

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, September 1, 2022

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?pwd=ZlBpTXZneTlHcmZVU0FOLzIqQdG0vQT09>

Start Time: 12:53 p.m.

I. Approval of the May 19, 2022 Minutes

II. Approval of the September 1, 2022 Agenda

- III. **Committee Members:** James Banks; Vivian Harris (Co-Chair); Denise Indermuehle; LaNeshia Judon; Frankie Moore; Natalie Morford; Lijuan Zhai (Co-Chair)
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

On the April 7, 2022 agenda we received the following request, which was approved:

Schwartz, Michael –Request for Salary Reclassification to move from Column G to Column H upon receipt of his official transcripts pending completion of the final requirement to earn a Ph.D. in English from the University of California, Riverside. The anticipated date that the degree will be posted is in June, 2022. It is being requested that the committee approve the request pending receipt of the official transcripts to be verified by the PG&SL Co-Chairs and placed on the August Board agenda, pending approval. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter, a letter outlining the request and unofficial transcripts.

Dr. Schwartz submitted official transcripts, with the degree and conferral date posted, which were reviewed and approved by the PG&SL Co-Chairs. The item was placed on the August Board agenda and approved by the Board of Trustees.

V. Discussion Items

Request for Approval of PG&SL Committee and Co-Chairs for the 2022 / 2023 Academic Year

MVC: James Banks and Frankie Moore

NC: Vivian Harris and Natalie Morford (Vivian Harris – Co-Chair)

RCC: Denise Indermuehle and LaNeshia Judon

District: Lijuan Zhai (Co-Chair) current designee

Vivian Harris to Co-Chair for full Academic Year – Motion: Indermuehle / 2nd Judon – Approved

Revised motion for the above revision to the Faculty Co-Chair – Motion: Indermuehle / 2nd Banks - Approved

Process for selecting the PG&SL Committee Members / Length of Term / Voting Process

It is being requested to determine the current process for selecting the individuals who serve as the College representatives on the PG&SL Committee, including the length of the term and the voting process.

MVC and NC – Appointed by DAS President. There is no end date unless a committee member retires or no longer wishes to continue serving on the committee. If either scenario occurs, the DAS President appoints another committee member.

RCC – Appointed by DAS President. Must have a representative from the Nursing Discipline. This is a 2-year commitment to the committee.

The committee members with talk with the DAS President(s) to determine if there are bylaws and/or a documented charge for this committee.

Website/Forms

The website for Professional Growth and Sabbatical Leave is in the process of being updated.

Please review the following links, which are current. The forms had some minor changes and have been updated:

- Home
- Applying for Rank of Professor
- Meetings, Deadlines, Agendas & Minutes
- Professional Growth

Website: https://www.rccd.edu/admin/ed_services/pgsl/Pages/index.aspx

The Sabbatical Leave link is the last item to be updated. Included in your attachments is a draft of the packet which will be provided to the faculty members vs. four (4) separate documents. The information contained in the packet has been updated with the most recent information in the current Agreement between RCCD and the RCCD Faculty Association. Upon approval from the committee, the forms will be submitted to the DAS Presidents and the FA President for review and approval. The final forms will be made fillable and ADA compliant prior to placing on the website.

Motion: Morford / 2nd Banks – Approved

June Meeting Date

The June meeting date has been added to the calendar as an additional meeting date. This will allow for any additional requests, received from faculty members, to be considered prior to the intercession.

Monthly email notifications during Fall and Spring term

The monthly notification has been updated with the current deadlines and meeting dates. The link(s) to the updated forms are also included in the email notification.

VI. Professional Growth

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

New Requests

Arias, Adriana – Request for approval of a Professional Growth Plan to complete an American Sign Language Certificate with additional coursework that includes Languages and Accounting at Chaffey College. 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. – **Motion: Banks / 2nd Judon – Approved**

Black, Michelle – Request for approval of a Professional Growth Plan to complete an American Sign Language Certificate with additional coursework that includes Languages and Accounting at Chaffey College. 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. – **Motion: Morford / 2nd Banks – Approved**

Hausladen, Lisa – Request for approval of a Professional Growth Plan to enroll in the Coding Specialist Certificate Program at Loma Linda 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. – **Motion: Indermuehle / 2nd Banks – Approved**

Lappin, Amber – Request for approval of a Professional Growth Plan to complete an Ed.D. in Curriculum and Instruction with an emphasis in Adult and Continuing Education for the American College of Education. 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. – **Motion: Banks / 2nd Indermuehle – Approved**

Lenox, Anne – Request for approval of a Professional Growth Plan to complete graduate level courses at the University of La Verne. 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. – **Motion: Indermuehle / 2nd Banks – Approved**

Patterson, Carrie – Request for approval of a Professional Growth Plan to complete an Ed.D. in Organizational Change and Administration from California Baptist 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. – **Motion: Judon / 2nd Banks – Approved**

Vela, Jesus – Request for approval of a Professional Growth Plan to complete a TESL Certificate from the University of California, San Diego. 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. – **Motion: Banks / 2nd Indermuehle – Approved**
Discussion pertaining to course LING-40110 start date. If course started prior to the meeting the course is denied and all others are approved. If it begins after the meeting all courses are approved. The outcome will be noted in the status letter.

