

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, November 3, 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>

Start Time: 12:54 p.m.

I. **Approval of the October 6, 2022 Minutes – Motion: Moore / 2nd Morford - Approved**

II. **Approval of the November 3, 2022 Agenda – Motion: Judon / 2nd Moore - Approved**

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

Website/Forms

All links and forms have been updated on the PG&SL website. The final forms have been made fillable and are ADA compliant. All links to the CTA Agreement, AP/BPs, forms and email addresses have been updated and verified. Please see the updated pages at: https://www.rccd.edu/admin/ed_services/pgsl/Pages/index.aspx.

Request for Rank of Professor/Distinguished Professor

An email notification was sent to rccd-all on September 21, 2022, October 4, 2022, October 12, 2022 and October 26, 2022 providing the information to full-time faculty who will be applying for the Rank of Professor or Distinguished Professor. The deadline for the application(s) is no later than October 31, 2022 for the 2023 / 2024 Academic Year. All packets will be assembled for the Committee's review and consideration on December 1, 2022.

V. Discussion Items

December 1, 2022 PG&SL Meeting

Request for a vote to determine if the meeting will be facilitated in person at the CAADO Offices or via Zoom. –

Motion: Moore / 2nd Judon / Abstain: Morford – Approved to facilitate the December 1, 2022 meeting via Zoom

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

Vivian Harris has requested a status from the Academic Senate Presidents 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. As of October 27, 2022, she has not received a response. – **Vivian Harris and Lijuan Zhai will reach out to the Academic Senate President(s) to request a follow up status. Frankie Moore was requested by the Academic Senate President to serve on the committee and did not receive any information regarding shared governance nor term limit(s).**

VI. Professional Growth

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

New Requests

Webb, Joel – Request for approval of a Professional Growth Plan to complete a CC Certificate for Librarians from Creative Commons. 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 certificate 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. – **Motion: Moore / 2nd Indermuehle – Approved for two (2) units pending verification, provided by the faculty member, of seventy-two (72) hours or more upon completion of the certificate. The committee received verification of the thirteen (13) carryover units from HR&ER.**

VII. Salary Reclassification

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

New Requests - No new requests at this time.

VIII. Open Hearing

Vivian Harris and Susan Brucks will be Co-Presenting at the New Faculty meeting on November 4, 2022 at Norco College on Professional Growth, Sabbatical Leave and Rank of Professor.

Susan Brucks will potentially present at the Academic Senate meeting(s) if deemed applicable by the Academic Senate President(s).

The respective committee members will coordinate a time for Susan Brucks to present, via Zoom, on FLEX Day for the Spring term which will take place on Friday, February 10, 2023.

Update provided on the applications for the Rank of Professor for the 2023 / 2024 Academic Year.

IX. Next Meeting Dates: December 1, 2022 (~~in-person~~) via Zoom March 2, 2023; April 6, 2023; May 18, 2023, June 1, 2023

Meeting Adjourned: 1:15 p.m.