

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, January 9, 2020

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-646-876-9923 / Meeting ID: 672 113 0391

Start Time: 12:54 p.m.

I. Approval of the January 9, 2020 Agenda – **1st Indermuehle / 2nd Brockenbrough - Approved**

II. **Committee Members:** James Banks, Celia Brockenbrough, Vivian Harris (Co-Chair), Denise Indermuehle; Susan Mills (Co-Chair), Frankie Moore **Not in attendance:** Scott Hernandez
Guest: Lijuan Zhai

III. **Information only**

- This meeting has been scheduled to review Requests for Course Approval and Salary Reclassification only. A faculty member submitted a request to move from Column G to Column H pending transcripts. The degree was not posted in time December 5, 2019 Committee meeting. The committee agreed to schedule a special meeting and to accept additional requests due to the intersession. An e-mail was sent to RCCD-ALL on 12/09/19 announcing the special meeting date.

IV. **Discussion Items** – No additional items for discussion at this time.

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

New Requests

Brown-Lowry, Tanya – Request for approval of a Professional Growth Plan to complete a Professional Development Program in Sports and Coaching Courses for Teachers at the University of LaVerne. Items provided for committee's review are: A copy of the letter to the committee stating how the program is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

1st Indermuehle / 2nd Brockenbrough - Approved

Quintanar, Brittnee – Request for approval of a Professional Growth Plan to complete a Doctoral Program in Leadership Studies at California Baptist University. Items provided for committee's review are: A copy of the letter to the committee stating how the program is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. – **1st Banks / 2nd Indermuehle - Approved**

White, Dana – Request for approval of a Professional Growth Plan to complete a Certificate Program in Accounting for Governmental and Nonprofit Organizations at the University of California, Riverside. Items provided for committee's review are: A copy of the letter to the committee stating how the program is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

1st Indermuehle / 2nd Moore - Approved

VI. **Salary Reclassification**

Tabled Items

Vermillion, Amy – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education in Educational Leadership/Curriculum and Instruction Degree the University of Phoenix. Items provided for the committee's review are an electronic copy of the official transcripts and an email regarding the approval date of the doctoral program which began in 2008. There is additional email correspondence pertaining to the degree and conferral date to be posted on the official transcripts. The faculty member has paid additional fees to place a rush on the transcripts to be sent with the information posted. The applicant is requesting approval pending the receipt of the new transcripts. Once the information is posted, it is requested to submit the proper paperwork to HR&ER to be placed on the Board Agenda prior to the committee reconvening in March, 2020. **The transcripts have been received with the Doctoral Degree posted and the applicant completed the Request for Reclassification Form. – 1st Indermuehle / 2nd Banks - Approved**

New Requests

Nelson, Lee – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Nursing Practice from Western University of Health Sciences. Items provided for the committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letter.

1st Indermuehle / 2nd Brockenbrough - Approved

VII. **Open Hearing** - Request to revise page two of the Course Approval Request Form to include **“Revision/Additional Course(s)”** and add a statement on the Request for Salary Reclassification Form pertaining to placement from Column G to H.

Next Meeting(s): No Meeting in February; **March 5, 2020; April 2, 2020; May 21, 2020;** No Meeting in June, July or August

Adjourn: 1:07 p.m.