

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, March 2, 2023

Time: 12:50 p.m. – 1:50 p.m.

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

<https://rccd-edu.zoom.us/j/6721130391>

Start time: 12:59 p.m.

- I. **Approval of the December 1, 2022 Minutes – Motion: Indermuehle / 2nd Judon – Approved**
- II. **Approval of the March 2, 2023 Agenda – Motion: Moore / 2nd Indermuehle – Approved**
- III. **Committee Members:** James Banks; Vivian Harris (Co-Chair); Denise Indermuehle; LaNeshia Judon; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair) – **Banks – Voted electronically and approved minutes, agenda, requests for professional growth and requests for salary reclassification. Morford – Unable to attend**
Guest(s): Susan Mills; Ines Solis – **Unable to attend**

Current AP/BP Work Group Members: Hayley Ashby; James Banks; Susan Brucks; Amber Casolari; Vivian Harris; Denise Indermuehle; Susan Mills; Rhonda Taube; Lijuan Zhai

IV. **Information Only**

An email was sent on December 15, 2022 on behalf of Chancellor Isaac announcing funds for up to four (4) sabbatical leaves during academic year 2023 / 2024. The email notification pertaining to the process for submitting requests for Sabbatical Leave was sent to RCCD-all on February 2, 2023. Additional notifications will be sent monthly during the months of February - May. The deadline for the 2023 / 2024 Academic Year is March 15, 2023 for the full-year or for the Fall term only and May 15, 2023 for the Spring term only.

V. **Discussion Items**

Request for status update from Vivian Harris pertaining to Susan Brucks providing training and responding to questions at the Academic Senate meeting(s) if deemed applicable by the Academic Senate President(s). – **A recommendation was made to provide a training on Thursday, March 30, 2023 via Zoom. This will allow attendance from all three colleges. The training will be coordinated by Dr. Zhai, Vivian Harris and Susan Brucks.**

VI. **Request for Status on process for selecting the PG&SL Committee Members / Length of Term / Voting Process**

Request for status update. Vivian Harris and Lijuan Zhai were to reach out to the Academic Senate President(s) to request a follow up status pertaining to the current process for selecting the individuals who serve as the College representatives on the PG&SL Committee, including the voting process, bylaws and did not receive any information regarding shared governance nor term limit(s). – **There has been no response from the Academic Senate Presidents. Dr. Zhai is working with another committee on the same topic(s) for other committees. This committee may create a draft and have it approved, then present the information to the Academic Senate Presidents. We will continue to work on this item.**

VII. **Request for Rank of Professor/Distinguished Professor**

The offices of Educational Services and Strategic Planning received six (6) requests for the Rank of Professor for the 2023/2024 academic year. The information pertaining to the requests was approved by the PG&SL Committee on December 1, 2022. All requests were approved by the Committee to move forward in the process in accordance with BP/AP2000.

The following requests have been approved by the PG&SL Committee, the College President(s) of Moreno Valley College and Riverside City College, respectively; the Chancellor.

All applicants have been notified of a status on their requests, respectively. Recipients and their guests have been invited to attend the Board of Trustees meeting which will be facilitated at the CAADO Building, 3801 Market Street, Riverside, CA on April 18, 2023 at 6:00pm. The District Photographer has been requested to attend the meeting and framed certificates will be presented to the faculty members acknowledging their accomplishment. All members of the committee are also invited to attend the Board of Trustees meeting.

Requests for Change in Rank to Full Professor Applications 2023 / 2024 Academic Year

Doctorate/Terminal Degree

Stacie Eldridge	Associate Professor, Chemistry	Doctor of Philosophy	RCC
Chau Wong	Associate Professor, Mathematics	Doctor of Philosophy	RCC

Exemplary service to the institution and/or the community for at least fifteen (15) years

Sharon Alexander	Associate Professor, Nursing	Master of Science, Nursing	RCC
Ellen Brown-Drinkwater	Associate Professor, Counseling	Master of Arts, Counseling	RCC
Felipe Galicia	Associate Professor, Biology	Master of Science, Biology	MVC
Micherri Wiggs	Associate Professor, Communication Studies	Masters of Arts, Communication Studies	RCC

VIII. Professional Growth

Tabled Items

Bader, Melissa – Request for approval of a Professional Growth Plan to complete language coursework at Chaffey College. In addition to the coursework the faculty member is requesting approval for additional work with the Bill & Melinda Gates Foundation on Equity work (description and link in the letter to the committee). Items provided for committee's review are: The Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions; A letter describing the program and how the coursework and additional activity is directly related to the current Academic Full-Time Faculty position; Documentation with a link to the website and an attachment pertaining to the specific program and an email from HR&ER verifying 5 carryover units from time of hire. – **Education Services has an email from Professor Bader stating that the request has been rescinded.** – **Motion: Indermuehle / 2nd Moore – Approved**

