

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, May 21, 2020

Time: 12:50 p.m. – 1:50 p.m.

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

<https://cccconfer.zoom.us/j/6721130391>

Start time: 12:51 p.m.

I. **Approval of the May 21, 2020 Agenda – 1st Indermuehle / 2nd Hernandez (Banks – voted electronically, all approved)**

II. **Approval of the April 2, 2020 Minutes – 1st Brockenbrough / 2nd Hernandez**

III. **Committee Members:** James Banks, Celia Brockenbrough, Vivian Harris (Co-Chair), Scott Hernandez, Denise Indermuehle; Susan Mills (Co-Chair), Frankie Moore
Guest: Lijuan Zhai

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

IV. **Information only** - No informational items to report at this time.

V. **Discussion Items**

Acknowledgment of Professional Growth and Sabbatical Leave retirees: Celia Brockenbrough, Susan Mills and Carol Miter.

A faculty member stated that courses had to go on-line during the Fall term due to the COVID-19 pandemic. If there are issues due to the pandemic and/or start dates or receipt of transcripts, how will this impact the decisions on the current requests?

Committee Members/Co-Chairs for the 2020/2021 Academic Year. Term and rotation schedule for the 2020/2021. - Scott Hernandez will serve as the Faculty Co-Chair representative for Riverside City College and Lijuan Zhai will serve as the Administrative Co-Chair representing Educational Services. Vivian Harris will report the additional committee member who will serve with her as a representative of Norco College. **Natalie Morford has been selected to replace Celia Brockenbrough as the second Faculty Member / representative for Norco College.**

Request for recommended Work Group Members for the 2020/2021 Academic Year.

VI. **Sabbatical Leave**

There were no requests for Sabbatical Leave received by the March 15, 2020 deadline.

There were no requests for Sabbatical Leave received by the May 15, 2020 deadline.

VII. **Requests for Change in Rank to Full Professor Applications (Information Item)**

The recommendations were placed on the agenda, and approved, at the Board of Trustees (BOT) meeting in April.

Due to the COVID-19 pandemic, the Professors will be invited to attend a Board of Trustees meeting to be presented with a certificate. Discussion to determine the meeting date to invite the employees to attend to be presented with their certificate(s), respectively.

Approved-Doctorate/Terminal Degree

Kimberly R. Anderson	D.N.P.	Nursing	RCC
Thatcher C. Carter	Ph.D.	English	RCC
Tonya M. Huff	Ph.D.	Biology	RCC
Ernesto O. Reyes	Ed.D.	Mathematics (FSA)	RCC
Kathleen M. Sell	Ph.D.	English	RCC
Marc E. Wolpoff	Ph.D.	Psychology	RCC

Approved-Years of Service/Education/Scholarship

Sean D. Drake	M.S.	Mathematics	MVC
William J. Kim	M.F.A.	Art	RCC
James S. Namekata	M.A.	Mathematics	MVC

VIII. Request to Approve Meetings Dates/Deadline Dates for the 2020/2021 Academic Year

The following information was approved at the April 2, 2020 meeting. The website will be updated to reflect the meeting and deadline dates, below, in addition to the updated committee member(s).

Fall 2020

Meeting Date

September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020 (In Person)

No Meeting in January or February

Deadline Date (to Educational Services)

August 19, 2020
September 16, 2020
October 21, 2020
November 17, 2020

Spring 2021

Meeting Date

March 4, 2021
April 1, 2021
May 20, 2021

No Meeting in June, July or August

Deadline Date (to Educational Services)

February 18, 2021
March 17, 2021
May 5, 2021

- Requests for Rank of Full Professor / Distinguished Professor are facilitated by PG&SL Committee / Educational Services.
 - Deadline Date: November 2, 2020 (October 31, 2020 falls on a Saturday)
- Request for Rank of Associate Professor / Tenure are facilitated by HR&ER based on years of service/evaluations.
- Request for Rank of Emeritus are facilitated by the District Academic Senate according to BP 4000.
- Requests for Sabbatical Leave: Facilitated by the District Academic Senate, Faculty Association and PG&SL Committee.
 - Deadline Date(s): March 15th of the current academic year for the following academic year.
 - May 15th* for the Spring semester only of the next academic year*.
 - *Deadline Date: May 17, 2021 (May 15th falls on a Saturday) - Spring Term

