

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Meeting Minutes

Date: Thursday, May 16, 2024

Time: 12:50 p.m. – 1:50 p.m.

**ZOOM: 1-669-900-6833 / Meeting ID: 894 2440 4682 / Passcode: 340362**

<https://rccd-edu.zoom.us/j/89424404682?pwd=b1IFN0N0BOVNjR1o5L1cwR014c1NuQT09&from=addon>

**Call to Order: 12:53 P.M.**

- I. **Approval of the May 16, 2024 Agenda – Motion Moore / 2<sup>nd</sup> Nafzgar - Approved**
- II. **Approval of the April 4, 2024 Minutes – Motion Nafzgar / 2<sup>nd</sup> Morford / 1 Abstained - Approved**

- III. **Committee Members:** Denise Indermuehle  
LaNeshia Judon (Co-Chair)  
Frankie Moore  
Natalie Morford  
Sara Nafzgar  
Debbi Renfrow  
Lijuan Zhai (Co-Chair)  
**Guest(s):** Felipe Galicia; Susan Mills; Katherine Koh  
**Unable to attend: Denise Indermuehle; Felipe Galicia**

#### IV. **Information Only**

##### **Update to BP/AP Workgroup Members and Meeting Status**

The work group members have been confirmed as follows:

**Members:** Felipe Galicia; Denise Indermuehle; LaNeshia Judon; Susan Mills;  
Sara Nafzgar; Debbi Renfrow; Lijuan Zhai

**Guests:** Keith Dobyns; Rhonda Taube; Susan Brucks

Additional meetings have been, and continue to be, scheduled to complete the review and updates pertaining to PG&SL within the following: BP/AP 6160; AP 6160A and BP/AP 2000.

A final meeting will be scheduled with the workgroup members for review and approval of the final recommendations for BP/AP 6160A. – **A meeting will be held on May 24, 2024 at 2:00 p.m. to finalized BP/AP6160[A].**

#### V. **Discussion Items**

##### **Sabbatical Leave – 2024 / 2025 Academic Year Requests Received**

An email was sent, on November 28, 2023, on behalf of Chancellor Isaac stating the following:

“...The District agreed to fund up to four sabbatical leaves for full-time faculty during the academic year 2024 – 2025. The sabbaticals will be awarded through a competitive district-wide process according to the academic merit of the proposals, with no specific allocations per college...”

### **Requests for Full Year's Sabbatical Leave 2024 / 2025**

**Ducat, James** – Request for Sabbatical Leave. Full Year's Leave (70% Regular Sabbatical Leave) for 2024-2025 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal. – **Motion Morford / 2<sup>nd</sup> Nafzgar – Approved – Discussion pertaining to 70% and 30% workload, the request was extensive and comprehensive.**

**Sanchez, Marc** – Request for Sabbatical Leave. Full Year's Leave (100% Regular Sabbatical Leave) for 2024-2025 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal. – **Motion Morford / 2<sup>nd</sup> Moore – Approved – Discussion pertaining to Ph.D. in Psychology.**

**Tyler, Jody** – Request for Sabbatical Leave. Full Year's Leave (100% Regular Sabbatical Leave) for 2024-2025 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal. – **Motion Moore / 2<sup>nd</sup> Renfrow – Approved – Discussion pertaining to creating a Chemistry Lab Manual to benefit the Department.**

### **Requests for Semester Sabbatical Leave Spring 2025**

**Gibbons-Anderson, Joan** – Request for Sabbatical Leave. Semester Leave (100% Semester Sabbatical Leave) for Spring 2025. The deadline date to submit the complete packet is May 15, 2024. The information will be provided for committee's review upon receipt of the complete packet. Items to be provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal. – **Motion Nafzgar / 2<sup>nd</sup> Morford – Approved – The committee discussed this request is to revise curriculum for COM-1, a course transferable to both CSU and UC. This revised course will align with the State changes for Cal-GETC. The curriculum is being revised to meet the new requirements, including the creation of an online version of COM-1. The course will be developed to pass the POOCR review and serve as a strong model course. The faculty member responsible for this course will share it with both full-time and part-time faculty.**

### **Professional Growth**

#### **Tabled Items**

**Lahren, Catherine** – Request for approval of a Professional Growth Plan to complete a Postgraduate Certificate in Diversity, Equity and Inclusion from California State University San Bernardino. Items provided for committee's review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 2 carry-over units prior to time of hire. – **An email was received from C. Lahren, on May 1, 2024, stating that the courses are not post graduate level courses. – Motion Moore / 2<sup>nd</sup> Renfrow – Approved to remove the tabled item**

