

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, December 7, 2017

TIME: 12:50 pm-1:50pm

CAADO Building – 3801 Market - 3rd Floor, 334A

Present: James Banks; Celia Brockenbrough; Preston Galusky; Scott Hernandez; Carol Miter; Frankie Moore; Rolando Regino

Absent: N/A

- I. **Approval of Agenda – 1st Brockenbrough / 2nd Miter**
- II. **Approval of November 2, 2017 Minutes – 1st Brockenbrough / 2nd Miter**

III. Information only

1. Scott Hernandez will be the Co-Chair for the Spring 2018 Semester to replace Preston Galusky.
2. Number of voting members to meet quorum is 3 out of 5 (60%)

IV. Professor Applications

Requests were submitted, and sent to the PG & SL Committee, for the following Faculty members:

Approved-Doctorate/Terminal Degree

1. Dipen Bhattacharya **1st Hernandez / 2nd Moore**
2. Scott Brown **1st Hernandez / 2nd Moore**
3. Monica Delgadillo **1st Hernandez / 2nd Moore**
4. Nini Dyogi **1st Hernandez / 2nd Moore**
5. Cynthia Morrill **1st Hernandez / 2nd Moore**
6. Kimberly Reimer **1st Hernandez / 2nd Moore**
7. Ward Schinke **1st Hernandez / 2nd Moore**
8. Maria Pacheco **1st Hernandez / 2nd Moore**
9. I-Ching Tsai **1st Hernandez / 2nd Moore**
10. Joanna Werner-Fraczek **1st Hernandez / 2nd Moore**

Approved-Years of Service/Education/Scholarship

11. Patricia Avila **1st Hernandez / 2nd Moore**
12. Amy Balent **1st Banks / 2nd Miter**
13. James Banks **1st Miter / 2nd Brockenbrough Abstained - Banks**
14. Michelle Daddona **1st Banks / 2nd Moore**
15. Clara Lowden **1st Banks / 2nd Hernandez**
16. Dennis Rogers **1st Banks / 2nd Hernandez**
17. Amy Vermillion **1st Banks / 2nd Miter**

V. Professional Growth

Tabled Items (email sent with supporting documents 10/30/17 at 4:23pm)

1. Nicole Abbate- Associate Professor, Counseling, RCC. She is requesting approval of her professional growth plan. She is currently in Salary placement of Column E Step 9. Her plan is to advance her salary placement by completing 6 units at CSU East Bay from 03/26/18 to 06/18/18. She provided the Professional Growth Forms and a letter stating these two courses are part of a four course certificate. These courses will help her with her current role as a counselor at RCC. Pending approval of coursework after committee's review as discussed at the October 5, 2017 meeting. – Tabled at October 5, 2017 and November 2, 2017 meetings pending review of courses. Preston Galusky to research and determine if the program can be used toward a Master's of Education degree. **1st Banks / 2nd Moore – Approved. Note on the letter that the faculty must have a total of 15 additional units to move to the next column. An additional three units are required.**

2. Claudia Patricia Castro – Associate Professor, Counseling, RCC. She is requesting approval to take course work from 03/26/17 – 08/10/18 from CSU, East Bay. She is currently in salary placement of Column D Step 5. She provided her professional growth forms and course descriptions. – Tabled at November 2, 2017 meeting pending review of courses. Preston Galusky to research and determine if the program can be used toward a Master’s of Education degree. **1st Banks / 2nd Miter – Approved. Note on the letter that the faculty must have a total of 15 additional units to move to the next column. An additional three units are required.**

3. Miguel Reid – Associate Professor, English RCC. He is requesting approval to take course work at Capella University to begin a Doctoral Program with a Specialization in Adult Education. He submitted the Plan for Professional Growth and the course description(s); however, the form listing the coursework is blank. The faculty member was notified to complete the form to be submitted for the committee’s approval. – Tabled at November 2, 2017 pending review of the completed forms. The employee completed all forms and submitted them after all documentation was sent to the committee for the meeting. Attached are the completed forms. **1st Banks / 2nd Brockenbrough – Approved. Note on the letter that the course that began November 6, 2017 was not approved; however, all courses starting after January 2018 have been approved.**

