

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, October 7, 2021

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: 12:52 p.m.

- I. **Approval of the November 4, 2021 Agenda – 1st Hernandez / 2nd Moore - Approved**
- II. **Approval of the October 7, 2021 Minutes – 1st Hernandez / 2nd Moore / 1 Abstained – Approved**
- III. **Committee Members:** James Banks (Co-Chair); Vivian Harris; Scott Hernandez; Denise Indermuehle; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair)
Guest(s): Jeannie Kim; Ines Solis
Lijuan Zhai and Ines Solis – Unable to attend

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

IV. **Information only**

Requests for Change in Rank to Full Professor Applications 2019 / 2020 and 2020 / 2021 Academic Year

Requests for Change in Rank to Full Professor Applications 2019 / 2020 Academic Year

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

Rank of Professor Applications 2020 / 2021 Academic Year

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 Trustees Regular Committee Meeting on April 20, 2021 and approved by the Board of Trustees.

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 certificates have been assembled and are in the Chancellor's Office. A date has not yet been set for the presentation of the certificates. 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. Discussion Items

- 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. – **Dr. Kim expressed urgency in facilitating the updates to the AB/BP. She will send the information she currently has on file to combine with the changes made by the initial work group. Susan Brucks will send the information to the committee for review and will schedule the meeting once a replacement for Jan Muto has been selected.**
- Norco College; has a replacement for Jan Muto been selected for the AP/BP work group? – **Susan Brucks will work with Vivian Harris and Natalie Morford to determine who will replace Jan Muto for the AP/BP work group.**
- Request for status on discussions, if any, pertaining to Sabbatical Leave requests for the 2022 / 2023 Academic Year. Email notifications are typically sent out late October, or early November, as it is a time-consuming process for the applicants. – **Dr. Kim and the committee representatives from each college, respectively, will reach out to the Chancellor and the District Academic Senate Presidents pertaining to Sabbatical Leave Requests for the 2022 / 2023 Academic Year.**

VI. Professional Growth

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

New Requests

Aguirre, Nancy – Request for approval of a Professional Growth Plan to complete a Master's Program in Intelligence Studies with a concentration of Intelligence Analysis at American Public University System. 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 Indermuehle - Approved**

Love, Michael – Request for approval of a Professional Growth Plan to complete a Doctoral Program in Educational Leadership at California State University San Bernardino. 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 Harris – The first course listed will count toward the overall program, however, it began prior to the meeting date and will not be counted toward Column advancement until the final degree is conferred and posted. - Approved**

Snitker, Nicole – Request for approval of a Professional Growth Plan to complete a Master's Program in eLearning at California State University East Bay. 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 Indermuehle - Approved**

VII. Salary Reclassification

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

New Requests

Chung, Elisa –Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from Irvine Valley College and Riverside Community College District, 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. –

1st Hernandez / 2nd Harris - Approved

Contreras, Lisa –Request for Salary Reclassification to move from Column D to Column E due to completion of 15.0 approved units from the University of San Diego Extension and University of Arizona, respectively; including, but not limited to, an additional 3 verified carryover 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 Morford - Approved**

Shipway, Stacy –Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from Azusa Pacific University including, but not limited to, an additional 4 verified carryover 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 Hernandez - Approved**

Smith, Rochelle –Request for Salary Reclassification to move from Column E to Column F due to completion of a Master of Arts Degree in Organizational Leadership from Brandman 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 with the Master's degree posted and conferred. – **1st Indermuehle / 2nd Harris - Approved**

Urena, Jacqueline –Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education – Organizational Leadership degree from Brandman 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 with the Doctoral degree posted and conferred. – **1st Indermuehle / 2nd Moore - Approved**

VIII. Open Hearing

IX. Next Meeting Dates: November 4, 2021; December 2, 2021; March 3, 2022; April 7, 2022 and May 19, 2022

Meeting Adjourned: 1:21 p.m.