### **New Requests**

**Elton, William** – Request for approval of a Professional Growth Plan to complete an Online Graduate Certificate in eLearning Design, Development and Delivery from the University of Central Florida. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Nafzgar / 2<sup>nd</sup> Morford - Approved**

**Elton, William** – Request for approval of a Professional Growth Plan to complete an Online Graduate Certificate in Fundraising from the University of Central Florida. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Moore / 2<sup>nd</sup> Morford - Approved**

**Elton, William** – Request for approval of a Professional Growth Plan to complete an Online Graduate Certificate in College Teaching and Leadership from the University of Central Florida. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Renfrow / 2<sup>nd</sup> Moore - Approved**

**Oceguera, Jose** – Request for approval of a Professional Growth Plan to complete course work and instructional programs offered by the Online Network of Educators (@ONE via the California Virtual Campus and graduate level course work from Fresno Pacific University. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. A notification from HR&ER verifying that there are 0 carry-over units prior to time of hire indicated on the form. – **Motion Nafzgar / 2<sup>nd</sup> Moore - Approved**

**Patterson, Carrie** – Request for approval of a Professional Growth Plan to complete Graduate Level course work for an Inclusive Classroom Teaching Certificate from the University of La Verne. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Morford / 2<sup>nd</sup> Renfrow - Approved**

**Patterson, Carrie** – Request for approval of a Professional Growth Plan to complete Graduate Level course work for a Teaching in a Multicultural Classroom Certificate from the University of La Verne. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions.

An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Nafzgar / 2<sup>nd</sup> Moore - Approved**

**Patterson, Carrie** – Request for approval of a Professional Growth Plan to complete Graduate Level course work for an Integrated Technology in the Classroom Certificate from the University of La Verne. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Nafzgar / 2<sup>nd</sup> Moore - Approved**

**Patterson, Carrie** – Request for approval of a Professional Growth Plan to complete Graduate Level course work for a Motivation and Classroom Management Certificate from the University of La Verne. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire. – **Motion Nafzgar / 2<sup>nd</sup> Morford - Approved**

**Webb, Joel** – Request for approval of a Professional Growth Plan to complete course work for a certificate in Integrating Technology into the Classroom from the University of La Verne. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 13 carry-over units prior to time of hire. – **Motion Moore / 2<sup>nd</sup> Nafzgar - Approved**

## VI. Salary Reclassification

### Tabled Items

No tabled items.

### New Request

**Aguilar, Ruben** – Request for Salary Reclassification to move from Column C to Column D due to completion of 16.0 approved units from California Baptist University. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts and copies of the committee’s program approval letters. This will leave a balance of 1.0 approved unit to apply toward the next salary reclassification request. – **Motion Nafzgar / 2<sup>nd</sup> Moore - Approved**

**Mendelovitz, Kfir** – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from Moreno Valley College and California State University – San Bernardino. The faculty member is on the Occupational Salary Schedule. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts and copies of the committee’s program approval letters. – **Motion Renfrow / 2<sup>nd</sup> Moore - Approved**

**Rocillo, James** – Request for Salary Reclassification to move from Column E to Column F due to completion of 16.0 approved units from California Baptist University. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts and copies of the committee’s program approval letters. – **Motion Morford / 2<sup>nd</sup> Moore - Approved**

**Wilson, Melissa** – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Philosophy from the University of California, Riverside. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts with the degree posted and conferred and a letter informing the committee that the faculty member was enrolled in the Doctoral program at the time of hire. – **Motion Nafzgar / 2<sup>nd</sup> Moore - Approved**

**VII. Open Hearing**

The committee discussed creating a rubric to rank Sabbatical Leave requests. The committee asked whether four (4) funded Sabbatical Leaves would mean four (4) full-year leaves or if it could be distributed between full-year and one semester requests. The committee also discussed how to decide which requests move forward if there are more requests than can be funded. The committee also suggested developing rubrics to rate all professional growth requests to ensure consistency in their decisions.

Additionally, Dr. Judon brought up the RCC Senate by-laws, highlighting that the committee has a 2-year term limit. The discussion will also include how the committee members are selected at Moreno Valley College and Norco College, respectively.

**VIII. Next Meeting Dates: June 6, 2024**

**Meeting Adjourned: 2:05 p.m.**