

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Meeting Minutes

Date: Thursday, September 21, 2023

Time: 12:50 p.m. – 1:50 p.m.

**ZOOM: 1-669-900-6833 / Meeting ID: 897 5736 3716 / Passcode: 942966**

<https://rccd-edu.zoom.us/j/89757363716?pwd=Umtjc1orVmh5NktNOHdhRnlreWJYdz09&from=addon>

**Start: 12:53 pm**

#### I. **Approval of the September 21, 2023 Agenda**

Motion to accept the September 7, 2023 agenda – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: Natalie Morford;  
**Approved by consensus.**

#### I. **Approval of the September 7, 2023 Minutes**

Motion to accept the June 1, 2023 minutes as written – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: Natalie Morford; **Approved by consensus.**

#### II. **Committee Members:**

James Banks; Denise Indermuehle (Co-Chair); LaNeshia Judon;  
Frankie Moore; Natalie Morford; Sara Nafzgar; Lijuan Zhai (Co-Chair)  
Frankie Moore – unable to attend

**Guest(s):** Keith Dobyns, Felipe Galicia, Susan Mills, Rhonda Taube,  
Katherine Koh

#### III. **Information Only**

##### **Change to Norco College Committee Member**

During Fall of 2022, Vivian Harris sent an email to the Academic Senate Presidents regarding the faculty members currently serving on the committee, the current members were approved at that time for the 2023/2024 Academic Year. Since that time, the President of the Academic Senate requested Sara Nafzgar to serve as the second PG&SL faculty member for Norco College, replacing Vivian Harris. Both faculty members have agreed to the change for the 2023/2024 Academic Year.

#### IV. **Discussion Items**

##### **PG&SL Committee – Lower Division Coursework and AP 6160[A]**

At the meeting on September 7, 2023 the committee discussed the intent of AB 6160[A] and made the motion to suspend lower division course work pending review and update of AP 6160[A]. Discussion is needed for lower division course work which has been approved by the PG&SL committee but not commenced by faculty.

**Discussion: The committee discussed lower division course work that has been approved but has not been completed and/or submitted for salary advancement. Those faculty employed with less than a B.A. or B.S. degree will be exempt from the upper-division course requirement. It was recommended that all lower division coursework must be applied toward a degree, certificate or credential.**

**Motion: Banks / 2<sup>nd</sup> Judon – A motion to rescind the September 7, 2023 motion to suspend reclassification for lower division coursework that has not been completed and/or submitted and move to suspend all lower division coursework that has not been completed and submitted for salary advancement with the exception of faculty employed with less than a B.A. or B.S. degree. – Motion approved.**

**Committee members discussed the issue of faculty members who are currently enrolled in an approved program and are unable to drop the approved course without a refund or a “W.” Any future coursework that has not been started will remain suspended. The committee decided they should table the item and schedule a special meeting to continue this discussion. Motion to table the discussion: Banks / 2<sup>nd</sup> Morford – Motion Approved.**

### **Update to AP/BP Work Group Members**

Reconstitute the workgroup to review and revise AP 6160[A].

Past Members: Hayley Ashby; James Banks; Susan Brucks; Denise Indermuehle;  
Susan Mills; Rhonda Taube; Lijuan Zhai

**This item will be discussed at a future meeting.**

### **PG&SL Committee – Draft of the District Strategic Planning Council / Teaching and Learning Guidelines and Bylaws**

**Update to be provided by 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. – **This item will be discussed at a future meeting.**

## **V. Professional Growth**

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

### **New Requests**

**Chiek, Veasna –** Request for approval of a Professional Growth Plan to complete coursework from Riverside City 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. An Email has been sent to HR&ER to and there are 6.25 carry-over units prior to time of hire.

**Motion to approve PG&SL plan – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: James Banks; Motion not approved due to lower division coursework**

**Hernandez, Lisa –** Request for approval of a Professional Growth Plan to complete coursework from Cal Poly Pomona 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. An Email has been sent to HR&ER to and there are 0.6 carry-over units prior to time of hire.

**Motion to approve PG&SL plan – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: Natalie Morford; Motion not approved due to lower division coursework**

**Hernandez, Lisa** – Request for approval of a Professional Growth Plan to complete coursework from Mt. San Antonio 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.

**Motion to approve PG&SL plan – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: James Banks; Motion not approved due to lower division coursework**

**Hutchings, Caroline** – Request for approval of a Professional Growth Plan to complete a Master’s of Data Science Degree Program at UC San Diego. 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 requesting carry-over units prior to time of hire.

**Motion to approve PG&SL plan – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: James Banks; Approved by consensus**

**Kerr, Brady** – Request for approval of a Professional Growth Plan to complete a Master’s Program in Music Technology (Studio Emphasis) from Southern Utah 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. An Email has been sent to HR&ER to verify carry-over units prior to time of hire and the request is pending. Please note the minutes from prior PG&SL meetings pertaining to the completion of Mr. Kerr’s Bachelor’s Degree. Mr. Kerr has completed 8 out of 10 courses toward his Master’s Degree. The remaining 2 courses began 08/30/23 during the intersession when the committee does not convene.

