

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, May 18, 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: 1:00 p.m.

I. **Approval of the April 6, 2023 Minutes – Motion: Banks / 2nd Indermuehle - Approved**

II. **Approval of the May 18, 2023 Agenda – Motion: Banks / 2nd Moore - Approved**

III. **Committee Members:** James Banks; Vivian Harris (Co-Chair); Denise Indermuehle; LaNeshia Judon; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair) – **Natalie Morford unable to attend**
Guest(s): Susan Mills; Ines Solis; Graciela Caringella; Katherine Koh – **Susan Mills and Ines Solis unable to attend.**

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, April 6, 2023 and May 9, 2023 for the Spring deadline. There were no requests received on or before the May 15, 2023 deadline.

V. **Discussion Items**

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

Update to be provided by Vivian Harris – 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. – **Update provided by Vivian Harris – The training was co-presented by Vivian Harris and Susan Brucks. The training resulted in an increase in requests and will be continued throughout the District.**

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

Update to be provided by Vivian Harris – 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.

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. – **Update provided by Vivian Harris – There has been no response from the District Academic Senate. Vivian Harris will follow-up at the next Academic Senate meeting and provide a status at the June 1, 2023 PG&SL committee meeting.**

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

Update to be provided by Lijuan Zhai – 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 and 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, 6160 and 6160a which pertain to PG&SL. – **Motion for Discussion: Indermuehle / 2nd Banks – Approved for Discussion**

The committee reviewed the revisions made to AP6160A and the procedures which are currently in place. There was discussion among multiple committee members and the following subjects were presented:

- Changing the AP and making it retroactive may involve many past faculty and may open the District up for lawsuits – we may owe money plus interest.
- Changing the AP and making it retroactive may impact retirees – we may owe money plus interest
- A current committee member completed coursework prior to submitting the request for approval and was denied credit for the coursework due to the fact that the committee must maintain compliance with AP 6160a and a precedent had already been established.
- Overall, even if AP 6160A was changed for the next academic year (2023/2024) it would still open the District up and we may be liable for lawsuits.
- Reminders are sent to RCCD-all on a monthly basis. Reminders are provided by the Faculty Co-Chair of the committee at the Academic Senate meetings. The faculty members are aware of the process, dates and deadlines.
- The committee agrees that it is not in the best interest of the District to change the requirement for the faculty member to submit the Request for Course Approval, and obtain approval, prior to initiating the academic endeavor.

Two motions to vote on two separate consent items – (1) to give the committee the ability to approve an academic endeavor retroactively and (2) to give the committee the ability to approve an academic endeavor retroactively beginning in the 2023/2024 Academic Year. – Vote: Indermuehle / 2nd Banks – Opposed (Unanimously) on both items

What changes, if any, will be made to the Work Group Members:

Hayley Ashby; James Banks; Susan Brucks; Amber Casolari; Vivian Harris;
Denise Indermuehle; Susan Mills; Rhonda Taube; Lijuan Zhai

– Motion for Discussion and vote – Motion: Moore / 2nd Banks – Approved – The work group members will remain the same.

The committee was provided with the drafts of AP/BP 2000, 6160 and 6160A with revisions made by the work group on March 21, 2019 and May 16, 2019, respectively. The committee determined there will be no additional changes, with the exception to the date (change the date to May 18, 2023) and the information may be sent through the vetting process.

VI. Professional Growth

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

Discussion Items

At the meeting held on April 6, 2023 it was determined that the requests from Terrie Hawthorne and Michelle Ramin would be added to the agenda for discussion to convert the hours to semester units for reclassification purposes.

- **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. The carryover units verified by HR&ER will be used upon completion of coursework from the University of La Verne as requested by the faculty member. – **The committee has determined that in accordance with AP 6160A; Section II.C.3; "...A maximum of five units of reclassification credit earned by independent study may be granted for each salary reclassification..."**. The committee approved the maximum of five units per request up to Column G on the Faculty Salary Schedule. – Motion: Banks / 2nd Moore - 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. – **The committee has determined that in accordance with AP 6160A; Section II.C.3; “...A maximum of five units of reclassification credit earned by independent study may be granted for each salary reclassification...”.** The committee approved the maximum of five units per request up to Column G on the Faculty Salary Schedule. – **Motion: Banks / 2nd Judon - Approved**

