

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, May 20, 2021

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 672 113 0391

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

Start Time: 12:54 p.m.

- I. **Approval of the May 20, 2021 Agenda – 1st Banks / 2nd Moore - Approved**
- II. **Approval of the April 1, 2021 Minutes – 1st Banks / 2nd Moore - Approved**
- III. **Committee Members:** James Banks; Vivian Harris; Scott Hernandez (Co-Chair); Denise Indermuehle; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair)
Guest: Jeannie Kim; Ines Solis - Jeannie Kim unable to attend

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

IV. **Information only**

Requests for Change in Rank to Full Professor Applications 2020 / 2021 Academic Year (Information Item)

At this time there are six requests for the Rank of Professor and one request for the Rank of Distinguished Professor.

Please review Section H for RCCD BP / AP 2000 as it relates to the Rank of Distinguished Professor. The only items, pertaining to the application, which have been received are two letters of nomination, respectively.

(https://www.rccd.edu/bot/Board_Policies/Chapter%20%20-%20Academic%20Affairs/2000.pdf)

Email(s) providing the information submitted by the applicants were sent to the committee on November 18, 2020.

Requests for Change in Rank to Full Professor Applications 2019 / 2020 Academic Year (Information Item)

The recommendations were placed on the agenda, and approved, at the Board of Trustees (BOT) meeting in April, 2020.

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

It has been determined that the information will be combined with the approved requests for the 2020 / 2021 Academic Year. The names will remain on the agenda for the remaining meetings.

V. Rank of Distinguished Professor Application 2020 / 2021 Academic Year

Nomination letters, and additional documentation, for the Rank of Distinguished Professor have been submitted to the PG & SL Committee for the following Faculty member:

Moreno Valley College

1. Christopher Nollette Professor, Emergency Medical Service

The PG&SL Committee approved the nominations for the Rank of Distinguished Professor at the December 3, 2020 meeting. The information has been submitted to the Chancellor and the District Academic Senate President(s) for review and consideration. The nominee will be notified of a status in accordance with AP/BP 2000. *

* The PG&SL Committee determined that in 2021 / 2022 Academic Year they will work with the Chancellor and the District Academic Senate Presidents to update the process for AP/BP 2000 to include the College Presidents in the approval process.

VI. Rank of Professor Applications 2020 / 2021 Academic Year

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

Approved-Doctorate/Terminal Degree

- | | | | |
|-------------------|------------------------------|--------------------------------------|-----|
| 1. Miguel Reid | Associate Professor, English | Doctor of Education, Adult Education | RCC |
| 2. Valarie Zapata | Associate Professor, English | Doctor of Philosophy, English | MVC |

Approved-Years of Service/Education/Scholarship

- | | | |
|------------------|--|-----|
| 1. Melissa Bader | Associate Professor, English | NC |
| 2. Mark Haines | Associate Professor, Dance | RCC |
| 3. Frankie Moore | Associate Professor, Coordinator, Student Activities | MVC |
| 4. Salvador Soto | Associate Professor, Counseling | RCC |

The PG&SL Committee approved the Request(s) for the Rank of Professor at the December 3, 2020 meeting.

The Requests for Rank of Professor have been submitted to, and approved by, the College Presidents, respectively. The requests were submitted to Chancellor, Wolde-Ab Isaac for review and recommendations on February 8, 2021. Chancellor Isaac approved all requests. The requests were placed on the agenda for the Board of Trustee's Regular Committee Meeting on April 20, 2021 and approved by the Board of Trustees. The certificates have been assembled and are in the Chancellor's Office. A date has not yet been set for the presentation of the certificates.

VII. Discussion Items

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. The deadline date for Spring 2022 was adjusted to May 17, 2021; May 15, 2021 fell on a Saturday.

There were no Sabbatical Leave(s) available for the full 2021/2022 Academic Year. There were two Sabbatical Leave(s) available for Spring 2022. There were no requests received on, or before, May 17, 2021.

Course Approval Scenario: A call was received from a faculty member regarding a program offered at MVC which would result in an Associate Degree. The Full-Time Faculty member already has a higher-level degree and would not have to take any general education coursework to complete the program. The Associate Degree would be applicable to the faculty member's current FSA. Due to the fact that the coursework would be completed at an accredited institution and there has been a precedent established, would the faculty member be able to submit the request for the committee's review? The FSA is Administration of Justice and the program is related to programs offered at BCTC/PSET. – **Yes, the faculty member may submit the request for Course Approval – 1st Indermuehle / 2nd Banks - Approved**

VIII. Professional Growth

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

New Requests

Contreras, Lisa – Request for approval of a Professional Growth Plan to complete a Foreign Languages Spanish Certificate at the University of San Diego. 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; and Course Descriptions. – **1st Moore / 2nd Harris - Approved**

Fontaine, Kristin – Request for approval of a Professional Growth Plan to complete a Doctor of Nursing Practice Degree at California Baptist University. 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; and Course Descriptions. – **1st Indermuehle / 2nd Banks – Approved with the exception of the course(s) with a start date in May, 2021.**

Magno, Karyn – Request for approval of a Professional Growth Plan to complete graduate level courses at 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; and Course Descriptions. – **1st Indermuehle / 2nd Moore - Approved**

Quintanar, Brittnee – Request for approval of a Professional Growth Plan to complete graduate level courses at California Baptist University. Items provided for committee's review are: A copy of the letter approved by the committee to complete coursework and an email stating there are some courses which are no longer available which had to be changed; Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions. – **1st Indermuehle / 2nd Banks - Approved**

Slota, Daniel – Request for approval of a Professional Growth Plan to complete a Marketing Professional Certificate at the University of California Riverside, Extension. 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; and Course Descriptions. – **1st Indermuehle / 2nd Moore - Approved**

Weeks, Gina – Request for approval of a Professional Growth Plan to complete a Doctor of Nursing Practice Degree at California Baptist University. 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; and Course Descriptions. . – **1st Indermuehle / 2nd Banks – Approved with the exception of the course(s) with a start date in May, 2021.**

IX. Salary Reclassification

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

New Requests

Magno, Karyn – Request for Salary Reclassification to move from Column E to Column F due to the completion of 15, approved, semester 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 Harris - Approved**

Quintanar, Brittnee – Request for Salary Reclassification to move from Column F to Column G due to the completion of 15, approved, semester 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 Harris / 2nd Banks - Approved**

White, Dana – Request for Salary Reclassification to move from Column F to Column G due to the completion of 15, approved, semester 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. The applicant is requesting approval pending the submission of Official transcripts with the final grade posted, in June. The transcripts will be sent to the Co-Chairs of the PG&SL Committee for verification and the request will be sent forward to the soonest Board Meeting following approval. – **1st Banks / 2nd Harris – Pending receipt of official transcripts with the final grade posted and verification by the PG&SL Co-Chair(s), respectively. – 1st Indermuehle / 2nd Harris - Approved**

X. **Open Hearing**

XI. **Next Meeting Dates:** September 2, 2021; October 7, 2021; November 4, 2021; December 2, 2021 (in person);
March 3, 2022; April 7, 2022 and May 19, 2022

Meeting Adjourned