

# PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

## Meeting Minutes

Date: Thursday, April 6, 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: 12:55 p.m.

I. **Approval of the March 2, 2023 Minutes – Motion: Indermuehle / 2<sup>nd</sup> Judon - Approved**

II. **Approval of the April 6, 2023 Agenda – Motion: Indermuehle / 2<sup>nd</sup> Judon - Approved**

III. **Committee Members:** James Banks; Vivian Harris (Co-Chair); Denise Indermuehle; LaNeshia Judon; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair) – **Banks and Moore voted electronically due to the Faculty Lecture. The information was sent to the Committee Co-Chairs. Morford was unable to attend the meeting.**  
**Guest(s):** Susan Mills; Ines Solis; Graciela Caringella; Katherine Koh – **Mills and Solis were unable to attend the meeting.**

**Work Group Members:** Hayley Ashby; James Banks; Susan Brucks; Amber Casolari; Vivian Harris; Denise Indermuehle; Susan Mills; Rhonda Taube; Lijuan Zhai – **This item will be placed on the agenda as a discussion item at the meeting to be held on May 18, 2023.**

IV. **Information Only**

### **Sabbatical Leave – 2023 / 2024**

An email was sent on behalf of Chancellor Isaac on December 15, 2022 announcing funds for up to four (4) sabbatical leaves during academic year 2023 / 2024. The email notifications pertaining to the process for submitting requests were sent to RCCD-all on February 2, 2023, March 6, 2023, March 10, 2023 and March 13, 2023, respectively. The deadline was March 15, 2023 for the full 2023 / 2024 academic year or for the Fall term only. There were no requests received on or before the March 15, 2023 deadline.

The deadline for the Spring term only is May 15, 2023. An email notification was sent on March 30, 2023 for the Spring deadline. Additional reminders will be sent prior to the deadline date.

V. **Discussion Items**

### **Training on Course Approval; Salary Reclassification; Sabbatical Leave and Obtaining the Rank of Professor**

A recommendation was made to provide a training, via Zoom, for PG&SL, Sabbatical Leave and Rank of Professor which will allow attendance from all three colleges. Vivian Harris obtained approval to conduct the training from the Academic Senate Presidents. Ms. Harris created a Zoom link and it has been confirmed that the training will take place, during College hour, on Thursday, March 30, 2023. All full-time faculty are invited to attend. – **This item will be placed on the agenda as a discussion item at the meeting to be held on May 18, 2023.**

### **PG&SL Committee – Draft of the District Strategic Planning Council / Teaching and Learning Guidelines and Bylaws**

At the March 2, 2023 meeting a request to draft a document pertaining to the Bylaws and the District Strategic Planning Council / Teaching and Learning Guidelines for the 2024/2025 Academic Year. 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 and the Bylaws, as applicable, if there are additional recommendations submitted to the Committee for consideration. – **This item will be placed on the agenda as a discussion item at the meeting to be held on May 18, 2023.**

Vivian Harris sent an email to the Academic Senate Presidents regarding the faculty members currently serving on the committee. A status report will be provided. – **This item will be placed on the agenda as a discussion item at the meeting to be held on May 18, 2023.**

**Request to for Discussion Pertaining to AP / BP Revisions pertaining to PG&SL**

A full-time faculty member went to the District Academic Senate President and made a complaint about the fact that Fall course work, which was submitted in December after completion of the courses, was denied. The committee completed an electronic vote and approved the Winter course work as the committee does not convene during the inter-session. For this reason, it has been requested that the committee review AP/BP 6160a. Due to the fact that the last time the committee and work group reviewed the information was in 2019, respectively, we are requesting to consider the additional AP/BP(s) 2000 and 6160 which pertain to PG&SL. – **This item will be placed on the agenda as a discussion item at the meeting to be held on May 18, 2023.**

**Request for Approval of PG&SL Committee and Co-Chairs for the 2023 / 2024 Academic Year**

MVC: James Banks and Frankie Moore  
NC: Vivian Harris and Natalie Morford  
RCC: Denise Indermuehle and LaNeshia Judon  
District: Lijuan Zhai (Co-Chair)

