

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, September 5, 2019

Time: 12:50 pm-1:50pm

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

I. **Approval of September 5, 2019 Agenda – 1st Banks / 2nd Indermuehle – Approved**

II. **Approval of May 23, 2019 Minutes – 1st Banks / 2nd Miter – Approved**

III. **Committee Members:** James Banks, Celia Brockenbrough (Co-Chair), Scott Hernandez, Denise Indermuehle, Sheila Pisa (Co-Chair/Designee) Carol Miter
Unable to attend: Susan Mills (**Appointed designee**)
Frankie Moore (**Submitted votes via phone/e-mail**)

IV. **Information only**

- The deadline date for the May 21, 2020 meeting was changed to May 7, 2020. The date has been updated on the website.

V. **Discussion Items**

- The current PG&SL Committee consists of: James Banks, Celia Brockenbrough (Co-Chair), Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter, Frankie Moore. *It was requested at the May 23, 2019 meeting that the PG&SL Committee review and determine if there will be any changes to the committee for the 2019/2020 Academic Year. Requesting Status. It was determined that Celia Brockenbrough and Susan Mills will serve as co-chair(s) of the committee. There have not been any additional changes to the committee for the 2019/2020 Academic Year.*
- The final revisions of the recommended changes to AP/BP 7160 and 7160a were sent to the PG&SL workgroup members. The workgroup met on May 16, 2019. The proposed revisions were sent to the committee on 06/10/19 and a reminder was sent on 08/08/19. It has been requested that the committee members review the proposed changes and be ready to discuss the changes. In addition a meeting date will need to be scheduled to meet with the workgroup members. Please keep in mind that the committees have not yet begun revisions on AP 4000 Change in Rank or AP/BP 7341 and/or the CTA regarding Sabbatical Leaves. – **The committee approved the request to add Dr. Lijuan Zhai to the workgroup. The committee also approved the changes to AP/BP 7160 and 7160a and to move forward with the recommended changes made by the PG&SL committee and workgroup members through the shared governance process. An e-mail was sent to Patrick Pyle on 09/17/19 with the attached revisions. The committee(s) will begin to work on revisions to AP 4000 Change in Rank and AP/BP and the CTA regarding Sabbatical Leave(s).**

Workgroup Members: James Banks, Peggy Campo, Amber Casolari, Scott Hernandez, Denise Indermuehle Susan Mills, Rhonda Taube and Susan Brucks

**** Request to add Dr. Lijuan Zhai to the workgroup – Approved**
Peggy Campo is to be replaced on the workgroup, for the 2019/2020 District Academic Year, with Norco Academic Senate President Quinton Bemiller

VI. **Professional Growth**

Tabled Items

Anya Marquis – The request submitted by Ms. Marquis at the 04/04/19 PG&SL meeting was approved by the PG&SL Committee. However, the committee requested that the Ms. Marquis be notified that when the Request for Reclassification is made from Column F to Column G direction and cohesion must exist for the remaining 8 of the 15 semester units submitted for that particular column placement. Reference to AP/BP 7160a, Section II.A.6. shall be made in the correspondence sent to the faculty member. Ms. Marquis has a carryover of 7 semester units which meet the specified criteria. **Tabled – An email was sent to the faculty member on 04/17/19, and a reminder sent on 08/08/19, referencing the requested information. The letter submitted by the applicant on 03/19/19 explains the direction and cohesion in the units submitted above and beyond those required for previous reclassification. – 1st Banks / 2nd Hernandez – Approved**

Kweku Williams – An e-mail and a letter was received from Assistant Professor Kweku Williams regarding a certification as a professional archaeologist. Mr. Williams began working 08/21/18 and it is unclear if there is any additional information which would be required for the committee to review in order to respond to his request. **Tabled – The committee requested a letter stating how the certificate is directly related to the current FSA and what additional education requirements, if any, are/were required for the certification. An email was sent to the committee, from the applicant, on 05/29/19 in response to the requested information. – 1st Banks / 2nd Miter – Denied. It has been determined that participation, alone, as a member of the Register of Professional Archaeologists does not meet the criteria to be determined eligible for salary reclassification.**

New Requests

Audrey Holod – Request for approval of a Professional Growth Plan to complete a Doctoral degree in Education with an emphasis in Adult Education from Capella 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; Requested Coursework Form; Course Descriptions. – **1st Hernandez / 2nd Banks – Approved**

Catherine Lahren – Request for approval of a Professional Growth Plan to complete a Master's degree in Biology from the University of Nebraska Kearney. 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; Requested Coursework Form; Course Descriptions. – **1st Miter / 2nd Banks – Approved**

David Payan – Request for approval of a Professional Growth Plan to complete five courses (15 units) from the University of La Verne. Items provided for committee's review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. – **1st Indermuehle / 2nd Banks – Approved**

VII. Salary Reclassification

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

New Requests

Aubrey Apodaca – Request for salary reclassification to move to Column F due to completion of 13 approved units, in addition to 6 residual units from time of hire, from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter; Official Transcripts; and an email verifying salary placement and carry over units from Human Resources & Employee Relations. – **1st Miter / 2nd Banks – Approved**

Quinton Bemiller – Request for salary reclassification to move to Column H due to completion of a Doctor of Education – Educational Leadership – Community College Specialization degree received from California State University, San Bernardino. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter and Official Transcripts with the degree/conferral date posted. – **1st Miter / 2nd Indermuehle – Approved**

Elena Kobzeva-Herzog – Request for salary reclassification to move to Column G due to completion of a Master of Science – Education – Online Teaching and Learning concentration degree received from California State University, East Bay. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter and Official Transcripts with the degree/conferral date posted. – **1st Banks / 2nd Miter – Approved**

James Kuk – Request for salary reclassification to move to Column G due to completion of 9 approved units, in addition to 8.5 residual units from time of hire, from Western University of Health Sciences. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter; A copy of the Plan for Professional Growth form verifying the carry-over units from Human Resources & Employee Relations and Official Transcripts. – **1st Miter / 2nd Banks – Approved**

Nicholas Robinson – Request for salary reclassification to move to Column G due to completion of 12 approved units, in addition to 3 carry-over units, from Concordia University. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letter and Official Transcripts. – **1st Banks / 2nd Miter – Approved**

Clifford Ruth – Request for salary reclassification to move to Column D due to completion of 9 approved units completed at Regent University and 8 approved units completed at Concordia University, respectively. Items provided for committee's review are: Request for Reclassification Form; Official Transcripts and a copy of the committee's approval letters. – **1st Indermuehle / 2nd Banks – Approved**

Micherri Wiggs – Request for salary reclassification to move to Column D due to completion of 9 approved units, in addition to 6.67 carry-over units, completed at Concordia University, respectively. Items provided for committee's review are: Request for Reclassification Form; A copy of the committee's approval letters and Official Transcripts. – **1st Banks / 2nd Indermuehle – Approved**

VIII. Open Hearing

Next Meeting(s): October 3, 2019; November 7, 2019; December 5, 2019 (In Person)
March 5, 2020; April 2, 2020; May 21, 2020