Amended Motion: Moore / 2nd Indermuehle – Approved

VII. Salary Reclassification

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

New Requests

Brabant, Matthew –Request for Salary Reclassification to move from Column F to G Column due to completion of 15.0 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 and official transcripts. – **Motion: Judon / 2nd Moore – Approved**

Contreras, Lisa –Request for Salary Reclassification to move from Column E to F Column due to completion of 15.0 approved units from the University of California, San Diego. 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: Moore / 2nd Indermuehle – Approved**

Dobson, Jessica –Request for Salary Reclassification to move from Column D to E Column due to completion of 18.0 approved units from the University of La Verne, leaving 3 carry-over units remaining toward the next step based on approved courses. 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: Banks / 2nd Morford – Approved**

Fontaine, Kristin –Request for Salary Reclassification to move from Column F to G Column due to completion of 15.0 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 letter and official transcripts. – **Motion: Indermuehle / 2nd Banks – Approved**

Marquis, Anya-Kristina –Request for Salary Reclassification to move from Column F to G Column due to completion of 12.0 approved units from California State University, Fullerton and 3 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **Follow-up on transcripts. The coursework listed does not match the transcripts provided – Motion: Moore / 2nd Banks – Tabled**

Mendelovitz, Kfir –Request for Salary Reclassification to move from Column D to E Column due to completion of 15.0 approved units from California State University, San Bernardino. 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: Banks / 2nd Indermuehle – Approved**

Morford, Natalie –Request for Salary Reclassification to move from Column E to F Column due to completion of 9.0 approved units from the University of La Verne in addition to 6 verified carryover units. 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: Indermuehle / 2nd Moore / 1 – Abstained – Approved**

Shipway, Stacy –Request for Salary Reclassification to move from Column G to H Column due to completion of a Doctor of Nursing Practice degree, conferred on May 7, 2022, from Azusa Pacific 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. – **Motion: Indermuehle / 2nd Banks – Approved**

Snitker, Nicole –Request for Salary Reclassification to move from Column E to F Column due to completion of 15.0 approved units from California State University, East Bay. 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: Moore / 2nd Banks – Approved**

Somers, Nivard –Request for Salary Reclassification to move from Column D to E Column due to completion of 24.0 approved units from California State University, Fullerton, leaving 9 carryover units remaining toward the next step based on approved courses. 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 Indermuehle – Approved**

Webb, Joel –Request for Salary Reclassification to move from Column C to D Column due to completion of 16.0 approved units from San Jose State University, leaving 1 carryover unit remaining toward the next step based on approved courses. 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: Moore / 2nd Banks – Approved**

Weeks, Gina –Request for Salary Reclassification to move from Column F to G Column due to completion of 13.0 approved units from California Baptist University and 2 verified carryover units from the previous reclassification request. 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: Indermuehle / 2nd Judon – Approved**

Whitton, Jude –Request for Salary Reclassification to move from Column G to H Column due to completion of a Ph.D. in Communication with a Major in Communication General Studies from Regent 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. – **Motion: Indermuehle / 2nd Moore – Approved**

Witmer, Suzanne –Request for Salary Reclassification to move from Column F to G Column due to completion of 15.0 approved units from Grand Canyon 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. – **Motion: Banks / 2nd Moore – Approved**

VIII. Open Hearing

Dr. Zhai opened a discussion pertaining to coursework which begins during the intersession prior to the committee meeting dates. Is there any precedent to approving a program which starts during the intersession; for example, in August?

The following possible options were discussed:

- **Create a paragraph in the monthly e-mail requesting faculty members to submit the program early pending approval to the programs and/or grades posting on transcripts.**
- **Request the committee members discuss the possibility of reconvening the subcommittee to address the issue in the AP/BP(s) with their respective DAS President(s).**

It has been determined that Susan Brucks will create a paragraph in the email template and send it to the committee members and that the committee members will talk with their respective DAS President(s).

IX. Next Meeting Dates: October 6, 2022; November 3, 2022; December 1, 2022 (in person) March 2, 2023; April 6, 2023; May 18, 2023, June 1, 2023

Meeting Adjourned: 1:47 p.m.