

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, November 4, 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: 12:55 p.m.

I. **Approval of the October 7, 2021 Minutes – 1st Harris / 2nd Moore - Approved**

II. **Approval of the November 4, 2021 Agenda – 1st Indermuehle / 2nd Harris - 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 – **Jeannie Kim – Unable to attend**

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**

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

- Hayley Ashby was selected to replace Jan Muto as a Norco College representative on the AP/BP Work Group. Virgil Lee removed himself from the committee and stated that it had been discussed in the Academic Senate meeting. It was determined that an Academic Senate President does not serve as a voting member, within the work group, as the PG&SL committee member(s) report out to the Academic Senate President(s). – **1st Indermuehle / 2nd Harris - Approved**
- The PG&SL Committee determined that in 2021 / 2022 Academic Year they will work with the Chancellor and the Academic Senate Presidents to update the process for AP/BP 2000 to include the College Presidents in the approval process. An electronic vote was conducted and the recommendation to add the College Presidents on the committee for the Rank of Distinguished Professor has been approved. Dr. Kim will be reviewing the information with Chancellor Isaac and the recommendation will be forwarded in accordance with the shared governance vetting process.
- It has been determined that there will be three (3) Sabbatical Leave(s) available for the 2022 / 2023 Academic Year. Chancellor Isaac and Jeannie Kim are working on the announcement to be sent from the Chancellor's Office. Once the announcement has been made, email notifications will be sent out monthly.
- The offices of Educational Services and Strategic Planning has received four (4) requests for the Rank of Professor for the upcoming academic year. The requests will be reviewed and discussed at the upcoming PG&SL meeting on December 2, 2021.
- Discussion pertaining to Community Emergency Response Certificate (CERT) Program. Please see email attached from Vivian Harris. – **There was a discussion at the District Academic Senate meeting regarding the CERT Program(s) and the Peace Act at Ben Clark Training Center. The programs must meet the criteria outlined in AP 6160a and must be submitted prior to starting the program. All requests must meet the established parameters in accordance with the Professional Growth and Sabbatical Leave processes, procedures and guidelines.**

VI. Professional Growth

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

New Requests

Cerwin-Bates, Stacey – Request for approval of a Professional Growth Plan to take a series of @ONE online courses through Fresno Pacific 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 Moore / 2nd Indermuehle - Approved**

Taylor, Star – Request for approval of a Professional Growth Plan complete an Ed.D. in Educational Leadership and Social Justice from Loyola Marymount 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 Hernandez / 2nd Moore - Approved**

VII. Salary Reclassification

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

New Requests

Fontaine, Robert –Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from American Public 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 Indermuehle / 2nd Moore - Approved**

VIII. Open Hearing

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

Meeting Adjourned: 1:20 p.m.