IX. Professional Growth

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

New Requests

Chung, Elisa – Request for approval of a Professional Growth Plan to complete Mandarin courses at Irvine Valley College. 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; and Course Descriptions. Due to the COVID-19 pandemic, an additional request was received listing Cerritos College, Citrus College, Cypress College, Irvine College, Moreno Valley College, Riverside City College, and Saddleback College. Fullerton College and Norco College were approved at a previous meeting. – **1st Brockenbrough / 2nd Indermuehle – Approved**

Kramer, Amy – Request for approval of a Professional Growth Plan to complete a Certificate Program at the University of La Verne. 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; and Course Descriptions. – **1st Moore / 2nd Indermuehle - Approved**

Midgett, Jethro – Request for approval of a Professional Growth Plan to complete a Certificate Program at the University of La Verne. 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; and Course Descriptions. – **1st Indermuehle / 2nd Hernandez - Approved**

Morford, Natalie – Request for approval of a Professional Growth Plan to complete a Doctoral Program at the University of La Verne. 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; and Course Descriptions. – **1st Hernandez / 2nd Brockenbrough – Overall program approved. Coursework completed prior to the meeting date were approved for credit upon completion of the Doctoral Program.**

Quintanar, Brittnee – Request for approval of a Professional Growth Plan to complete a Doctoral Program at California Baptist 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; and Course Descriptions. – **1st Indermuehle / 2nd Brockenbrough - Approved**

Whitton, Jude – Request for approval of a Professional Growth Plan to complete additional Doctoral courses at Regent University. They are elective courses which were listed as TBA when the Doctoral Program was originally approved by the committee. 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; and Course Descriptions. – **1st Brockenbrough / 2nd Indermuehle - Approved**

Williams, Christopher – Request for approval of a Professional Growth Plan to complete additional Doctoral courses at La Sierra University. The overall program was approved by the PG&SL committee. 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; and Course Descriptions. – **1st Hernandez / 2nd Moore - Approved**

X. Salary Reclassification

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

New Requests

Alanis, Isabel – Request for Salary Reclassification to move from Column D to Column E due to the completion of 9 approved units from the University of Southern California in addition to 6 verified carry over units. 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 Hernandez / 2nd Indermuehle - Approved**

Brown-Drinkwater, Ellen – Request for Salary Reclassification to move from Column F to Column G due to the completion of 15 approved units from the University of La Verne. 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**

Brown-Lowry, Tanya – Request for Salary Reclassification to move from Column F to Column G due to the completion of 15 approved units from Concordia University and the University of La Verne, 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 Hernandez / 2nd Indermuehle - Approved**

Delgadillo, Guadalupe – Request for Salary Reclassification to move from Column E to Column F due to the completion of 9 approved units from the University of Southern California in addition to 8 verified carry over units. 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 Hernandez - Approved**

Greene, Monique – Request for Salary Reclassification to move from Column F to Column G due to the completion of 18 approved units from San Diego State 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 Hernandez / 2nd Moore - Approved**

Iliscupidez, Marissa – Request for Salary Reclassification to move from Column F to Column G due to completion of 15 approved units from the University of La Verne. 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**

Whitton, Jude – Request for Salary Reclassification to move from Column E to Column F due to completion of 15 approved units from Regent 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 Hernandez - Approved**

Wilcoxson, Don – Request for Salary Reclassification to move from Column F to Column H due to completion of an approved Doctor of Ministry in Theology and Multifaith Theology from New York Theological Seminary. Please see the email attached pertaining to the PG&SL approval as well as the information pertaining to the request for official transcripts. Due to the COVID-19 pandemic the official transcripts may be delayed. If received prior to the meeting, they will be forwarded to the committee for review and approval. If received after the meeting, approval is requested pending the conferral and posting of the Doctoral degree should they be received prior to the next meeting to be held in September 2021. – **1st Brockenbrough / 2nd Hernandez - Approved**

XI. Open Hearing

Next Meetings: September 3, 2020; October 1, 2020; November 5, 2020; December 3, 2020; March 4, 2021; April 1, 2021; May 20, 2021

Meeting Adjourned: 1:38 p.m.