**Motion to approve last two courses which began in August 30, 2023 due to the fact the committee does not meet during the intersession – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: Natalie Morford; Approved by consensus**

**Moore, Ammanda** – Request for approval of a Professional Growth Plan due to Professional Publications and Compilations. Items provided for committee’s review are: A letter describing how the publications are directly related to the current Academic Full-Time Faculty position; A list of publications and links and email correspondence pertaining to the submission and/or acceptance of various works for publication. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

**Motion to table the request – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: LaNeshia Judon; Approved by consensus**

**Nafzgar, Sara** – Request for approval of a Professional Growth Plan to complete alternate coursework in place of discontinued approved courses from the University of La Verne. 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 carry-over units prior to time of hire.

**Motion to approve PG&SL plan – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: Natalie Morford, Abstain: Sara Nafzgar; Approved by consensus**

**Nafzgar, Sara** – Request for approval of a Professional Growth Plan due to a mixture of professional publications, creative work and intensive preparation workshops. Items provided for committee’s review are: A letter describing how the academic scholarly professional endeavors fall under the “other” category of AP 6160[A]. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

**Motion to table the request – 1<sup>st</sup>: James Banks, 2<sup>nd</sup>: LaNeshia Judon, Abstain: Sara Nafzgar; Approved by consensus**

**Patterson, Carrie** – Request for approval of a Professional Growth Plan due to a mixture of professional publications, creative work and intensive preparation workshops. Items provided for committee’s review are: A letter describing how the academic scholarly professional endeavors fall under the “other” category of AP 6160[A]. An Email has been sent to HR&ER to and there are no carry-over units prior to time of hire.

**Motion to table the request – 1<sup>st</sup>: LaNeshia Judon, 2<sup>nd</sup>: James Banks; Approved by consensus**

**Williams, Kweku** – Request for approval of a Professional Growth Plan to complete a Ph.D. Program in Anthropology from the University of California Riverside. 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 9 carry-over units prior to time of hire.

**Motion to approve PG&SL plan – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: James Banks; Approved by consensus**

## **VI. 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: Official transcripts were received with the Doctor of Philosophy conferred on May 13, 2023. The item was placed on the Board agenda and approved August 15, 2023. The reclassification became effective September 1, 2023.**

### **New Requests**

**Arias, Adriana** – Request for Salary Reclassification to move from Column D to Column E due to completion of 9 approved units from Chaffey College. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letters, a copy of an approval letter verifying 6 carryover units. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: Sara Nafzgar;  
Approved by consensus**

**Callahan (Black), Michelle** – Request for Salary Reclassification to move from Column E to Column F due to completion of 9 approved units from Chaffey College. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 10-2/3 carryover units. Upon approval this will leave 4-2/3 eligible carryover units toward the next request for salary reclassification.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: Sara Nafzgar;  
Approved by consensus**

**Curtis, Antonio** – 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 which was conferred on June 16, 2023. Items provided for the committee's review are: Request for Reclassification Form and; official transcripts.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: LaNeshia Judon;  
Approved by consensus**

**Gilbert, Alexandria** – Request for Salary Reclassification to move from Column D to Column E due to completion of 13 approved units from Fresno Pacific University and 2 verified carry-over units. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 2 carryover units. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

**Motion to approve salary reclassification request – 1<sup>st</sup>: LaNeshia Judon, 2<sup>nd</sup>: Sara Nafzgar;  
Approved by consensus**

**Lappin, Amber** – Request for Salary Reclassification to move from Column C to Column D due to completion of 15 approved units from American College of Education toward an Ed.D. in Leadership. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying 2 carryover units. Upon approval this will leave 2 eligible carryover units toward the next request for salary reclassification.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: LaNeshia Judon;  
Approved by consensus**

**Lenox, Anne** – Request for Salary Reclassification to move from Column E to Column F due to completion of 15 approved units from the University of La Verne. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters, a copy of an approval letter verifying no carryover units. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Sara Nafzgar, 2<sup>nd</sup>: Natalie Morford;  
Approved by consensus**

**Love, Michael** – Request for Salary Reclassification to move from Column D to Column E due to completion of 15 approved units from California State University, San Bernardino. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letter. Upon approval this will leave no eligible carryover units toward the next request for salary reclassification.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: Sara Nafzgar;  
Approved by consensus**

**Somers, Nivard** – Request for Salary Reclassification to move from Column F to Column G due to completion of 16 approved units from California State University, Fullerton. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letter. Upon approval this will leave the next request for salary reclassification to column H when the Doctoral program is completed and the degree is conferred and posted.

**Motion to approve salary reclassification request – 1<sup>st</sup>: Natalie Morford, 2<sup>nd</sup>: LaNeshia Judon;  
Approved by consensus**

**Taylor, Star** – Request for Salary Reclassification to move from Column F to Column G due to completion of 30 approved units from Loyola Marymount University. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letter. Upon approval this will leave the next request for salary reclassification to column H when the Doctoral program is completed and the degree is conferred and posted.

**Motion to approve salary reclassification request – 1<sup>st</sup>: LaNeshia Judon, 2<sup>nd</sup>: Natalie Morford;  
Approved by consensus**

**VII. Open Hearing**

**Dr. Zhai requested a vote to make the approved salary reclassifications retroactive to October 1, 2023 due to the need for a special meeting.**

**Motion to approve salary reclassifications retroactive to October 1, 2023 – 1<sup>st</sup>: LaNeshia Judon, 2<sup>nd</sup>: Natalie Morford; Approved by consensus**

**VIII. Next Meeting Dates: 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: 2:05 pm**