

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, April 4, 2019

TIME: 12:50 pm-1:50pm

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

- I. **Approval of Agenda** **1st Brockenbrough / 2nd Miter - Approved**
- II. **Approval of February 7, 2019* Minutes** (*Tabled at the 03/07/19 meeting)
1st Indermuehle / 2nd Brockenbrough / 1-Abstained – Approved
- Approval of March 7, 2019 Minutes** **1st Indermuehle / 2nd Miter - Approved**
- III. **Committee Members:** James Banks, Celia Brockenbrough, Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore (Co-Chair)
- Attendees:** **James Banks (Co-Chair/Designee), Celia Brockenbrough, Denise Indermuehle, Carol Miter, Sheila Pisa (Co-Chair/Designee) (Susan Mills–Latter part of meeting)**
- Not in Attendance:** **Scott Hernandez, Frankie Moore**
- IV. **Information only**
In accordance with CTA Agreement: Article XIII.P.7.b. **Virginia White** submitted a final written Sabbatical Report, on March 8, 2019, to Dr. Gregory Anderson in addition to Dr. Wolde-Ab Isaac, Dr. Susan Mills, Dr. Mark Sellick and Mr. James Banks.
- V. **Discussion Item**
The PG&SL committee met to discuss the changes to AP/BP 7160 and 7160a on 03/21/19. The final revisions for were sent to the committee after the meeting on 03/21/19. Upon approval, the PG&SL committee's recommendations will be forwarded to the workgroup and a meeting will be scheduled. Any additional recommendations will be shared all PG&SL committee members.
- Workgroup Members:** James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle Susan Mills, Rhonda Taube and Susan Brucks
- Forward the committee's recommendations to the workgroup members and schedule the meeting.**
- Regarding AP/BP 7160: Waiting for results from discussion between Dr. Mills and HR&ER regarding Academic Managers who return to the classroom and are currently enrolled in, or begin, academic programs at the time of hire as Full-time Faculty member. The information will be shared with the PG&SL committee and, upon approval, will be forwarded to the Workgroup Members.**
- VI. **Professional Growth**
- Tabled Items**
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. (03/17/19) *The request was discussed at the meeting on March 7, 2019 and was tabled. A request was submitted to the committee for an electronic vote on March 7, 2019. The results of the electronic vote were 5-approved the overall Doctoral program and coursework beginning on, or after, March 8, 2019. The coursework dated 09/2018 to 12/2018 and 01/2019 to 03/2019 were not approved because they began, and ended, prior to being submitted to, and/or approved by, the PG&SL committee; 1-approved overall program and all coursework.*

Daniel Hogan (continued) – 1st Indermuehle / 2nd Brockenbrough – The committee discussed the request for the appeal and it was determined that all courses beginning on, or after, March 8, 2019 are approved and the coursework dated 09/2018 to 12/2018 and 01/2019 to 03/2019 are not approved. There is not a documented appeal process.

New Requests

Tommie Denson – Request for approval of a Professional Growth Plan to complete coursework 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 applicant submitted an e-mail on the deadline date 03/20/19.

1st Miter / 2nd Brockenbrough – Tabled – The committee has requested that the faculty member be contacted for additional information as it pertains to the coursework and the connection to the his current FSA. In the signature line of Mr. Denson's e-mail it is noted that he is the Assistance Men's Basketball Coach, however in his letter to the committee the connection to Kinesiology is requires further clarification.

Anya Marquis – Request for approval of a Professional Growth Plan to complete coursework at the University of Montana. 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 03/20/19.

1st Miter / 2nd Brockenbrough – Approved – The committee has requested that the faculty member be reminded that when the Request for Reclassification is made from Column F to Column G there exists direction and cohesion in the fifteen semester units submitted for that particular placement for the remaining 8 semester units. Reference to AP/BP 7160a, Section II.A.6. will be made in the correspondence sent to the faculty member.

Denise Kruiuzenga-Muro – Request for approval of a Professional Growth Plan to complete coursework at St. Cloud State 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 applicant submitted an e-mail on the deadline date 03/12/19.

1st Indermuehle / 2nd Brockenbrough – Approved

VII. Salary Reclassification

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

New Requests

Amy Kramer – Request for salary reclassification from Column D to Column E due to completion of fifteen units completed at the University of LaVerne. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter.

