

# PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

## Minutes

Thursday, December 6, 2018

TIME: 12:50 pm-1:50pm

CAADO Building – 3801 Market - 3rd Floor, 324A

- I. **Approval of Agenda for December 6, 2018** 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Miter  
II. **Approval of Minutes for November 1, 2018** 1<sup>st</sup> Hernandez / 2<sup>nd</sup> Indermuehle
- III. **Committee Members:** Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Frankie Moore  
**CCC Confer:** James Banks (Co-Chair), Celia Brockenbrough, Carol Miter

#### IV. **Professor Applications**

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

##### **Moreno Valley College**

1. Cordell Briggs
2. Robert Fontaine
3. LaTonya Parker
4. Chui Zhi Yao

##### **Riverside City College**

1. Kimberly Anderson
2. William James Elton
3. Deborah Hall
4. Chie Ishihara
5. Clarence Romero
6. Steven Sigloch

##### **Norco College**

1. Peggy Campo
2. Teresa Friedrich Finnern
3. Monica Gutierrez
4. Lisa Nelson

**The PG&SL Committee's recommendations will be forwarded to the Colleges' President in accordance with AP/BP 4000.**

- V. **Information only** – No information items for discussion at this time.

#### VI. **Discussion Item(s)**

- The initial meeting was held on November 15, 2018 for the BP7160 and AP7160a, AP/BP7341 and AP/BP4000 workgroup.  
**Group Members:** James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Rhonda Taube and Susan Brucks  
**It has been determined that the PG&SL Committee and the workgroup will focus on AP/BP 7160 and 7160a at this time. Special Project Requests for faculty member(s) are in process.**
- If changes are made to a program (i.e. Course code, Course title (or both) and/or the start date) what documents should the Faculty member submit? Would a letter be sufficient?

#### VII. **Plan for Professional Growth Request(s)**

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

##### **New Requests**

**Clifford Ruth** – Request for approval of a Professional Growth Plan to complete course work in the Doctoral Program in Communications Studies at Regent 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 10/18/18 which met the deadline for the 11/1/18 PG&SL Meeting. An electronic vote was requested 11/19/18.

**1<sup>st</sup> Miter / 2<sup>nd</sup> Hernandez - Approved**

**RoseMarie Sarkis** - 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: "...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..."

The committee has requested further clarification/information describing how the book is being used and how it is directly related to the Faculty member's full-time academic position. The applicant submitted the requested letter.

**1<sup>st</sup> Hernandez / 2<sup>nd</sup> Indermuehle – 2-Aye / 1-Nay / 2-Abstained - Co-Chair, James Banks was requested to cast a vote as the committee reached an impasse. – Approved.**

**Jude Whitton** – Request for approval of a correction to a prior course code Com 688 to COM 682 submitted for with the Professional Growth Plan complete the Doctoral Program in Communications Studies at Regent 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; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. The request was submitted 10/18/18 which met the deadline for the 11/1/18 PG&SL Meeting. The new request also includes changes in start dates, which still fall after the initial approval date.

**1<sup>st</sup> Miter / 2<sup>nd</sup> Hernandez - Approved**

**Micherri Wiggs** – Request for approval of a Professional Growth Plan complete course work toward completion of the Doctoral Program in Communications Studies at Regent University. The new request also includes changes in start dates, which still fall after the initial approval date. Items provided for committee's review are: A letter to the committee describing the modifications made to the plan based on offerings; A Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

**1<sup>st</sup> Miter / 2<sup>nd</sup> Hernandez – Approved**

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

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

##### **New Requests**

**Megan Lindeman** – Request salary reclassification from Column E to Column F due eight carryover units completed toward a Spanish Language & Civilization: Elementary Skills Certificate at Los Angeles City College. Ms. Lindeman was hired based on only her graduate level coursework (MA+30) at the time of hire and was not informed of the PG&SL Process, nor that certificate programs at an accredited institution may be deemed eligible by the committee. It was determined, at the November 1, 2018 PG&SL meeting that the course work and carryover units were approved. The Faculty member began the program prior to date of hire and had carryover units which were not applied upon hire. It was determined that the coursework/certificate which is being completed at an accredited institution, the carryover units and the units listed above will count toward reclassification purposes. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts a copy of the letter submitted/approved at the November 1, 2018 meeting listing carryover coursework.

**1<sup>st</sup> Miter / 2<sup>nd</sup> Hernandez – Not Approved requires completion of 7 additional approved units.**

**Nicholas Robinson** - Request for salary reclassification from Column D to Column E due to completion of 16 semester units completed at Concordia University, Irvine. Attached provided for committee's review are: Request for Reclassification Form; Official Transcripts; a copy of the approval letters from the PG&SL committee.

**1<sup>st</sup> Miter / 2<sup>nd</sup> Hernandez - Approved**

#### **IX. Sabbatical Leave – 2019/2020**

#### **X. Open Hearing**

- XI. Next Meetings:**
- No Meeting in January or February
  - March 7, 2019; April 4, 2019; May 23, 2019**
  - No Meeting in June, July or August