New Request – Electronic Vote

Rocillo, James – Request for approval of a Professional Growth Plan to complete a Master of Music degree from California Baptist University. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; an email from HR&ER verifying 7 carryover units from time of hire and an electronic vote from the PG&SL Committee to approve coursework requested during the Winter Intersession when the committee did not convene. – **Motion: Moore / 2nd Indermuehle – Approved**

New Requests

Bhavasari, Kinnari – Request for approval of a Professional Growth Plan to complete a Certificate in Organizational Leadership and Communication through the University of California, Irvine. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions; an email from HR&ER verifying 7 carryover units from time of hire. – **Motion: Judon / 2nd Indermuehle – Approved**

Camacho, Steven – Notification of statue: A request for approval of a Professional Growth Plan was completed and approved at the meeting held on May 24, 2022. At the time, the applicant did not know what elective courses would be taken. Attached is the documentation notifying the committee of the selected coursework with a start date on or after May 24, 2022. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. – **Motion: Indermuehle / 2nd Judon – Approved**

Contreras, Lisa – Request for approval of a Professional Growth Plan to complete the Foreign Languages – Spanish Certificate Program from UC San Diego Extension. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. – **Motion: Indermuehle / 2nd Moore – Approved**

Floerke, Jennifer – Request for approval of a Professional Growth Plan to complete four (4) Certifications from the University of La Verne. Items provided for committee's review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions and verification from HR&ER of 3.3 carryover units from time of hire. – **Motion: Indermuehle / 2nd Moore – Approved**

Gilbert, Alexandria – Request for approval of a Professional Growth Plan to complete the Introduction to Online Course Design at Fresno Pacific University. Items provided for committee’s review are: A letter describing the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Description; an email from HR&ER verifying 11 carryover units from time of hire. – **Motion: Judon / 2nd Indermuehle – Approved**

Lappin, Amber – Request for approval of a Professional Growth Plan to complete the Ed.D. Program in Leadership with an emphasis in Adult and Continuing Education at the American College of Education. Items provided for committee’s review are: A letter describing the change in the program and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Description; a letter from the PG&SL Committee approving the previous program and verification from HR&ER of 2 carryover units from time of hire. – **Motion: Moore / 2nd Indermuehle – Approved**

IX. Salary Reclassification

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

New Requests

Somers, Nivard – Request for Salary Reclassification to move from Column E to F Column due to completion of 8 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, a copy of a letter verifying 9 carryover units and official transcripts. This will leave 2 eligible carryover units toward the next request for salary reclassification. – **Motion: Indermuehle / 2nd Moore – Approved**

Sumrall, David – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Nursing Practice degree conferred and posted on December 17, 2022 from Azusa Pacific University. Official transcripts were provided in January and placed on the February board agenda by HR&ER, as the committee did not meet during January nor February. – **Motion: Indermuehle / 2nd Moore – Approved**

Taylor, Star – Request for Salary Reclassification to move from Column E to F Column due to completion of 18 approved units from the Loyola Marymount University. This will leave 3 eligible carryover units toward the next request for salary reclassification. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letter and official transcripts. – **Motion: Judon / 2nd Moore – Approved**

X. Open Hearing

Dr. Zhai informed the committee that the District Strategic Planning Council just approved the Committee structure and aligned the Professional Growth and Sabbatical Leave Committee under the Teaching and Learning Committee. The PG & SL Committee will still remain a sub-committee of the Academic Senate. The charge and membership will remain the same, however the alignment will occur. This will be a sub-committee of both the Academic Senate and the District Strategic Planning Council.

It has been requested that the PG&SL Committee create draft documents pertaining to the Bylaws and the District Strategic Planning Council / Teaching and Learning Guidelines for the 2024/2025 Academic. A draft email of the item will be discussed at the April 6, 2023 PG&SL Meeting. – Upon approval from the Committee, the information will be sent to the VC of Educational Services and Strategic Planning, the Academic Senate Presidents and the Faculty Associate President. We will continue to work on this item if there are additional recommendations submitted to the Committee for consideration.

XI. Next Meeting Dates: April 6, 2023; May 18, 2023, June 1, 2023

Meeting Adjourned: 1:33 p.m.