New Requests

Aguilar, Ruben – Request for approval of a Professional Growth Plan to complete a Doctorate of Education in Organizational Change and Administration 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; verification from HR&ER verifying 0 carryover units from time of hire. – **Motion: Banks / 2nd Indermuehle - Approved**

Arias, Adriana – Request for approval of a Professional Growth Plan to complete coursework at Chaffey College. 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 1 carryover unit from time of hire. – **Motion: Banks / 2nd Indermuehle - Approved**

Callahan, Michelle – Request for approval of a Professional Growth Plan to complete coursework at Chaffey College. 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 5-2/3 carryover units from time of hire. – **Motion: Judon / 2nd Banks - Approved**

Camacho, Steven – Request for approval of a Professional Growth Plan to complete continued coursework at Claremont Graduate 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. The faculty member is currently at Column G and will move to Column H upon completion of the Doctoral Program. – **Motion: Indermuehle / 2nd Banks - Approved**

Hawthorne, Terrie – Request for approval of a Professional Growth Plan to complete a Doctor of Psychology in Clinical Psychology at Capella 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. The carryover units verified by HR&ER will be used upon completion of coursework from the University of La Verne. – **Motion: Banks / 2nd Indermuehle - Approved**

Hawthorne, Terrie – Request for approval of a Professional Growth Plan to complete coursework 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 9 carryover units from time of hire. – **Motion: Banks / 2nd Indermuehle - Approved**

Renfrow, Debbi – Request for approval of a Professional Growth Plan to complete American Sign Language coursework at Moreno Valley College. 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: Moore / 2nd Banks - Approved**

VII. Salary Reclassification

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

New Requests

Gilbert, Alexandria – Request for Salary Reclassification to move from Column C to Column D due to completion of 6 approved units from Fresno Pacific University. Items provided for the committee’s review are: Request for Reclassification Form; a copy of the committee’s program approval letters, a copy of a letter verifying 11 carryover units

and official transcripts. Upon approval this will leave 2 eligible carryover units toward the next request for salary reclassification. – **Motion: Banks / 2nd Moore - Approved**

Jimenez, Kiandra – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Philosophy in Cultural Studies Degree from Claremont Graduate University. Items provided for the committee's review are: A letter requesting approval of the Doctoral Degree pending receipt of Official Transcripts with the Degree conferred and posted, a copy of the letter stating that all requirements have been met, a copy of the committee's program approval letter, a copy of the correspondence between Educational Services and the Faculty Member. – **Motion: Judon / 2nd Banks - Approved**

Kruizenga-Muro, Denise – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education in Higher Education Administration Degree from St. Cloud State University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letters and official transcripts. – **Motion: Banks / 2nd Judon - Approved**

Midgett, Jethro – Request for Salary Reclassification to move from Column E to Column F due to completion of 12 approved units from the University of La Verne. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letters, a copy of an email verifying 3 carryover units and official transcripts. – **Motion: Indermuehle / 2nd Judon - Approved**

Rocillo, James – Request for Salary Reclassification to move from Column D to Column E due to completion of 8 approved units from California Baptist University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letters, a copy of a letter verifying 7 carryover units and official transcripts. Upon approval this will leave 1 eligible carryover unit toward the next request for salary reclassification. – **Motion: Banks / 2nd Judon - Approved**

Webb, Joel – Request for Salary Reclassification to move from Column D to Column E due to completion of 2 approved units from Creative Commons. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letters, a copy of a letter verifying 13 carryover units and official transcripts. Upon approval this will leave 2 eligible carryover units toward the next request for salary reclassification. – **Motion: Banks / 2nd Indermuehle - Approved**

VIII. **Open Hearing** – Ensure the Deadline Date and the May Meeting Date for the 2023/2024 Academic Year, or any other year, do not occur on the same day. – **Motion: Indermuehle / 2nd Banks**

The information pertaining to the faculty member's request for coursework completed without approval will be presented to Dr. Mark Sellick by Vivian Harris. In the conversation, Ms. Harris will include the committee's discussion pertaining to the revisions to AP 6160A.

IX. **Next Meeting Dates:** June 1, 2023

Meeting Adjourned: 1:45 p.m.