

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, October 3, 2019

Time: 12:50 pm-1:50pm

ZOOM: 1-646-876-9923/ Meeting ID: 931 379 201

I. **Approval of October 3, 2019 Agenda – 1st Banks / 2nd Indermuehle – Approved**

II. **Approval of September 5, 2019 Minutes – 1st Miter / 2nd Banks – Approved**

III. **Committee Members:** James Banks, Celia Brockenbrough (Co-Chair), Scott Hernandez, Denise Indermuehle, Susan Mills (Co-Chair), Carol Miter
Guest: Lijuan Zhai (Co-Chair, Designee)
Unable to attend: Frankie Moore (**voted electronically**)

IV. **Information only**

- An email and reminder has been sent regarding Application(s) for Rank of Professor and/or Distinguished Professor on September 13, 2019 and September 20, 2019, respectively. The due date for the application(s) is October 31, 2019. The PG&SL Committee will receive the information in November. All requests will be placed on the agenda, discussed and voted on at the December 5, 2019 meeting. Another email reminder will be sent the first week of October.

V. **Discussion Items**

- Emails have been sent to HR&ER on a monthly basis requesting the information for Section B of the Plan for Professional Growth – Full Time Faculty Form. A request has been made for the committee to discuss the information provided concerning faculty with carry over units. It is believed that the faculty with these carry over units should provide the committee with more information. What are these units and where were they taken? The purpose of the discussion is to determine that when faculty ask for a reclassification based on these carry over units the committee is clear that the faculty member has met the provisions in AP7160A. **It has been requested to include verbiage in the Plan for Professional Growth – Full Time Faculty Form to request a copy of the official transcripts, for new hires, so the committee may verify the carry-over units are related to the FSA for which the Faculty member was hired. The verbiage will be included in Section B of the form to be completed by Human Resources and Employee Relations.**
- At the September 5, 2019 PG&SL meeting, it was approved to submit the final revisions and recommended changes to AP/BP 7160 and AP/BP7160a to the next step in the shared governance process. The proposed revisions were sent to Patrick Pyle and the PG&SL Co-Chair(s) on September 17, 2019. The information was sent to Rhonda Taube on September 24, 2019. Any recommended changes will be provided to the PG&SL Committee and the Workgroup Members. If there are no changes recommended, the information will be moved forward to the next step in the shared governance process.
- Please review the attached document, AP/BP 4000 Academic Rank and be ready to discuss your proposed recommendations and changes at the meeting. All changes which have been agreed upon by the PG&SL Committee will be sent to the workgroup members.

Workgroup Members: James Banks, Quinton Bemiller, Susan Brucks, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Rhonda Taube and Lijuan Zhai

- Upon completion of the revisions to AP/BP 4000 Academic Rank the committee and workgroup will begin working on AP/BP 7341 and/or the CTA regarding Sabbatical Leave(s).

There have been recommended changes made to AP/BP 4000. Upon approval of the changes, the information will be sent forward to the Workgroup Members.

A request has been made to include an e-mail submitted by Professor Judy Perry pertaining to AP/BP 7341 and/or the CTA regarding Sabbatical Leave(s) for discussion. The information will be provided at the next meeting.

VI. **Professional Growth**

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

New Requests – No new requests for discussion at this time.

VII. **Salary Reclassification**

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

New Requests

Nicole Render – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Nursing Practice degree from Western University of Health Sciences. Items provided for the committee's review are; A Request for Reclassification Form; A copy of the Committee's approval letter and Official Transcripts. – **1st Indermuehle / 2nd Hernandez – Approved**

Jude Whitton – Request for Salary Reclassification to move from Column D to Column E due to completion of fifteen (15) approved units from Regent University. Items provided for committee's review are; A Request for Reclassification Form; A copy of the Committee's approval letter and Official Transcripts. – **1st Miter / 2nd Indermuehle – Approved**

VIII. **Open Hearing**

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