4. Don Ajene Wilcoxson- Associate Professor, Business Administration, RCC. He is requesting approval to take course work, for one year, for his professional growth plan. His long-range goal (three year program) is to obtain his Doctorate in Multifaith Ministry from the New York Theological Seminary. He submitted the request form, along with a letter explaining his purpose in pursuing a Doctorate in Ministry with an emphasis in Multifaith, along with supporting documents for the program. Update forms attached. – Tabled at November 2, 2017 pending review of Accreditation, Minimum Qualifications, Updated forms/current dates. **1st Banks / 2nd Miter – Approved. Note on letter stating the 1st four (4) courses do not count to move on the pay scale due to the end date, but will count toward the Doctorate degree to Column H once completed. The approval is pending receipt of a complete Plan for Professional Growth form and Requested Coursework form submitted to the PG&SL Committee by 5:00 p.m. on December 13, 2017.**

New Requests (new requests attached)

1. Michael Bobo – Assistant Professor, Humanities, NC. He is requesting approval of course work for continuation of Master of Liberal Arts Degree Program at Johns Hopkins University. He is currently in salary placement of Column D Step 6. He submitted a letter explaining his purpose in pursuing the degree and how he intends to improve his course structure upon completion of the program. Documents attached are Plan for Professional Growth Form, letter from applicant, letter from academic institution, requested coursework form and course descriptions. **1st Banks / 2nd Miter – Approved. Note on the letter that the course that began August 28, 2017 was not approved; however, all courses starting after January, 2018 have been approved.**

2. Elena Kobzeva-Herzog, Associate Professor, Spanish/Russian, RCC. She is requesting approval of course work at California State University East Bay. She is currently in salary placement of Column D (step not provided). Documents attached Plan for Professional Growth Form, letter from applicant, requested coursework form and course descriptions. In addition, an email showing a revised study plan and the general information from the course catalog were also provided. **1st Banks / 2nd Moore – Approved.**

3. Nicholas Robinson, Associate Professor, Track and Field Coach, Kinesiology/Athletics, RCC. He is requesting approval of his additional course work to his professional growth plan. He is currently in Salary placement of Column C Step 5. His plan is to advance his salary placement by completing additional units at Concordia University (Irvine). Documents attached are Plan for Professional Growth Form, e-mail from applicant, requested coursework form and course descriptions. **1st Banks / 2nd Miter – Approved. Provided courses start date(s) are after December 7, 2017.**

VI. Salary Reclassification

Tabled Items (email sent with supporting documents 10/30/17 at 4:23pm)

1. Damien Smith- Assistant Professor, Kinesiology, RCC. Is requesting Salary Reclassification from Column B Step 5 to Column C Step 6. He provided documentation with course work he took from August 2016 through May 2017. He also emailed on September 29, 2017, to notify that his hire date as verified by H.R. as August 29, 2016. See additional e-mail(s) attached regarding hiring the hiring process for full-time faculty. The request is to approve both items (course approval/reclassification) at the same time. – Tabled at October 5, 2017 and November 2, 2017 meetings pending research on information provided to new employees currently enrolled in programs at time of hire. Preston Galusky to schedule a meeting with HRER. – **A letter is to be sent to HRER to move the faculty member to the Master's column due to completion of his degree and receipt of his official transcripts by Martha Arellano on 06/12/17.**
2. Renee Vas- Assistant Professor of Reading, RCC has submitted a request for Salary Reclassification from Column F Step 2 to Column G Step 3 pending approval of official transcripts once official grades have been posted. A Grade Verification form as been submitted from CSU East Bay reflecting grades for three of the four courses submitted. An E-mail (attached) was sent indicating the final grade should be posted after September 11, 2017. If the request is passed by the PG & SL committee, the item will be placed on the board report following receipt and verification of all four courses from HRER. Her official transcript has been received. See attached letter of approval and e-mail(s). – Tabled at September 7, 2017, October 5, 2017 and November 2, 2017 meetings pending review of courses. Preston Galusky to research and determine if the program can be used toward a Master's of Education degree. Course work was approved in April prior to the start of courses. It has been requested by Ms. Vas to make it retroactive. **1st Hernandez / 2nd Miter / Abstained Banks – Approved.**

New Requests – No new requests at this time.

VII. Sabbatical Leave – No new requests at the time.

It was determined at the April 6, 2017 Sabbatical requests are to be processed by the District Chancellor office (contact: Jeanie Fortin). Educational Services (contact: Susan Brucks) will keep a copy but originals will be sent to the District Chancellor's Office.

VIII. Open Hearing

- At the March PG&SL Committee meeting there will be a discussion about the Sabbatical Leave Process.
- A form will be created and submitted to the PG&SL Committee for future requests for the Rank of Full Professor.
- A notation will be made to the e-mail sent out in May regarding the Rank of Full Professor to indicate any applicant applying based on Exemplary Service to list said service in chronological order.