

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Meeting Minutes

Date: Thursday, April 7, 2022

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 989 7841 8117

<https://cccconfer.zoom.us/j/98978418117>

Start Time: 1:00 p.m.

I. Approval of the March 3, 2022 Minutes – 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris - Approved

II. Approval of the April 7, 2022 Agenda – 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris - Approved

III. **Committee Members:** James Banks; Vivian Harris; Scott Hernandez; Denise Indermuehle; Frankie Moore (Co-Chair); Natalie Morford; Lijuan Zhai (Co-Chair)  
**Guest(s):** Jeannie Kim; Ines Solis

- James Banks and Scott Hernandez were unable to attend the meeting, however they reviewed the information and submitted emails approving the minutes, agenda, meeting dates, co-chair designations and faculty requests.
- Jeannie Kim and Ines Solis were unable to attend the meeting.

**Current AP/BP Work Group Members:** Hayley Ashby, James Banks, Susan Brucks, Amber Casolari, Vivian Harris, Scott Hernandez, Denise Indermuehle, Jeannie Kim, Rhonda Taube, Lijuan Zhai

IV. Information only

#### Status of Requests for Change in Rank to Full Professor Applications 2020 / 2021, 2021 / 2022 and 2022 / 2023 Academic Years

- The recommendations for the 2020 / 2021 Academic Year were placed on the agenda, and approved, at the Board of Trustees meeting on April, 2020.
- The recommendations for the 2021 / 2022 Academic Year were placed on the agenda, and approved, at the Board of Trustees meeting on April 20, 2021.
- The recommendations for the 2022 / 2023 Academic Year will be placed on the agenda at the Board of Trustees meeting on April 19, 2022.

All applicants have been invited to attend the Board of Trustees meeting to be recognized for their achievement and to be presented with a framed certificate acknowledging the Change in Rank. The recipients are as follows:

#### 2020 / 2021 Academic Year

##### Approved-Doctorate/Terminal Degree

Kimberly R. Anderson	Nursing	RCC
Thatcher C. Carter	English	RCC
Tonya M. Huff	Biology	RCC
Ernesto O. Reyes	Mathematics (FSA)	RCC
Kathleen M. Sell	English	RCC
Marc E. Wolpoff	Psychology	RCC

##### Approved-Years of Service/Education/Scholarship

Sean D. Drake	Mathematics	MVC
William J. Kim	Art	RCC
James S. Namekata	Mathematics	MVC

#### 2021 / 2022 Academic Year

##### Approved-Doctorate/Terminal Degree

Miguel Reid	English	RCC
Valarie Zapata	English	MVC

**Approved-Years of Service/Education/Scholarship**

Melissa Bader	English	NC
Mark Haines	Dance	RCC
Frankie Moore	Coordinator, Student Activities	MVC
Salvador Soto	Counseling	RCC

**2022 / 2023 Academic Year**

**Doctorate/Terminal Degree/Exemplary Service**

Kelly Douglass	English	RCC
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**Education/Scholarship/Exemplary Service**

Marc Sanchez	Mathematics	RCC
Jo Scott-Coe	English	RCC
Gina Weeks	Nursing	RCC
Patricia Worsham	Business Administration	NC

**V. Discussion Items**

**Request for Approval of PG&SL Committee and Co-Chairs for the 2022 / 2023 Academic Year**

MVC: James Banks and Frankie Moore

NC: Vivian Harris and Natalie Morford (Natalie Morford – **Fall-Spring** Co-Chair / Vivian Harris – **Spring Fall** Co-Chair)

RCC: Scott Hernandez and Denise Indermuehle

District: Jeannie Kim or current designee Lijuan Zhai (Co-Chair)

**Ms. Harris and Ms. Morford requested to change the respective Term to serve as Faculty Co-Chair – Unable to meet Quorum – Item Tabled**

**Request to Approve Meetings Dates/Deadline Dates for the 2022 / 2023 Academic Year**

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2022 / 2023 Academic Year. The dates are the first Thursday of the month, during the Fall and Spring Term(s), listed as follows with the exception of May 2023:

