

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Meeting Minutes

Date: Thursday, November 7, 2019

Time: 12:50 p.m. – 1:50 p.m.

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

I. **Approval of the November 7, 2019 Agenda – 1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

II. **Approval of the October 3, 2019 Minutes – 1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

III. **Committee Members:** James Banks, Celia Brockenbrough (Co-Chair), Scott Hernandez, Denise Indermuehle (voted by email, unable to attend the meeting)  
**Unable to attend:** Susan Mills (Co-Chair), Carol Miter, Frankie Moore  
**Guest:** Sheila Pisa (Co-Chair, Designee)

**Beginning Spring, 2020 Vivian Harris will replace Carol Miter on the PG&SL Committee representing Norco College. An invitation to the December Committee Meeting has been extended to Vivian Harris.**

IV. **Information only**

- The due date for the application(s) for Change in Rank – Professor/Distinguished Professor is October 31, 2019. An email reminder was sent on October 2, 2019. The PG&SL Committee will receive the information in November. All requests will be placed on the agenda for discussion and to be voted on at the December 5, 2019 meeting.
- The committee has requested that faculty who are enrolled at the time of hire, with carry over units, should provide the committee with more information. It has been determined that a revision will be made to Section B of the Plan for Professional Growth Form to include a request for copies of the official transcripts from HR&ER when completing Section B of the form at the time of hire (attached).
- For consistency purposes, the following additional forms have also been updated (attached):
  - Requested Coursework Submitted to PG&SL Committee for Approval Form
  - Request for Salary Reclassification

V. **Discussion Items**

- Please review the attached document, and form, for final approval (AP/BP 4000 Academic Rank). Upon final approval, all changes will be sent to the workgroup members and the form will be added to the website. **The committee approved the changes made to AP/BP 4000 Academic Rank and agreed to forward the changes to the workgroup members for their respective recommendations.**  
**1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

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

**It has been requested to discuss the possibility of adding additional Norco College representative to the workgroup listed above.**

- 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. **The committee did not discuss this item at the November 7, 2019 meeting.**

- Attached is a copy of AP/BP 7341 and Section P. Sabbatical Leave from the CTA agreement (pp. 47–51). The committee will determine a timeline for revisions and discussion dates. **The committee did not discuss this item at the November 7, 2019 meeting.**
- Request for approval of the attached forms:
  - Application for the Rank of Professor (New)
  - Plan for Professional Growth (Revised)
  - Requested Coursework Submitted to PG&SL for Approval (Revised)
  - Request for Salary Reclassification (Revised)
 Upon approval, the forms will be finalized and updated on the website.

The packet of forms for Sabbatical Leave will also be updated with the new format and a draft copy of the forms will be submitted to the committee for review and approval.

**All forms have been approved. The Sabbatical Leave forms will be updated with the new format and submitted to the committee for approval. – 1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

## VI. Professional Growth

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

### **New Requests** –

**Ellen Brown-Drinkwater** – Request for approval of a Professional Growth Plan to complete a Certificate Program from 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; Requested Coursework Form; Course Descriptions. – **1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

**Lisa Contreras** – Request for approval of a Professional Growth Plan to complete a Certificate Program from the University of Arizona. 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. – **1<sup>st</sup> Hernandez / 2<sup>nd</sup> Banks - Approved**

**Nicholas Franco** – Request for approval of a Professional Growth Plan to complete a Certificate Program from 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; Requested Coursework Form; Course Descriptions. **1-No; 2-Yes – 1<sup>st</sup> Hernandez / 2<sup>nd</sup> Banks - Approved**

**Adam Martin** – Request for approval of a Professional Growth Plan to complete a Certificate Program from the University of California, Riverside – Extension Center. 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. **1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

**Anne Pattison** – Request for approval of a Professional Growth Plan to complete two Extension Program Certificates from the University of California, San Diego. 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. . **1<sup>st</sup> Hernandez / 2<sup>nd</sup> Banks - Approved**

**VII. Salary Reclassification**

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

**New Requests**

**Nicholas Franco** – Request for Salary Reclassification to move from Column E to Column F due to completion of fifteen (15) semester units from the University of La Verne. Items provided for the committee's review are; A Request for Reclassification Form; A copy of the Committee's approval letter and Official Transcripts. – **1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

**Richard Garcia** – Request for Salary Reclassification to move from Column F to Column G due to completion of fifteen (15) semester units from the University of Redlands. Items provided for the committee's review are; A Request for Reclassification Form; A copy of the Committee's approval letter and Official Transcripts. **1<sup>st</sup> Hernandez / 2<sup>nd</sup> Banks - Approved**

**Daniel Hogan** – Request for Salary Reclassification to move from Column C to Column D due to completion of fifteen (15) semester units from California State University, San Bernardino. Items provided for the committee's review are; A Request for Reclassification Form; A copy of the Committee's approval letter and Official Transcripts. Please see the letter and documentation attached pertaining to EDUC799D. **1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez - Approved**

**VIII. Open Hearing – It has been requested to add a discussion item to the December agenda regarding the Counseling Certificate Programs.**

**Next Meeting(s):** December 5, 2019 (In Person)  
No Meeting in January or February  
**March 5, 2020; April 2, 2020; May 21, 2020**  
No Meeting in June, July or August