

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, September 3, 2020

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 998 609 85353

<https://cccconfer.zoom.us/j/99860985353>

Meeting Start Time: 12:53 p.m.

I. **Approval of September 3, 2020 Agenda – 1st Banks / 2nd Harris / 1 Abstained - Approved**

II. **Approval of the May 21, 2020 Minutes – 1st Banks / 2nd Harris / 1 Indermuehle - 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 (unable to attend)

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

IV. **Information only** - No informational items to report at this time.

V. **Discussion Items**

Due to the COVID-19 Pandemic, if there are issues pertaining to start/end dates or receipt of transcripts, how will this impact the decisions on the current requests? **It has been determined that issues due to COVID-19 will be reviewed on a case-by-case basis. – 1st Banks / 2nd – Harris – Approved**

Committee Members/Co-Chairs for the 2020/2021 Academic Year. Term and rotation schedule for the 2020/2021. - Scott Hernandez will serve as the Faculty Co-Chair representative for Riverside City College and Lijuan Zhai will serve as the Administrative Co-Chair representing Educational Services. **Natalie Morford has been selected to replace Celia Brockenbrough as the second Faculty Member / representative for Norco College. – 1st Banks / 2nd Harris - Approved**

Request for recommended Work Group Members for the 2020/2021 Academic Year. **Dr. Zhai will update the committee pertaining to Susan Mills' replacement on the AP/BP Work Group committee. It has been requested to include Dr. Kim on the committee. – 1st Indermuehle / 2nd Harris - Approved**

VI. **Requests for Change in Rank to Full Professor Applications (Information Item)**

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

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 October 1, 2020 meeting. – 1st Indermuehle / 2nd Morford - Approved

VII. Request to Approve Meetings Dates/Deadline Dates for the 2020/2021 Academic Year

The website has been updated to reflect the meeting and deadline dates listed below, the updated committee members, the updated forms and the updated reference numbers for the Administrative and Board Procedures (AP/BP). The revised AB/BP for Professional Growth and Change in Rank, respectively, are still pending approval from General Counsel and the Board of Trustees. The monthly emails are being sent to the Full-Time faculty members via RCCD-ALL on a regular basis.

Fall 2020

Meeting Date

September 3, 2020
October 1, 2020
November 5, 2020
December 3, 2020 (In Person)

No Meeting in January or February

Deadline Date (to Educational Services)

August 19, 2020
September 16, 2020
October 21, 2020
November 17, 2020

Spring 2021

Meeting Date

March 4, 2021
April 1, 2021
May 20, 2021

No Meeting in June, July or August

Deadline Date (to Educational Services)

February 18, 2021
March 17, 2021
May 5, 2021

Requests for Rank of Full Professor / Distinguished Professor are facilitated by PG&SL Committee / Educational Services.
Deadline Date: November 2, 2020 (October 31, 2020 falls on a Saturday)

Request for Rank of Associate Professor / Tenure are facilitated by HR&ER based on years of service/evaluations.

Request for Rank of Emeritus are facilitated by the District Academic Senate according to BP 2000.

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*.

*Deadline Date: May 17, 2021 (May 15th falls on a Saturday) - Spring Term

1st Indermuehle / 2nd Harris - Approved

VIII. Professional Growth

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

New Requests

Dobson, Jessica – Request for approval of a Professional Growth Plan to complete a Doctorate of Education in Organizational Leadership at 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(s); Requested Coursework Form; and Course Descriptions. – **1st Banks / 2nd Indermuehle - Approved**

Magno, Kayrn – Request for approval of a Professional Growth Plan to complete graduate level coursework at the University of La Verne. Items provided for committee's review are: A copy of the letter to the committee stating how the coursework is directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form(s); Requested Coursework Form; and Course Descriptions. **Coursework which began in August, 2020 prior to the committee meeting has been approved toward the overall Doctoral Program, however, the units will not count for reclassification purposes prior to the request to Column H when the Doctorate degree is conferred and posted** – **1st Moore / 2nd Indermuehle / 1 Abstained – Approved**

Morford, Natalie – Request for approval of a Professional Growth Plan to complete a Doctorate of Education in Organizational Leadership at 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(s); Requested Coursework Form; and Course Descriptions. **The Doctoral Program was submitted and approved in May, 2019. There was a change to one of the courses made by the University of La Verne which will be submitted at the October 1, 2020 meeting. All other courses have been approved. 1st Banks / 2nd Harris / 1 Abstained – Approved**

Wiggs, Micherri – Request for approval of a Professional Growth Plan to complete to complete a series of workshops hosted by the Center for Organizational Responsibility and Advancement. Items provided for committee's review are: A copy of the letter to the committee stating how the workshops are directly related to the current Academic Full-Time Faculty position; Plan for Professional Growth Form(s); Requested Coursework Form; and Course Descriptions. (Please refer to AP 6160A, Section II.A.3-4) **A total of 7.5 units were discussed and approved. 1st Moore / 2nd Banks – Approved**

IX. Salary Reclassification

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

New Requests

Quintanar, Brittnee – Request for Salary Reclassification to move from Column E to Column F due to completion of 15 approved units from California Baptist University. 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**

Ruth, Clifford – Request for Salary Reclassification to move from Column E to Column F due to completion of 12 approved units from Concordia University – Irvine. Mr. Ruth has a total of three (3) verified carry over 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 Banks / 2nd – Approved**

X. Open Hearing

Next Meetings: October 1, 2020; November 5, 2020; December 3, 2020
March 4, 2021; April 1, 2021; May 20, 2021

Meeting Adjourned: 1:34 p.m.