**Motion: Indermuehle / 2<sup>nd</sup> Judon – Approved – It has been determined that the rotation will move to Riverside City College for the 2023-2024 Academic Year. The Co-Chair duties will be Denise Indermuehle for the Fall term and LaNeshia Judon for the Spring term.**

**VI. Request to Approve Meetings Dates/Deadline Dates for the 2023 / 2024 Academic Year**

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2023 / 2024 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 2024:

**Fall 2023**

**Meeting Date**

September 7, 2023  
October 5, 2023  
November 2, 2023  
December 7, 2023 (In Person)

**No Meeting in January or February**

**Deadline Date (to Educational Services)**

August 17, 2023  
September 21, 2023  
October 19, 2023  
November 16, 2023

**Spring 2024**

**Meeting Date**

March 7, 2024  
April 4, 2024  
May 16, 2024  
June 6, 2024

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

**Deadline Date (to Educational Services)**

February 22, 2024  
March 21, 2024  
May 2, 2024  
May 23, 2024

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

Deadline Date: October 31, 2023 facilitated by PG&SL Committee / Educational Services for the 2024/2025 Academic Year.

**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 next academic year and for the fall semester only. May 15<sup>th</sup>\* for the spring semester only of the next academic year.

**Motion: Indermuehle / 2<sup>nd</sup> Judon – Approved – All dates for the 2023 / 2024 Academic Year have been reviewed and approved.**

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

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. – **It has been determined the Frankie Moore, Denise Indermuehle and LaNeshia Judon may attend the meeting in support of the Faculty members who will be awarded the Rank of Professor.**

### 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** – No tabled items for discussion at this time.

### New Requests

**Gilbert, Alexandria** – Request for approval of a Professional Growth Plan to complete coursework 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 Descriptions; verification from HR&ER verifying 11 carryover units from time of hire. – **Motion: Judon / 2<sup>nd</sup> Indermuehle - Approved**

**Hawthorne, Terrie** – Request for approval of a Professional Growth Plan to complete Independent Study to prepare for the State Licensing Exam to become a licensed Clinical Social Worker (therapist). The plan was submitted, and approved, March 11, 2015 and involved 3,200 hours of preparation. The 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; verification from HR&ER verifying 9 carryover units from time of hire. – **Motion: Judon / 2<sup>nd</sup> Indermuehle - Approved – Approved – It has been determined that the request from will be added to the May 18, 2023 agenda for discussion to convert the hours to semester units for reclassification purposes.**

**Midgett, Jethro** – Request for approval of a Professional Growth Plan to complete coursework toward a Certificate Program in Health and Human Development at 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; verification from HR&ER verifying 3 carryover units from time of hire. – **Motion: Indermuehle / 2<sup>nd</sup> Judon - Approved**

**Ramin, Michelle** – Request for approval of a Professional Growth Plan to complete Independent Study based on acceptance to a gallery exhibition at Brea Gallery in Brea, California. Items provided for committee's review are: A letter describing the exhibition and how the coursework is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; supporting documentation including the artist agreement and acceptance; verification from HR&ER verifying 0 carryover units from time of hire and her F/T Faculty job description. – **Motion: Judon / 2<sup>nd</sup> Indermuehle - Approved – It has been determined that the request from will be added to the May 18, 2023 agenda for discussion to convert the hours to semester units for reclassification purposes.**

**Slota, Daniel** – Request for approval of a Professional Growth Plan to complete coursework at the University of California, Riverside 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. Mr. Slota has a carryover of 2.32 approved units from his last request for salary reclassification. – **Motion: Indermuehle / 2<sup>nd</sup> Judon - Approved**

**Webb, Joel** – Request for approval of a Professional Growth Plan to complete coursework course work to earn an Associate in Art in Spanish for Transfer Degree at Moreno Valley College and Riverside City College, respectively. 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; verification from HR&ER verifying 13 carryover units from time of hire. – **Motion: Indermuehle / 2<sup>nd</sup> Judon - Approved**

**IX. Salary Reclassification**

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

**New Requests** – No tabled items for discussion at this time.

**X. Open Hearing – No Reports.**

**XI. Next Meeting Dates: May 18, 2023, June 1, 2023**

**Meeting Adjourned: 1:25 p.m.**