

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Meeting Minutes

Date: Thursday, April 4, 2024

Time: 12:50 p.m. – 1:50 p.m.

**ZOOM: 1-669-900-6833 / Meeting ID: 871 2699 2501 / Passcode: 053661**

<https://rccd-edu.zoom.us/j/87126992501?pwd=Qk5JRm13SjExZWkweXQ2ZzZXWEpldz09&from=addon>

**Call to Order: 1:51 p.m.**

- I. **Approval of the April 4, 2024 Agenda – Motion Morford / 2<sup>nd</sup> Nafzgar – Approved**
- II. **Approval of the March 7, 2024 Minutes – Motion Indermuehle / 2<sup>nd</sup> Morford – Approved**
- III. **Committee Members** Denise Indermuehle  
LaNeshia Judon (Co-Chair)  
Frankie Moore  
Natalie Morford  
Sara Nafzgar  
Debbi Renfrow  
Lijuan Zhai (Co-Chair)  
**Guest(s):** Keith Dobyns; Felipe Galicia; Susan Mills; Susan Brucks; Katherine Koh  
**Unable to attend: Keith Dobyns, Felipe Galicia, Susan Mills**
- 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, Tammy Few, Rhonda Taube, Susan Brucks

The initial meeting took place on November 30, 2023. The primary focus at the meeting was AP 6160[A]. It has been determined that a smaller work group will work on the language and bring the proposed changes to the work group for further discussion.

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. Tammy Few, VC of HR&ER, attended the meeting on Friday, March 8, 2024.

At this time, BP/AP 6160A is with GC, Keith Dobyns to complete the final legal review of the proposed changes. A final meeting will be scheduled with the workgroup members for review and approval of the recommendations.

#### **Nomination(s) for the Rank of Distinguished Professor**

The offices of Educational Services and Strategic Planning has received nominations for two (2) requests for the Rank of Distinguished Professor for the 2024 / 2025 academic year. The information pertaining to the requests has been sent to the appropriate committee(s) in accordance with AP 2000. A selection has been made and Dr. Heather Smith will receive a Certificate for the Rank of Distinguished Professor at the Board of Trustee's meeting to be held

on Tuesday, April 16, 2024. All faculty members have been notified of their respective status.

### **Request(s) for Rank of Professor**

The offices of Educational Services and Strategic Planning has received nine (9) requests for the Rank of Professor for the 2024 / 2025 academic year. The information pertaining to the requests has been submitted to the Chancellor's Office in accordance with AP 2000 for review and consideration.

All faculty members will be notified of their respective status upon receipt of the Chancellor's recommendations. Those who are approved for the Rank of Professor, will be awarded a Certificate for the Rank of Professor at the Board of Trustees's meeting to be held on Tuesday, April 16, 2024.

### **An update was provided as follows:**

**During December meeting, the committee approved seven (7) out of nine (9) applications to be considered for the rank of professor. All documents were subsequently forwarded to the College President(s) along with the committee's recommendations and rationale for each decision. For two (2) applicants, the committee requested additional information to be provided at the next stage of review. Supplementary letters from the VP of Academic Affairs and/or the Academic Senate were dispatched to the College Presidents, supplementing the information submitted by the faculty members.**

**Following review by the College Presidents, the documents were transmitted to the Chancellor for further assessment. In accordance with BP/AP 2000, the Chancellor convened with the District Academic Senate, concluding that all nine (9) applications warranted forwarding to the Board of Trustees for affirmation.**

**Committee members were apprised that their findings, recommendations, rationale, and meeting minutes had been disseminated to the College Presidents, the Chancellor, and the District Academic Senate.**

**During deliberations, committee members raised concerns regarding the recommendations put forth. If it is determined that a faculty member does not meet the minimum criteria outlined in BP/AP 2000, additional review may not be necessary. Revision of AP 2000 could be considered to address this.**

**There was also discussion concerning whether part-time teaching experience should be counted towards full-time experience. It was acknowledged that BP/AP 2000 is due for review and revision by the BP/AP workgroup.**

## **V. Discussion Items**

### **Request for Approval of PG&SL Committee and Co-Chairs for the 2024 / 2025 Academic Year**

MVC: Frankie Moore and Debbi Renfrow

NC: Natalie Morford and Sara Nafzgar

RCC: Denise Indermuehle and LaNeshia Judon

District: Lijuan Zhai (Co-Chair)

The faculty Co-Chair will rotate to Moreno Valley College

**MVC Faculty Co-Chair: Frankie Moore Fall, 2024/ Debbi Renfrow Spring, 2025**

**The committee members listed will serve as the committee for the 2024/2025 Academic Year.**

**The Co-Chair will reach out to the Academic Senate to determine the selection criteria and the process at each College, respectively. A cohesive process will be implemented so all Colleges are consistent.**

**The Co-Chair will also request a copy of the by-laws, if any, for the committee's consideration and review.**

**Request to Approve Meetings Dates/Deadline Dates for the 2024 / 2025 Academic Year**

It is requested that the PG & SL Committee review and approve the following meetings dates and deadline dates for the 2024 / 2025 Academic Year. The dates are the first Tuesday of the month, during the Fall and Spring Term(s), listed as follows with the exception of May 2025:

**Fall 2024**

**Meeting Date**

**Deadline Date (to Educational Services)**

September 3, 2024

August 20, 2024

October 1, 2024

September 17, 2024

November 5, 2024

October 22, 2024

December 3, 2024 (In Person)

November 19, 2024

**No Meeting in January or February**

**Spring 2025**

**Meeting Date**

**Deadline Date (to Educational Services)**

March 4, 2025

February 18, 2025

April 1, 2025

March 18, 2025

May 20, 2025

May 6, 2025

June 3, 2025

May 20, 2025

**No Meeting in July or August**

**Requests for Rank of Full Professor / Distinguished Professor:**

Deadline Date: October 31, 2024 facilitated by PG&SL Committee / Educational Services for the 2025 / 2026 Academic Year.

