

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, September 6, 2018

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 4198103

I. **Approval of Agenda – 1st Moore / 2nd Indermuehle**

II. **Approval of May 24, 2018 Minutes – 1st Miter / 2nd Moore**

III. **Committee Members:** James Banks (Co-Chair), Celia Brockenbrough, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore **Absent:** Scott Hernandez

IV. **Information only**

BP 4000 – Clarification was requested about the process of applying for Professor. There is a requirement of at least fifteen (15) years of exemplary service to the institution and/or community. Must the fifteen (15) years be completed at the time of the request in order to be considered for Change in Rank? It was determined that all applicants must meet the required criteria by the deadline, prior to submitting the application.

Updates/Revisions to BP 7160 and AP 7160a – It has been recommended to go through both policies as it is outdated. Some of the points of discussion were:

- Order of process including Human Resources and Employee Relations. Their duties must be in there. Potentially have a separate section for New Employees and Managers who return to the classroom)
- BP 7160 Section II does not address managers returning to the classroom. It was recommended that Managers have a separate policy.
- AP7060a Section I. B. vs. Section III. E. regarding approval and inclusion on the consent items for final approval by the Board of Trustees.
- Possible development of an appeal process. If that is the case, we must determine fairness to those who have been consistently denied which may go back years.

A group has volunteered to begin reviewing the procedures. All changes will go through the shared governance process for final approval. The group will consist of James Banks, Denise Indermuehle, Susan Mills and Susan Brucks. Scott Hernandez is welcome to participate should he decide to do so.

V. **Discussion Item(s)**

Review of AP 7160a.

Meeting during the summer. (Special Project / Hourly Pay).

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

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

New Requests

VII. **Aubrey Apodaca** – Request for approval of a Professional Growth Plan to obtain a Doctor of Nursing Practice Degree from Western University of Health Sciences. Items attached are: A 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 and an e-mail from HRER.

1st Miter / 2nd Moore – Approved with the exception of GN5000, GN5306, and GN8030. Coursework initiated prior to PG&SL approval.

Amy Kramer – Request for approval of a Professional Growth Plan to obtain a Health and Human Development Certificate from the University of La Verne. Items attached are: A 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.

1st Moore / 2nd Miter – Approved with the exception of EDUC 714Q and EDUC 716Z. Coursework initiated prior to PG&SL approval.

James Kuk – Request for approval of a Professional Growth Plan to obtain additional credits in Physical Education at the University of the Pacific, which began prior to employment with RCC. Items attached are: A 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 and a copy of the official transcripts submitted to HRER at the time of hire.

1st Moore / 2nd Indermuehle – Approved by quorum; 1 - Nay.

Clifford Ruth – Request for approval of a Professional Growth Plan to complete the Doctoral Program in Communications Studies at Regent University. Items attached are: A 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.

1st Moore / 2nd Brockenbrough – Approved by quorum; 1 – Abstained.

Approved with the exception of Com 700 and UNIV LIB. Coursework initiated prior to PG&SL approval.

Michael Schwartz – Request for approval of a Professional Growth Plan complete the Doctoral Program in Communications Studies at UC, Riverside that was in progress at time of hire. Items attached are: A letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position and the circumstances for surrounding the delay in the completion of the doctoral dissertation; Plan for Professional Growth Forms; Requested Coursework Form.

1st Indermuehle / 2nd Brockenbrough – Approved.

Jude Whitton – Request for approval of a Professional Growth Plan complete the Doctoral Program in Communications Studies at Regent University. Items attached are: A letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. The following courses were approved at the 05/24/18 meeting: Com 700, Com 701, Com 703, Com 705, Com 685, and Com 785.

1st Indermuehle / 2nd Brockenbrough – Approved.

Micherri Wiggs – Request for approval of a Professional Growth Plan complete the Doctoral Program in Communications Studies at Regent University. Items attached are: A letter to the committee stating how the degree is directly related to the current Academic Full-Time Faculty position; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

1st Moore / 2nd Brockenbrough – Approved by quorum; 1 – Abstained.

Approved with the exception of Com 700 and UNIV LIB. Coursework initiated prior to PG&SL approval.

VIII. Salary Reclassification Request(s)

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

New Requests

Nicole Abbate – Request for salary reclassification from Column E to Column F due to completion of 15 Semester Units completed at California State University – Chico and California State University – East Bay, respectively. Attached items are: Request for Reclassification Form; Official Transcripts and Letters of Course/Appeal Approval.

1st Indermuehle / 2nd Brockenbrough – Approved by quorum; 1 – Abstained.

Tanya Brown-Lowry – Request for salary reclassification from Column E to Column F due to completion of 16 Semester Units completed at Concordia University and California State University – Dominguez Hills, respectively. Attached items are: Request for Reclassification Form; Official Transcripts and Letters of Course Approval and an e-mail from HRER which states 10 more units of classwork are needed to move over to Column F on the salary schedule. **1st Indermuehle / 2nd Brockenbrough – Approved.**

Monique Greene – Request for salary reclassification from Column D to Column E due to completion of 18 Semester Units completed at San Diego State University. Attached items are: Request for Reclassification Form; Official Transcripts and Letters of Course Approval. **1st Moore / 2nd Brockenbrough – Approved.**

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

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

Glen Graham – Request for course approval for remaining coursework in progress and salary reclassification from Column E to Column F due to completion of Master’s Degree Program that Mr. Graham was enrolled in at time of hire. E-mail attached from HRER pertaining to Master’s Degree units that were not counted at time of hire toward salary placement. The Master’s was in progress at that time and salary placement was based on the Occupational Salary Schedule. HRER approved reclassification from Column E to Column F based upon completion of the Master’s Degree. Attached items are: Letter to the committee requesting approval of coursework and reclassification. E-mail from HRER, A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; Request for Reclassification Form; Official Transcripts. **1st Brockenbrough / 2nd Moore – Approved.**

X. Sabbatical Leave - 2018/2019 Requests Received – No items for discussion at this time.

XI. Open Hearing

XII. Next Meetings: **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