
No Meeting in June, July or August	10-working days prior to the next meeting

1st Celia Brockenbrough / 2nd Frankie Moore Abstained Preston Galusky

Approved.

VIII. **The committee has determined the following items are for information only and do not require a vote.**

Requests for Rank of Full Professor / Distinguished Professor

Deadline Date: October 31, 2019 facilitated by PG&SL Committee / Educational Services.

Request for Rank of Associate Professor / Tenure are facilitated by HRER.

Request for Rank of Emeritus are facilitated by the District Academic Senate according to BP 4000.

Requests for Sabbatical Leave: Facilitated by the District Academic Senate, Faculty Association and PG&SL Committee. Deadline Date(s): March 15th of the current academic year for the following academic year. May 15th for the Spring semester only of the next academic year.

IX. **Open Hearing**

The committee determined if a request/packet is incomplete it will not be accepted. All fields, on all forms, must be complete and all required items must be attached to be considered by the PG&SL committee.

Committee Members: James Banks, Celia Brockenbrough, Preston Galusky, Scott Hernandez, Carol Miter, Frankie Moore, Rolando Regino

Guest: Denise Indermuehle

Next Meetings: May 24, 2018 (CCC Confer-Participant Pin 891599)