

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, March 7, 2019

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 979174

- I. **Approval of Agenda for March 7, 2019** 1st Banks / 2nd Hernandez
- II. **Approval of Minutes for February 7, 2019** 1st Banks / 2nd Hernandez – Tabled until April 4, 2019 meeting
- III. **Committee Members:** James Banks, Scott Hernandez, Susan Mills (Co-Chair), Carol Miter, Frankie Moore (Co-Chair)
Voted electronically unable to attend the meeting: Celia Brockenbrough, Denise Indermuehle
Unable to attend the meeting: Carol Miter

IV. **Information only**

Frankie Moore facilitated the meeting as the Faculty Co-Chair representative.

An e-mail was sent to the PG&SL committee to meet one more time prior to the April 4, 2019 committee meeting to review the recommendations made at the February 7, 2019 PG&SL meeting. An attachment with revisions made to AP/BP7160 and AP/BP7160a was submitted with the e-mail request for the additional meeting. Upon agreement from the Committee, the recommendations will be sent to the workgroup (listed below) and then a meeting will be scheduled with the workgroup to integrate the recommendations of both the committee and the workgroup.

Workgroup Members: James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Rhonda Taube and Susan Brucks

V. **Discussion Item(s)**

Faculty members have asked about the process if changes are made to an approved program. If there are changes must they resubmit the whole program or submit the change(s) only? The **“Plan for Professional Growth”** Form states: ***Please note: If there are changes made to the academic program, i.e. courses changed/replaced, it is the responsibility of the faculty member to submit a new form (attached) prior to the start date of the new class along with a course description.*** If the change is pertaining to the start/end dates, and the new dates are after the approval date of the Plan for Professional Growth and the initial coursework submitted a new form will not be necessary as the dates may be verified by the transcripts when the Request for Reclassification is submitted for Committee and Board Approval.

Verification of the following information is being sent to HR&ER from Educational Services on behalf of the faculty members who have submitted a request for the PG&SL Committee’s approval.

- Date of Hire:
- Tenure Track / Long-Term Temporary (Full-Time) or Categorically Funded (Full-Time) :
- Present Salary Placement (Column and Step):
- Carry-over Units at time of hire:
- Currently Enrolled at Time of Hire:

The information requested comes from the Plan for Professional Growth form.

VI. **Plan for Professional Growth Request(s)**

Tabled Items

Lupe Delgadillo – Request for approval of a Professional Growth Plan to complete course work at California State University – East Bay. Items provided for the committee’s review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 12/06/18 and the start date for the program was 01/22/19-01/22/20. An e-mail was sent on 01/30/19 requesting updated start/end dates as the semesters are listed as seven week sessions. **Notifications were sent to the applicant on 02/14/19 and 02/26/19. The committee has requested an updated form with specific start and end dates listed for the coursework. The committee was unable to determine if the program meets the required criteria of approval prior to starting the program. New forms were submitted by the applicant for the committee’s consideration. - 1st Hernandez / 2nd Banks - Approved**

Ashlee Johnson – Request for approval of a Professional Growth Plan to complete course work at California Baptist University. Items provided for committee's review are: A copy of the Program Student Outcomes stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 01/02/19 and the start date for the program is May 2019. **Notifications were sent to the applicant on 02/14/19 and 02/26/19. The committee has requested an updated packet for the committee's consideration. The packet is missing the letter to the committee regarding the program and how it relates to the current FSA and/or how the coursework would enhance and further the ability to perform in the planned area of expertise. The requested letter has been submitted by the applicant for the committee's consideration. - 1st Hernandez / 2nd Banks - Approved**

New Requests

Daniel Hogan – Request for approval of a Professional Growth Plan to complete a Doctoral Program at California State University, San Bernardino. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The applicant submitted an e-mail on the deadline date 02/20/19 requesting information, and clarification about the process. Upon receiving the requested information, the applicant submitted the documentation for the committee's consideration. - **1st Banks / 2nd Hernandez – E-mail for electronic vote sent to the committee on 03/07/19**

Clara Lowden – Request for approval of a Professional Growth Plan to complete course work at Grand Canyon University. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 02/20/19 and the start date for the program is April 2019. - **1st Banks / 2nd Hernandez - Approved**

Jethro Midgett IV – Request for approval of a Professional Growth Plan to complete course work at University of La Verne. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 02/19/19 and the start date for the program is March 2019. **1st Banks / 2nd Hernandez - Approved**

David Payan – Request for approval of a Professional Growth Plan to complete a Spanish course at Norco College. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 02/19/19 and the start date for the program is August 2019. At the 04/05/18 meeting a program was approved to take Spanish Courses at Allan Hancock Community College. In the documentation the applicant noted that the Spanish 3 course may be taken at Norco College and a new request form would be submitted prior to the start of the course. The committee approved the request. **1st Banks / 2nd Hernandez - Approved**

Brittnee Quintanar – Request for approval of a Professional Growth Plan to complete course work at California Baptist University. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 02/16/19 and the start date for the program is May 2019. - **1st Hernandez / 2nd Banks - Approved**

Suzanne Witmer – Request for approval of a Professional Growth Plan to complete course work at Grand Canyon University. Items provided for committee's review are: A copy of the letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Forms; Requested Coursework Form; Course Descriptions. The request was submitted 02/20/19 and the start date for the program is April 2019. - **1st Hernandez / 2nd Banks – Approved**

VII. **Enrolled at Time of Hire/Carryover/Reclassification Request(s)**

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

New Requests

Richard Garcia – Request for salary reclassification from Column E to Column F due to completion of fifteen units completed at the University of Redlands. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter. - **1st Hernandez / 2nd Banks - Approved**

VIII. **Sabbatical Leave – 2019/2020** It has been requested that the Academic Senate President(s) remind the faculty members, at their respective colleges, of the opportunity and the deadlines for application. The Sabbatical Leave(s) are no longer assigned to a specific college.

IX. **Open Hearing**

X. **Next Meetings:** **April 4, 2019; May 23, 2019**
No Meeting in June, July or August (Possible meeting June 13, 2019)