

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, March 7, 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: 12:55 p.m.

- I. **Approval of the March 7, 2024 Agenda – Motion/1st – Indermuehle / 2nd Nafzgar – Approved
2nd Motion/1st – Indermuehle / 2nd Moore – Approved
Revision to discussion item**

- II. **Approval of the December 7, 2023 Minutes**

- 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: Debbi Renfrow, Keith Dobyns, 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, has been invited to attend the next meeting which is scheduled to take place on Friday, March 8, 2024.

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 Trustee's meeting to be held on Tuesday, April 16, 2024.

V. Discussion Items

Request for change to PG&SL Meeting and Deadline Dates

It has been recommended to discuss selecting an alternate day of the week to facilitate the Professional Growth and Sabbatical Leave meeting dates beginning the 2024 / 2025 Academic Year. The first Friday of the month is the deadline date to have the Board items submitted to HR&ER to be placed on the Board agenda.

It was determined that the meeting date(s) will be held on the 1st Tuesday of the month, from 12:50 p.m. – 1:50 p.m., during the 2024/2025 Academic Year. There will be an exception made for the May meeting due to the Sabbatical Leave deadline date. A draft of the calendar will be sent to the committee members prior to being placed on the agenda for voting at the April 4, 2024 meeting.

Request(s) for Sabbatical Leave

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

The PG&SL Committee will review the requests at the May 16, 2024. It is recommended that the committee discuss the meeting date as it is the day after the deadline date.

Currently, two full-time faculty members have expressed an interest in requesting a Sabbatical Leave for the 2024 / 2025 Academic Year.

VI. Professional Growth

Tabled Items

No tabled items.

New Requests

Kim, William – Request for approval of a Professional Growth Plan to complete a Doctoral Program at Cal Poly Pomona's College of Education and Integrative Studies. Items provided for committee's review are: A letter describing the program and how the 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 9.0 carry-over units prior to time of hire.

Motion/1st – Indermuehle / 2nd Moore - Approved

VII. Salary Reclassification

Tabled Items

No tabled items.

New Request

Contreras, Lisa – Request for Salary Reclassification to move from Column F to Column G due to completion of 15 units from the University of San Diego Extension Program. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters and an additional letter pertaining to the upper division course LASP 40154.

Motion/1st – Indermuehle / 2nd Nafzgar – Approved by Quorum – Votes: 3-yes / 1-no

Floerke, Jennifer – Request for Salary Reclassification to move from Column C to Column E due to completion of 30 units from the University La Verne. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter.

Motion/1st – Nafzgar / 2nd Moore - Approved

Love, Michael – Request for Salary Reclassification to move from Column E to Column F due to completion of 15 units from California State University, San Bernardino; pending receipt and verification of an additional set of transcripts with the out-come of the dissertation courses provided. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letter. **Motion/1st – Indermuehle / 2nd Moore – Denied – Request to be sent to applicant to resubmit all documentation, in accordance with published deadline dates, when the dissertation coursework is confirmed and posted.**

Williams, Kweku – Request for Salary Reclassification to move from Column D to Column E due to completion of 8.01 approved units from the University of California, Riverside and 9.0 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/1st – Indermuehle / 2nd Morford - Approved

VIII. Open Hearing

Felipe Galicia has received numerous calls pertaining to the freeze placed on the requests for coursework. The faculty members have been informed that the workgroup will be meeting on March 8, 2024 and intent to complete the updates to AP 6160[A]. The committee will also be discussing coursework changed and/or omitted which are part of a completed degree or certificate.

It has been determined that the Faculty Co-Chair, or designee, will attend the Academic Senate meetings and report out to the attendees the status of the most recent meeting.

Discussion pertaining to making this a Brown Act meeting... (Dr. Zhai and/or Dr. Judon, please provide the wording...)

Brown Act Proposal and Discussion

The committee engaged in a discussion regarding transitioning future meetings to adhere to the Brown Act, necessitating compliance with its transparency and public access mandates. Given that a considerable portion of PG&SL requests/documents are confidential, it was proposed to convene a public meeting followed by closed sessions to review such requests. Collaborative efforts with the District Academic Senate will be underway to finalize the procedural details.

IX. Next Meeting Dates: April 4, 2024; May 16, 2024; June 6, 2024

Meeting Adjourned: 1:52 p.m.