

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, May 24, 2018

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 891599

I. **Approval of Agenda - 1st Banks / 2nd Galusky**

II. **Approval of April 5, 2018 Minutes - 1st Banks / 2nd Moore / Abstain: Miter**

III. **Committee Members:** James Banks, Preston Galusky, Scott Hernandez, Carol Miter, Frankie Moore, Rolando Regino **Absent:** Celia Brockenbrough **Guest:** Denise Indermuehle

IV. **Information only**

A process has established to send out a notifications 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. **The first e-mail was sent on May 3, 2018. There will not be e-mails sent during the period of time the committee is not meeting. The next e-mail will be sent in August 2018.**

V. **Discussion Item(s)**

The forms for the Plan for Professional Growth and Request for Salary Reclassification have been revised. A meeting was facilitated with HRER and the Co-Chairs from the PG&SL Committee. The new forms have been submitted and reviewed by the Academic Senate and the Faculty Association who have approved the changes. The intention of the changes are to address carry-over units at the time of hire and programs which faculty members are currently enrolled in at the time of hire (this option will also address managers who become faculty members). Once approved the forms will be included as part of the New Hire Packet provided in HRER. It is requested that the PG&SL Committee review and approve the forms and/or make further recommendations to update the process.

1st Banks / 2nd Galusky - Approved

Dr. Regino has been in contact with the RCC Academic Senate President, Mark Sellick, regarding the recommendation of Denise Indermuehle from Nursing to replace Preston Galusky on the PG&SL Committee. There has been discussion that the replacement must be from the same discipline as the committee member vacating their seat on the committee. That said; are there additional recommendations from the PG&SL Committee to submit to the Academic Senate for consideration? **Approved by Dr. Sellick, Academic Senate and PG&SL Committee.**

VI. **Sabbatical Leave - 2018/2019 Requests Received**

Preston Galusky – (RCC) The applicant withdrew his request for Sabbatical Leave
Document attached: E-mail dated 04/30/18 sent to the PG&SL Committee members and Carol Farrar
Applicant Withdrew – Information only

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. **Submitted/signed by Chancellor Isaac on 4/11/18**
1st Miter / 2nd Banks - Approved

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.
1st Miter / 2nd Banks - Approved

VII. Plan for Professional Growth Request(s)

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

New Requests

George Gage – Request for approval of a Professional Growth Plan to complete coursework in Portuguese at the Middlebury Summer Language Program. Items attached are: A letter from Mr. Gage stating how the degree is directly related to his position of Associate Professor at Moreno Valley College; A Plan for Professional Growth Form; Requested Coursework Form.

1st Galusky / 2nd Banks - Approved

Kim Kamerin – Request for approval of a Professional Growth Plan to obtain a Doctor of Musical Arts in Music Education. Items attached are: A letter from Mr. Kamerin stating how the degree is directly related to his position of Associate Professor in Music and Music Industry Studies; A letter of acceptance from Boston University; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

1st Miter / 2nd Banks - Approved

Natalie Morford – Request for approval of a Professional Growth Plan to obtain a Doctorate in Leadership in Educational Justice (Ed.D). Items attached are: A letter from Ms. Morford stating how the degree is directly related to her Full-Time Faculty position at Norco College; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

1st Banks / 2nd Miter - Approved

Jude Whitton – Request for approval of a Professional Growth Plan to obtain a Ph.D. in Communication Studies. Items attached are: A letter from Mr. Jude Whitton stating how the degree is directly related to his Full-Time Faculty position at Riverside City College; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions

1st Miter / 2nd Banks - Approved

VIII. Salary Reclassification Request(s)

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

New Requests

Patricia Avila – Request for salary reclassification from Column F to Column H due to completion of Doctor of Education degree awarded on 05/05/18. Attached items are: Request for Reclassification Form; Official Transcripts and Letters of Course/Appeal Approval.

1st Banks / 2nd Miter - Approved

Peggy Campo – Request for salary reclassification from Column G to Column H due to completion of EDD-Leadership in Higher Education conferred on 04/02/18. Attached items are: Request for Reclassification Form; A set of **Unofficial** Transcripts and Letters of Course/Appeal Approval. Please note: The applicant has requested official transcripts and is requesting approval to place the reclassification on the next available BOT meeting pending receipt and verification of official transcripts.

1st Miter / 2nd Banks - Approved pending receipt and verification of official transcripts.

Nicholas Robinson – Request for salary reclassification from Column C to Column D. Attached items are: Request for Salary Reclassification Form; Official Transcripts and Letters of Course Approval

1st Banks / 2nd Moore - Approved

IX. Enrolled at Time of Hire/Carryover Request(s)

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

New Requests

Richard Garcia – Request for approval of a Professional Growth Plan to obtain a Doctorate in Leadership for Educational Justice (Ed.D) at University of Redlands. Items attached are: A letter from Mr. Garcia stating how the degree is directly related to his Full-Time Faculty position at Moreno Valley College; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. In addition, Mr. Garcia has submitted a request for Salary Reclassification and attached the Request for Salary Reclassification Form and Official Transcripts. Mr. Garcia has stated he was not made aware of the PG&SL process at the time of hire. It was brought to his attention by the e-mail sent on behalf of the PG&SL Committee on 05/03/18.

Plan/Course Approval – 1st Banks / 2nd Galusky - Approved by quorum – 1 Nay
Reclassification Request – 1st Banks / 2nd Galusky - Approved by quorum – 1 Nay

Nicole Render – Request for approval of a Professional Growth Plan to obtain a Doctorate of Nursing Practice Degree. Items attached are: A letter from Ms. Render stating how the degree is directly related to her Full-Time Faculty position at Riverside City College; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. In addition, Ms. Render has submitted a request for Salary Reclassification and attached the Request for Salary Reclassification Form and Official Transcripts. Ms. Render was accepted in the Doctorate program in May and the coursework began in August. Ms. Render also accepted the full-time faculty position the same month courses commenced. Ms. Render has stated she was not made aware of the PG&SL process at the time of hire. Please see the attached e-mail(s) pertaining to Ms. Render's date(s) of hire and/or carryover units.

Plan/Course Approval – 1st Banks / 2nd Galusky - Approved by quorum – 1 Nay
Reclassification Request – 1st Banks / 2nd Galusky - Approved by quorum – 1 Nay

X. Open Hearing

Next Meetings: **September 6, 2018; October 4, 2018; November 1, 2018; December 6, 2018** (In Person)
No Meeting in January or February
March 7, 2019; April 4, 2019; May 23, 2019
No Meeting in June, July or August