

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, March 5, 2020

Time: 12:50 p.m. – 1:50 p.m.

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

Start time: 1:06 p.m.

- I. **Approval of the March 5, 2020 Agenda – 1st Brockenbrough / 2nd Banks - Approved**
- II. **Approval of the January 9, 2020 Minutes – 1st Banks / 2nd Brockenbrough - Approved**
- III. **Approval of the December 5, 2019 Minutes – 1st Brockenbrough / 2nd Banks - Approved**

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

Current AP/BP Work Group Members: James Banks, Quinton Bemiller, Susan Brucks, Amber Casolari,
Scott Hernandez, Denise Indermuehle, Susan Mills, Jan Muto,
Rhonda Taube, Lijuan Zhai

IV. **Status of the Applications for the Rank of Professor**

The committee's recommendations for the Application(s) for the Rank of Professor are currently in the review process according to AP/BP 4000. Notifications of Status will be sent to the Faculty Member, College President and Academic Senate President. The Application for Rank of Professor form has been added to the website. Certificates will be presented at the Board of Trustees meeting on April 21, 2020.

V. **Information only**

- Ms. Vivian Harris will serve as Faculty Co-Chair of the PG&SL Committee, effective December 5, 2019.
- AP/BP 7160 and 7160a have been reviewed and approved by both the PG&SL Committee and the Workgroup. A request for status has been sent to the Administrative Co-Chair. The new items and new forms will be updated on the website upon final approval.
- AP/BP 4000 has been reviewed and approved by the PG&SL Committee. The recommendations have been sent to the Workgroup in addition to the new form.

VI. **Discussion Items**

- It has been requested to add a discussion item to the agenda regarding the Counseling Certificate Programs. **AP/BP 7160a; "...Course work is defined as those courses for which graduate or upper-division credit can be certified by a regionally accredited college or university, and which has applicability toward a degree, certificate, or credential program at that institution. Those faculty employed with less than a B.A. or B.S. degree will be exempt from the upper-division course requirement..."**
- The last item for the committee and workgroup to review and/or revise will be AP/BP 7341 Sabbaticals – Academic Employees in addition to recommendations for inclusion in the CTA agreement regarding Sabbatical Leave(s). As requested, the e-mail submitted by Professor Judy Perry pertaining to Sabbatical Leave(s) has been provided for discussion. A copy of AP/BP 7341 and Section P. Sabbatical Leave from the CTA agreement (pp. 47–51) has been provided to the committee. A timeline for revisions and discussion dates has not yet been determined. The committee did not discuss this item at the last meeting. – **The committee has decided to have the AP/BP Work Group look at AP/BP 7341 and the CTA Agreement and then make their respective recommendations. The information from Judy Perry will be sent to the work group. Once recommendations have been made/approved by the work group, the information will be provided to the PG&SL committee for review, recommendations and/or approval.**

- The forms pertaining to Sabbatical Leave(s) will be updated when the revision(s) are finalized for the AP/BP and the CTA Agreement.

VII. Professional Growth

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

New Requests –

Shipway, Stacy – Request for approval of a Professional Growth Plan to complete a Doctorate of Nursing Practice Degree from Azusa Pacific 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 Form(s); Requested Coursework Form; Course Descriptions. – **1st Brockenbrough / 2nd Banks – Approved all courses with a start date on, or after, 03/05/2020.**

Webb, Joel – Request for approval of a Professional Growth Plan to complete a Post-Master's Certificate in Information Intermediation and Instruction from San Jose 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 Form(s); Requested Coursework Form; Course Descriptions. – **1st Banks / 2nd Brockenbrough - Approved**

VIII. Salary Reclassification

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

New Requests

Chung, Elisa – Request for Salary Reclassification to move from Column D to Column E due to completion of 15 approved units from RCCD; 9 approved units from Fullerton College and 2 approved units for attendance at an ISW workshop. Items provided for the committee's review are: Request for Reclassification Form; letter to the committee explaining the delay in submitting the request and a copy of the committee's program approval letters and official transcripts. There are extenuating circumstances pertaining to this request. The faculty member has consulted with the Faculty and Administrative Co-Chair(s) of the committee. – **1st Brockenbrough / 2nd Indermuehle - Approved**

Holod, Audrey – Request for Salary Reclassification to move from Column F to Column G due to a carry-over of 10 units from the time of hire and completion of an additional 10 approved units from Capella University. Items provided for the committee's review are: Request for Reclassification Form; letter to the committee and Course Approval Form verifying the carry-over units, a copy of the committee's program approval letter and official transcripts. – **1st Banks / 2nd Brockenbrough - Approved**

Lowden, Clara – Request for Salary Reclassification to move from Column C to Column D completion of 15 approved units completed at Grand Canyon University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1st Indermuehle / 2nd Banks - Approved**

Payan, David – Request for Salary Reclassification to move from Column C to Column D completion of 15 approved units completed at Allan Hancock College (10 units) and Norco College (5 units), respectively. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1st Brockenbrough / 2nd Indermuehle - Approved**

Reid, Miguel – Request for Salary Reclassification to move from Column D to Column E completion of 16 approved units completed at Capella University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1st Banks / 2nd Brockenbrough - Approved**

Ruth, Clifford – Request for Salary Reclassification to move from Column D to Column E completion of 16 approved units completed at Concordia University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1st Banks / 2nd Indermuehle - Approved**

Witmer, Suzanne – Request for Salary Reclassification to move from Column C to Column D completion of 15 approved units completed at Grand Canyon University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1st Banks / 2nd Brockenbrough - Approved**

IX. Open Hearing

Final review and approval of the following forms:

Plan for Professional Growth – Full Time faculty (Certificated) – 1st Banks / 2nd Indermuehle - Approved

Requested Coursework Submitted to PG&SL Committee for Approval – 1st Banks / 2nd Indermuehle - Approved

Request for Salary Reclassification – Full Time Faculty (Certificated) – 1st Indermuehle / 2nd Banks - Approved

Upon approval the forms will be updated on the District website.

Next Meeting(s): April 2, 2020; May 21, 2020

No Meeting in June, July or August

Adjourn: 1:43 p.m.