**Request for Rank of Associate Professor / Tenure** are facilitated by HR&ER based on years of service/evaluations.

**Request for Rank of Emeritus** are facilitated by the District Academic Senate according to AP/BP 2000.

**Requests for Sabbatical Leave:** Facilitated by the District Academic Senate, Faculty Association and PG&SL Committee. Deadline Date(s): \*March 17<sup>th</sup> of the current academic year for the next academic year and for the fall semester only; May 15<sup>th</sup> for the spring

semester only of the next academic year. (\*March 15<sup>th</sup> falls on a Saturday.)

**Motion Indermuehle / 2<sup>nd</sup> Morford – Approved**

**Current Status of Request(s) for Sabbatical Leave for 2024 / 2025 Academic Year**

An email was sent 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...”

The deadline date(s) for sabbatical leave(s) are:

- March 15<sup>th</sup> of the current academic year for the following academic year and/or the Fall semester only of the next academic year.
- May 15<sup>th</sup> of the current academic year for the Spring semester only of the next academic year.

As of the March 15, 2024 deadline Educational Services has received three (3) requests for Full-year or fall only. Any requests received on or before the May 15<sup>th</sup> deadline will be combined with the requests for review and consideration at the PG&SL Committee meeting on May 16, 2024. The deadline date is the day before the meeting date and the packets will be sent out on May 15, 2024.

It is recommended that the committee discuss the meeting date as it is the day after the deadline date.

**Motion Indermuehle / 2<sup>nd</sup> Nafzgar – Approved**

**VI. Professional Growth**

**Tabled Items**

No tabled items.

**New Requests**

**Doucette, Eric** – Request for approval of a Professional Growth Plan to complete a Graduate Certificate in Marketing from Liberty University. Items provided for committee’s review are: A letter describing the programs and how they are 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 6.0 carry-over units prior to time of hire.

**Motion Moore / 2<sup>nd</sup> Indermuehle – Approved**

**Doucette, Eric** – Request for approval of a Professional Growth Plan to complete a Graduate Certificate in Digital Marketing from the University of Illinois. Items provided for committee’s review are: A letter describing the programs and how they are 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 6.0 carry-over units prior to time of hire.

**Motion Moore / 2<sup>nd</sup> Renfrow – Approved**

**Elton, William** – Request for approval of a Professional Growth Plan to complete a Professional Certificate in Name, Image and Likeness at Arkansas State 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. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire.

**Motion Indermuehle / 2<sup>nd</sup> Moore – Denied – Undergraduate level certifications – Does not meet qualifying criteria**

**Elton, William** – Request for approval of a Professional Growth Plan to complete a Professional Social Media Management at Arkansas State 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. An Email from HR&ER verifying that there are 0 carry-over units prior to time of hire.

**Motion Indermuehle / 2<sup>nd</sup> Nafzgar – Denied – Undergraduate level certifications – Does not meet qualifying criteria**

**Elton, William** – Request for approval of a Professional Growth Plan to complete a Professional Certificate in Community College Teaching at California State University, Dominguez Hills. 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 – 1-Approved/4-denied – Denied by quorum – Fails to meet the criteria related to the current faculty service area – Does not meet qualifying criteria**

**Elton, William** – Request for approval of a Professional Growth Plan to complete a Professional Certificate in Spanish at the University of California, San Diego. 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 Indermuehle / 2<sup>nd</sup> Morford – 4-denied/1-abstained – Denied by quorum – Fails to meet the criteria related to the current faculty service area. Also, not a post-graduate level program – Does not meet qualifying criteria**

**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.

**Motion Morford / 2<sup>nd</sup> Indermuehle – Request tabled pending verification that the Certificate meets the requirement of a post-graduate level program. The faculty member**

**has a Master's degree.**

**McNaughton, Barry** – Request for approval of a Professional Growth Plan to complete a Ph.D. Program in Digital Music Composition at the University of California, Riverside. 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 4 carry-over units prior to time of hire.

**Motion Indermuehle / 2<sup>nd</sup> Moore – Approved**

## **VII. Salary Reclassification**

### **Tabled Items**

No tabled items.

### **New Request**

**Bhavsar, Kinnari** – Request for Salary Reclassification to move from Column F to Column G due to completion of 8.04 approved units from the University of California, Irvine and 7.0 verified carry-over units from the time of hire. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval.

**Motion Indermuehle / 2<sup>nd</sup> Renfrow – Approved**

**Dobson, Jessica** – Request for Salary Reclassification to move from Column E to Column H due to completion of a Doctor of Education degree from the University of La Verne. Items provided for the committee's review are: Request for Reclassification Form; official transcripts with the degree posted and conferred and a copy of the committee's program approval.

**Motion Moore / 2<sup>nd</sup> Morford – Approved**

**Lappin, Amber** – Request for Salary Reclassification to move from Column D to Column E due to completion of 18.0 approved units from the American College of Education. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval. Upon approval, this will leave 3.0 carryover units, and 2.0 verified carryover units from the time of hire, to be applied toward the next request for column advancement based on approved units.

**Motion Indermuehle / 2<sup>nd</sup> Morford – Approved**

## **VIII. Open Hearing**

**A motion to extend the meeting to complete the review of the faculty requests and salary reclassifications**

**Motion Moore / 2<sup>nd</sup> Morford – Approved**

## **IX. Next Meeting Dates: May 16, 2024; June 6, 2024**

**Meeting Adjourned: 2:10 p.m.**