**Fall 2022**

**Meeting Date**

September 1, 2022  
October 6, 2022  
November 3, 2022  
December 1, 2022 (In Person)

**No Meeting in January or February**

**Deadline Date (to Educational Services)**

August 18, 2022  
~~September 15, 2022~~ **September 22, 2022**  
October 20, 2022  
November 17, 2022

**Spring 2023**

**Meeting Date**

March 2, 2023  
April 6, 2023  
May 18, 2023

**No Meeting in June, July or August**

**Deadline Date (to Educational Services)**

February 15, 2023  
~~March 16, 2023~~ **March 23, 2023**  
May 4, 2023

**It was requested to change the deadline dates for September, 2022 and March, 2023, respectively. The committee voted and agreed to change the deadline dates as noted above. – 1<sup>st</sup> Harris / 2<sup>nd</sup> Morford - Approved**

**Requests for Rank of Full Professor / Distinguished Professor:**

Deadline Date: October 31, 2022 facilitated by PG&SL Committee / Educational Services.

**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 AP/BP 2000.

**Requests for Sabbatical Leave:** Facilitated by the District Academic Senate, Faculty Association and PG&SL Committee.

Deadline Date(s): March 15<sup>th</sup> of the current academic year for the following Academic Year **and for the Fall semester only of the next Academic Year.** May 15<sup>th\*</sup> for the Spring semester only of the next Academic Year. –1<sup>st</sup> Harris / 2<sup>nd</sup> Indermuehle - Approved

## VI. Professional Growth

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

### New Requests

**Brown, Deborah** – Request for approval of a Professional Growth Plan to complete an Ed.D. in Educational Leadership program from UCLA School of Education and Information Studies. 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris - Approved**

**Moore, Frankie** – Request for approval of a Professional Growth Plan to complete coursework at the University of LaVerne. 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. – **1<sup>st</sup> Harris / 2<sup>nd</sup> Morford - Approved**

## VII. Salary Reclassification

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

### New Requests

**Brautigam, Kelly** – Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from the University of LaVerne. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Morford - Approved**

**Cerwin-Bates, Stacey** – Request for Salary Reclassification to move from Column E to Column F due to completion of 12.0 approved units from Fresno Pacific University and 3.0 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter, an email from HR&ER and official transcripts. – **1<sup>st</sup> Harris / 2<sup>nd</sup> Indermuehle - Approved**

**Kelvington, Jessica** – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from Aspen 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. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris - Approved**

**Ortega, Fernando** – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from California State University - Fullerton. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Morford - Approved**

**Payan, David** – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from the University of LaVerne and Norco College, respectively. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **1<sup>st</sup> Harris / 2<sup>nd</sup> Morford - Approved**

**Schwartz, Michael** – Request for Salary Reclassification to move from Column G to Column H upon receipt of his official transcripts pending completion of the final requirement to earn a Ph.D. in English from the University of California, Riverside. The anticipated date that the degree will be posted is in June, 2022. It is being requested that the committee approve the request pending receipt of the official transcripts to be verified by the PG&SL Co-Chairs and placed on the August Board Agenda, pending approval. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter, a letter outlining the request and unofficial transcripts. – **1<sup>st</sup> Harris / 2<sup>nd</sup> Indermuehle - Approved**

## VIII. Open Hearing

**Sabbatical Leave Update** – Currently there are three requests submitted. Two for the full Academic Year(s) and one for the Fall semester only. There has been an inquiry for the Spring semester only, which will be submitted by the May 16, 2022 deadline (May 15<sup>th</sup> falls on a Sunday).

It was requested to continue the PG&SL Committee Meetings in the ZOOM format rather than going back to a teleconference/phone format. The committee will still meet in person at the December meeting. – 1<sup>st</sup> Indermuehle / 2<sup>nd</sup> Harris – Approved

The committee would like to discuss the possibility of adding an in-person meeting on the first Thursday of June during the Spring semester. If it is determined that the committee will not meet in-person, the possibility of adding a Zoom meeting may also be a consideration. This item will be added to the May agenda and will require the committee to vote on the request.

IX. Next Meeting Dates:

Meeting Adjourned: 1:41 p.m.