

# PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

## Meeting Minutes

Date: Thursday, December 5, 2019

Time: 12:50 p.m. – 1:50 p.m.

**CAADO Building – 3801 Market Street – 2<sup>nd</sup> Floor CAADO-209**

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

Start time: 1:00 p.m.

I. **Approval of the December 5, 2019 Agenda – 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Banks - Approved**

II. **Approval of the November 7, 2019 Minutes – 1<sup>st</sup> Banks / 2<sup>nd</sup> Hernandez – Approved / 1 – Abstained**

III. **Committee Members:** James Banks, Celia Brockenbrough (Co-Chair), Denise Indermuehle Susan Mills (Co-Chair), Frankie Moore **Unable to attend:** Scott Hernandez (voted via email), Carol Miter  
**Guests:** Vivian Harris; Sheila Pisa; Lijuan Zhai

#### IV. **Professor Applications**

Application(s) for the Rank of Professor have been submitted to the PG & SL Committee for the following Faculty members:

**Moreno Valley College – 1<sup>st</sup> Moore / 2<sup>nd</sup> Indermuehle – (Requirements met) Recommend approval; all requirements met**

1. Matthew Barboza Associate Professor, Computer Information Systems
2. Sean Drake Associate Professor, Mathematics
3. James Namekata Associate Professor, Mathematics

#### **Norco College**

No Requests

**Riverside City College – 1<sup>st</sup> Banks / 2<sup>nd</sup> Harris – (Requirements met) Recommend approval; all requirements met**

1. Kimberly Anderson Associate Professor, Nursing
2. Thatcher Carter Associate Professor, English
3. Tonya Huff Associate Professor, Biology
4. Will Kim Associate Professor, Art
5. Ernesto Reyes Associate Professor, Mathematics
6. Kathleen Sell Associate Professor, English
7. Marc Wolpoff Associate Professor, Psychology

#### V. **Information only**

- Beginning the Spring Term of 2020, Vivian Harris will replace Carol Miter on the PG&SL Committee representing Norco College. – **It was determined that the effective date will be as of December 5, 2019 with voting privileges.**
- The District website has been updated and the new website will go live on December 16, 2019. The Professional Growth information has been updated and the new forms will launch with the website. The Application for Rank of Professor form will be added to the website and the Sabbatical Leave documents will be updated after the committee has discussed and updated the process and the forms.
- There will be several AP/BP(s) that will be updated when the new District website is launched. The website will go live on December 16, 2019. The policies and procedures this committee is working on will be updated as follows:
  - AP/BP 6160 formerly 7160 Professional Growth
  - AP/BP 6160a formerly 7160a Professional Growth – Full Time Faculty – Salary Advancement and Sabbatical Leave
  - AP/BP 2000 formerly 4000 Academic Rank
  - AP/BP 6340a formerly 7341 Sabbaticals – Academic Employees
- The packet of forms for Sabbatical Leave will be updated with the new format and a draft copy of the forms will be submitted to the committee for review and approval at the March 5, 2020 meeting.

#### VI. **Discussion Items**

- It has been requested to add a discussion item to the agenda regarding the Counseling Certificate Programs.  
**Tabled – The discussion will be pertaining to the how rigorous the courses are, are they equivalent in cost, how fast are the programs completed. If the requests are taken at an accredited institution and have a semester unit value, can they be denied, especially if so many have been approved in the past?**

- Requesting recommendations to enhance communication and outreach to the faculty pertaining to PG&SL. To date we have implemented Section B on the Plan for Professional Growth form to be completed, and discussed, by HR&ER at time of hire. In addition, monthly e-mails are sent to rccd-all. Are there meetings at the college(s) which would be appropriate to facilitate a discussion or provide information about PG&SL?  
**Outreach recommendations: CTA meeting (quarterly/monthly) (Fall/Spring); Academic Senate Meetings including the District Academic Senate Meeting; New Faculty Orientation and/or a possible Flex Activity**
- It has been requested to discuss the possibility of adding additional college representatives to the workgroup members who are reviewing the AP/BP(s).
  - AP/BP 7160 and 7160a have been reviewed and approved by both the PG&SL Committee and the Workgroup. The recommendations have been sent to Patrick Pyle.
  - AP/BP 4000 has been reviewed and approved by the PG&SL Committee. The recommendations will be sent to the Workgroup once it has been determined if there are additional members to be added to the Workgroup.
- **Current Work Group Members:** James Banks, Quinton Bemiller, Susan Brucks, Amber Casolari, Scott Hernandez, Denise Indermuehle, Susan Mills, Jan Muto, Rhonda Taube, Lijuan Zhai – **An invitation will be sent to Jan Muto to be added to the workgroup.**
- 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.**  
**Tabled**
- 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 November 7, 2019 meeting. - **Tabled**

## VII. Professional Growth

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

### **New Requests –**

**Megan Bottoms** – Request for approval of a Professional Growth Plan to complete a Doctoral Program in Higher Education from Indiana University - Bloomington. 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> Indermuehle / 2<sup>nd</sup> Moore - Approved**

**Michael McCracken** – Request for approval of a Professional Growth Plan to complete course work at the University of San Diego for a Mental Health First Response Certificate Program. 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 Forms; Requested Coursework Form; Course Descriptions.

**1<sup>st</sup> Harris / 2<sup>nd</sup> Banks - Approved**

**Brittnee Quintanar** – Request for approval of a Professional Growth Plan to complete course work at California Baptist University for a Doctoral Program. 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 Forms; Requested Coursework Form; Course Descriptions. – **1<sup>st</sup> Banks / 2<sup>nd</sup> Indermuehle - Approved**

**Christopher Williams** – Request for approval of a Professional Growth Plan to complete course work at La Sierra University for a Doctorate Degree Program in Educational Psychology. 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 Forms; Requested Coursework Form; Course Descriptions.

**1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Banks – Approved with the exception of six units which began prior to approval from the committee.**

**VIII. Salary Reclassification**

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

**New Requests**

**Vermillion, Amy** – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctoral Degree the University of Phoenix. Items provided for the committee's review are an electronic copy of the official transcripts and an email regarding the approval date of the doctoral program which began in 2008. There is additional email correspondence pertaining to the degree and conferral date to be posted on the official transcripts. The faculty member has paid additional fees to place a rush on the transcripts to be sent with the information posted. The applicant is requesting approval pending the receipt of the new transcripts. Once the information is posted, it is requested to submit the proper paperwork to HR&ER to be placed on the Board Agenda prior to the committee reconvening in March, 2020. – **Tabled**

**IX. Open Hearing** – The committee decided they facilitate a special meeting on January 9, 2020 as there are two faculty members who have completed Doctoral Programs and they would like to reclassifications to make it to the January Board of Trustees meeting, pending approval. An email will be sent to accept and include and/all additional requests for course approval and/or salary reclassification. Special Project Request forms will be completed for the committee members.

**Next Meeting(s):**     **January 9, 2020 (special meeting)**  
                                  No Meeting in February  
                                  **March 5, 2020; April 2, 2020; May 21, 2020**  
                                  No Meeting in June, July or August

**Ajourned: 1:55 p.m.**