

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, November 1, 2018

TIME: 12:50 pm-1:50pm

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

- I. **Approval of Agenda for November 1, 2018** 1st Brockenbrough / 2nd Indermuehle
- II. **Approval of Minutes for October 4, 2018** 1st Indermuehle / 2nd Brockenbrough / 1 Abstain
- III. **Committee Members:** James Banks (Co-Chair), Celia Brockenbrough, Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore
- IV. **Information only**
- The initial meeting date has been scheduled for the BP7160 and AP7160a, AP/BP7341 and AP/BP4000 work-group to meet. The meeting will take place from 12:50pm to 1:50pm on Thursday, November 15, 2018 via CCC Confer.
Group Members: James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Rhonda Taube and Susan Brucks
 - Professor Applications will be discussed at the face-to-face meeting on December 6, 2016. We are still currently accepting applications. Currently there are approximately ten (10) requests.
- V. **Discussion Item(s)**
- A question was asked about Reclassification Requests. A Faculty member wrote her own online book for French 1 and French 2 in 2014. The book is published by Kendall Hunt Publishing Company and she has been using it for almost four years. She is in the process of editing it. Would this work be eligible for Reclassification under AP-7160a Section II.B (see below):
“...Professional Growth Based on Professional Publications
1. Professional publications are defined as articles published as authored individual works in juried scholarly publications, compilations, or textbooks. The Committee may ask for further clarification or information regarding professional publications submitted for consideration.
2. Upon recommendation of the PG&SL Committee and concurrence by the Chancellor, the Board of Trustees may approve up to five units applicable as semester equivalent units for a specific publication and may be applicable for the purpose of salary reclassification.
3. A maximum of five units of reclassification credit earned by professional publication may be granted for each salary reclassification. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis...”
A letter will be requested from the faculty member describing how the book is being used and how it is directly related to the faculty member’s full-time academic position.
 - A Faculty member has completed five courses toward her Master’s program. The issue is that the last course (5th) was an 8-week accelerated course and the official transcript of this course is going to be available the third week of December. The grades for the other four courses have posted. The Faculty member can get an official verification to form the University that I completed five courses. Would this verification form be sufficient for the committee?
The committee must have official transcripts for reclassification purposes. All grades must be posted.
- VI. **Plan for Professional Growth Request(s)**
- Tabled Items** – The following item received (2) Yes, (2) Not and (1) Abstained vote. It was recommended to request the committee to conduct further discussion on the Faculty member’s request.

Megan Lindeman – Request for approval of a Professional Growth Plan to complete a Spanish Language & Civilization: Elementary Skills Certificate at Los Angeles City College. Ms. Lindeman was hired based on her graduate level coursework at the time of hire and was not informed of the PG&SL Process, nor that certificate programs at accredited institution may be deemed eligible by the committee. 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 (SPAN-2; SPAN-8; SPAN-3; SPAN-10); Course Descriptions, E-mail Correspondence between Ms. Lindeman and HRER. **1st Indermuehle / 2nd Moore 2 – Yes, 2 – No, 1 – Abstained Tabled**
Upon further discussion, it was determined that the coursework will be approved. The Faculty member began the program began prior to date of hire and had carryover units which were not applied upon hire. It was determined that the coursework/certificate is being completed at an accredited institution and that the carryover units, and the units listed above, will count toward reclassification purposes. Co-Chair, James Banks was requested to cast a vote as the committee reached an impasse. – Approved

New Requests

Lisa Contreras – Request approval to attend CSU East Bay to complete a certificate program in Online Teaching and Learning. 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 (OTL-851, OTL-852, OTL-853, OTL-854); Course Descriptions, E-mail Correspondence between Ms. Contreras and HRER.
1st Brockenbrough / 2nd Moore - Approved

Lisa Contreras – Request approval to attend UC San Diego Extension to attend a Spanish Immersion Program during December and January. 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 (LASP40081, LASP40147, LASP40053, LASP40054, LASP40055, LASP40081); Program Description, E-mail Correspondence between Ms. Contreras and HRER
1st Indermuehle / 2nd Hernandez / 1 Abstain - Approved

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

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

New Requests

Jim Lambert – Request for course approval for remaining coursework in progress and salary reclassification from Column G to Column H due to completion of Doctor of Education Program that Mr. Lambert was enrolled in at time of hire. Attached items are: Request for Reclassification Form; Official Transcripts; A Plan for Professional Growth Form, Requested Coursework Form and course descriptions.
1st Hernandez / 2nd Indermuehle - Approved

VIII. Sabbatical Leave – 2019/2020 – A status request pertaining to the negotiation(s) for Sabbatical Leave for the upcoming Academic Year has been sent out to the Faculty Association.

IX. Open Hearing

X. Next Meetings:

December 6, 2018 (In Person – CAADO-324A)
No Meeting in January or February
March 7, 2019; April 4, 2019; May 23, 2019
No Meeting in June, July or August