1st Indermuehle / 2nd Miter - Approved

VIII. Sabbatical Leave - 2019/2020 Requests Received

Amber Casolari – Request for Sabbatical Leave. Full Year's Leave (100% Special Sabbatical Leave) for 2019-2020 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Checklist; Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Form (signed by the Department Chair and VP, Academic Affairs); Sabbatical Leave Proposal and the Certificate of Health. The packet was submitted/received in accordance with the posted deadline. **1st Miter / 2nd Indermuehle – Approved – The committee has requested to ensure in the notification to the faculty member that, upon approval, the faculty member cannot be paid over-load and/or more than 100% Article XIII.P.4.**

Lisa Nelson – Request for Sabbatical Leave. Full Year's Leave (70% Regular Sabbatical Leave) for 2019-2020 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Checklist; Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Form (signed by the Department Chair, VP, Academic Affairs and College President); Sabbatical Leave Proposal and the Certificate of Health. The packet was submitted / received in accordance with the posted deadline. **1st Brockenbrough / 2nd Miter – Approved – The faculty member has requested a 70% Sabbatical Leave and upon discussion the committee determined the request was clear, ambitious and approved.**

IX. Requests for Change in Rank to Full Professor Applications (Information Item)

The following requests have been submitted to, and approved by, the PG&SL Committee, the respective College President(s) and Chancellor, Wolde-Ab Isaac. The recommendations will be on the agenda for the Cabinet Meeting in March. In addition, they will be on the agenda(s) for the Board of Trustees (BOT) meetings in April.

The Professors have been invited to attend the BOT Meeting at 6:00p.m. on April 16, 2019, located at the District Office, 3801 Market Street in Riverside. The Professors will be presented with a framed certificate, upon receiving Board approval.

Approved-Doctorate/Terminal Degree

Cordell Briggs	Ph.D.	English	MVC
Peggy Campo	Ed.D.	Anatomy & Physiology	NC
Teresa Friedrich Finnern	Ph.D.	Biology	NC
Monica Gutierrez	Ph.D.	Biology	NC
Deborah Hall	Ed.D.	Coordinator Student Activities	RCC
Lisa Nelson	Ph.D.	English	NC
LaTonya Parker	Ed.D.	Counseling	MVC
Clarence Romero	Ph.D.	Psychology	RCC
Chui Zhi Yao	Ph.D.	Mathematics	MVC

Approved-Years of Service/Education/Scholarship

William James Elton	M.S.	Kinesiology	RCC
Robert Fontaine	M.A.	EMS	MVC
Steven Sigloch	M.Ed.	Kinesiology	RCC

The following requests were submitted and reviewed by the PG&SL Committee, the respective College President(s) and Chancellor Wolde-Ab Isaac. The applicants did not meet the minimum qualifying criteria according to BP 4000. The recommendations will not be on the agenda for the for the Board of Trustees (BOT) meetings in April.

Does not meet minimum qualifying criteria -Years of Service/Education/Scholarship

Kimberly Anderson	M.S.	Nursing	RCC
Chie Ishihara	M.B.A	Business Administration	RCC

X. Request to Approve Meetings Dates/Deadline Dates for the 2019/2020 Academic Year

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2019/2020 Academic Year. The dates are the first Thursday of the month listed as follows with the exception of May, 2020:

<u>Meeting Date</u>	<u>Deadline Date (to Educational Services)</u>
September 5, 2019	August 21, 2019
October 3, 2019	September 18, 2019
November 7, 2019	October 23, 2019
December 5, 2019 (In Person)	November 19, 2019
No Meeting in January or February	
March 5, 2020	February 19, 2020
April 2, 2020	March 18, 2020
May 21, 2020	April 22, 2020
No Meeting in June, July or August	

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 based on years of service/evaluations.

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.

1st Indermuehle / 2nd Miter - Approved

XI. Open Hearing

Faculty Association's comments were derogatory towards the committee and should have been directed towards the rules that we are following specifically AP7160A. Below is the quote from the CTA minutes February 12, 2019:

“...It was also discussed in December that a workgroup is being formed to help modify the Professional Growth and Sabbatical Leave (PGSL) committee. The current committee is an anachronism. They don't review quality of sabbatical applicants—only review if the deadline was met. There is interest to add a component where the PGSL faculty members have to present at the meetings. Regarding faculty who receive sabbaticals, they need to report what they achieved. Sabbaticals need accountability and it must be clear to the applicants when applying that reporting is required. The timeline for scheduling sabbaticals needs to align with building the faculty schedules since full time faculty teaching loads are hard to fill...”

Next Meeting: May 23, 2019 (CCC Confer-Participant Pin 231624)