

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, November 2, 2023

Time: 12:50 p.m. – 1:50 p.m.

ZOOM: 1-669-900-6833 / Meeting ID: 892 1899 6092 / Passcode: 620022

<https://rccd-edu.zoom.us/j/89218996092?pwd=K2pSMHdWLytoQVkvb3VZejVHdzRmQT09&from=addon>

Call to Order: 12:50 p.m.

- I. **Approval of the *November 2, 2023 Agenda**
Motion to Approve the November 2, 2023 agenda – 1st Moore/ 2nd Morford – Approved
***Revision made to the date**

- II. **Approval of the *October 5, 2023 Minutes**
Motion to Approve the October 5, 2023 2023 agenda – 1st Morford/ 2nd Nafzgar/ Moore -
Abstained – Approved *Revision made to the date

- III. **Committee Members**
Denise Indermuehle (Co-Chair)
LaNeshia Judon
Frankie Moore
Natalie Morford
Sara Nafzgar
Debbi Renfrow (Member, appointed as designee for
Professor James Banks)
Lijuan Zhai (Co-Chair)

Guest(s): Keith Dobyns; Felipe Galicia; Susan Brucks; Katherine Koh
Unable to attend: Keith Dobyns, Felipe Galicia/ Attendee: Susan Mills

- IV. **Information Only**

Update to BP/AP Workgroup Members

Invitations will be sent to the workgroup members, and to the guests, by October 31, 2023. A meeting will be scheduled by Dr. Zhai's Administrative Assistant and an updated packet, with the most recent revisions, will be sent to the workgroup members.

The work group members have been confirmed as follows:

Felipe Galicia; Denise Indermuehle; Susan Mills: Sara Nafzgar; Lijuan Zhai

Guests: Keith Dobyns, Rhonda Taube, Susan Brucks

Rank of Professor and Distinguished Professor

The deadline for Full-Time Faculty members to request a change in Rank to Professor or Distinguished Professor was October 31, 2023. As of October 30, 2023, there are two (2) recommendations for the Rank of Distinguished Professor and seven (7) requests for Rank of Professor. The information will be sent to the committee members in advance of the December 7, 2023 committee meeting. **Update: As of October 31, 2023 there are nine (9) requests for the Rank of Professor and two (2) nominated faculty members for the Rank of Distinguished Professor.**

V. **Discussion Items**

Request for vote to determine if the committee will meet in person or via Zoom at the December 7, 2023 committee meeting.

Motion to hold the meeting in person – 1st Morford/ 2nd Moore – Approved

A conference room will be scheduled, and lunch will be provided to the committee members.

Professional Growth

Tabled Items

Castro, Miguel – Request for approval of a Professional Growth Plan to complete stand- alone credit courses the California Community Colleges – California Virtual Campus. 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 request a number, if any, of carry-over units prior to time of hire.

Motion to table the item pending an update from the faculty member to determine the following: Are the units semester units, quarter units or continuing education units? Are the units upper division course work? Are the units leading to a certificate? Will the faculty member be enrolling at Fresno Pacific University, if so, please submit a new application under Fresno Pacific University.

Motion to table the request – 1st Judon/ 2nd Moore - Tabled

Crampton, Pamela – Request for approval of a Professional Growth Plan to complete two (2) language courses and two (2) wellness courses at 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 from HR&ER verifying 11-2/3 carry-over units prior to time of hire.

Motion to suspend the request pending the review/revisions to AP6160[A] – 1st Renfrow/ 2nd Nafzgar - Suspended

Elton, William (Jim) – Request for approval of a Professional Growth Plan to complete all Spanish coursework that is available at 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 from HR&ER verifying that there are no carry-over units prior to time of hire.

Motion to suspend the request pending the review/revisions to AP6160[A] – 1st Morford/ 2nd Moore - Suspended

New Requests

Hernandez, Lisa – Request for approval of a Professional Growth Plan to complete upper-division, graduate work at California State Polytechnic University, Pomona. 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 from HR&ER verifying that there are 0.6 carry-over units prior to time of hire.

Motion to approve the request – 1st Moore/ 2nd Morford - Approved

Ramin, Michelle – Request for approval of a Professional Growth Plan due to Professional Publications. Items provided for committee’s review are: A letter describing how the publications are directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; An acceptance letter, list of requirements, links and email/web 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 pending the review/revisions to AP6160[A] – 1st Morford/ 2nd Moore - Tabled

Reible, Carla – Request for approval of a Professional Growth Plan to complete graduate level course work at Fresno Pacific University to complete a Certificate in Online Teaching & Design. 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 if there are carry-over units prior to time of hire.

Motion to approve the request – 1st Moore/ 2nd Morford - Approved

Sanchez, Marc – Request for approval of a Professional Growth Plan to complete a PhD in Educational Psychology at 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. The faculty member is currently at Column G and will be moved to Column H upon completion of the Degree and verification of official transcripts with the conferral date and degree posted.

Motion to approve the request – 1st Moore/ 2nd Judon - Approved

VI. Salary Reclassification

Tabled Items

No tabled items.

New Request

Smith, Damien – Request for Salary Reclassification to move from Column D to Column E due to completion of 15 approved units from Concordia University, St. Paul. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letters.

Motion to approve the request – 1st Moore/ 2nd Morford - Approved

VII. Open Hearing

Discussion pertaining to how the District Academic Senate and the committee can convert the PG&SL Committee meetings to a Brown Act format. Assistance will be provided by the District Academic Senate President and/or General Counsel.

Discussion pertaining to how the information is reported out to the Academic Senate President(s). It was determined that this discussion will be placed on the agenda for the December 7, 2023 committee meeting.

Discussion pertaining to changing the meeting date to the 2nd or 3rd Thursday of the month effective the 2024/2025 Academic Year as this item is voted on and the dates are posted. It was determined that this discussion will be placed on the agenda for the December 7, 2023 committee meeting.

- VIII. Next Meeting Dates: December 7, 2023 (In Person)
March 7, 2024; April 4, 2024; May 16, 2024; June 6, 2024**

Meeting Adjourned: 1:55 p.m.