

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, June 1, 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: 12:53 P.M.

I. **Approval of the May 18, 2023 Minutes – Motion: Banks / 2nd: Indermuehle - Approved**

II. **Approval of the June 1, 2023 Agenda – Motion: Banks / 2nd: Indermuehle - 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): Graciela Caringella; Katherine Koh

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

IV. **Information Only**

The website will be updated with the 2023 / 2024 Academic Year due dates, meeting dates and changes in co-chairs. Upon receipt of the official transcripts for Kiandra Jimenez, they will be sent to Vivian Harris and Lijuan Zhai for verification of the Doctoral Degree. The committee has approved the request pending receipt of official transcripts.

V. **Discussion Items**

PG&SL Committee – Draft of the District Strategic Planning Council / Teaching and Learning Guidelines and Bylaws Update to be provided by Vivian Harris and/or Lijuan Zhai – 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 and Dr. Zhai will work on these items during the Summer and bring it to the committee, for review, in the Fall.

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.

Vivian Harris spoke with the Senate President(s) and the committee will remain the same for the 2023 / 2024 Academic Year

VI. **Professional Growth**

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

New Requests

Doucette, Eric – Request for approval of a Professional Growth Plan to complete coursework at California Southern 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 verification from HR&ER verifying 6 carryover units prior to time of hire. – **Motion: Banks / 2nd: Indermuehle - Approved**

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. The 11 verified carryover units from time of hire were used for reclassification purposes from Column C to Column D and there are 2 remaining carryover units to be applied to the next reclassification request based on approved units. – **Motion: Banks / 2nd: Indermuehle - Approved**

Lahren, Catherine – Request for approval of a Professional Growth Plan to complete coursework to complete an Associate of Arts in Spanish 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. The verification from HR&ER verifying 32 carryover units from time of hire. An additional 4 units of approved coursework has been approved by the PG&SL Committee resulting in a total of 36 units toward advancement in salary placement. An additional 9 approved units are needed to move from E to F on the occupational salary schedule. – **Motion: Banks / 2nd: Indermuehle - Approved**

Nafzgar, Sara – Request for approval of a Professional Growth Plan to complete coursework and obtain an IACET Accredited Professional Development certificate of completion from the Center of Organizational Responsibility and Advancement. 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 has been sent to HR&ER to and there are no applicable carry-over units prior to time of hire. – **Motion: Banks / 2nd: Indermuehle - Approved**

VII. Salary Reclassification

Tabled Items

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 were: 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. – **Status Update:** Still pending receipt of Official Transcripts with the degree posted and conferred. – **Motion: Banks / 2nd: Indermuehle – Approved – Pending official transcripts**

New Requests

Arias, Adriana – Request for Salary Reclassification to move from Column C to Column D due to completion of 20 approved units from Chaffey College. 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 1 carryover unit and an email requesting approval pending receipt of official transcripts. Upon approval this will leave 6 eligible carryover units toward the next request for salary reclassification. – **Motion: Banks / 2nd: Indermuehle - Approved**

Callahan, Michelle – Request for Salary Reclassification to move from Column D to Column E due to completion of 20 approved units from Chaffey College. 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 5-2/3 carryover units and an email requesting approval pending receipt of official transcripts. Upon approval this will leave 10-2/3 eligible carryover units toward the next request for salary reclassification. – **Motion: Banks / 2nd: Indermuehle - Approved**

Witmer, Suzanne – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education in Organizational Leadership Degree from Grand Canyon University. Items provided for the committee's review are: Request for Reclassification Form, of Official Transcripts with the Degree conferred and posted, a copy of the committee's program approval letter, a copy of the correspondence between Educational Services and the Faculty Member and a copy of the committee's program approval letter. – **Motion: Banks / 2nd: Indermuehle - Approved**

VIII. Open Hearing

The website has been updated to the 2023 / 2024 Academic Year. The section pertaining to submitting a plan in advance and the reclassification requests are not retroactive will be highlighted and in a different colored font on both the website and the monthly email reminder which is sent from Educational Services.

IX. Next Meeting Dates: September 7, 2023; October 5, 2023; November 2, 2023; December 7, 2023 (In Person)
March 7, 2024; April 4, 2024; May 16, 2024; June 6, 2024

Meeting Adjourned: 1:15 p.m.