#### PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

#### **Meeting Minutes**

Date: Thursday, December 7, 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: 12:53 p.m.

Approval of the December 7, 2023 Agenda
 Motion to Approve the December 7, 2023 agenda – 1<sup>st</sup> Moore/ 2<sup>nd</sup> Nafzgar - Approved

II. Approval of the November 2, 2023 Minutes

Motion to Approve the November 2, 2023 minutes – 1<sup>st</sup> Nafzgar/ 2<sup>nd</sup> Renfrow - Approved

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):** Felipe Galicia; Susan Mills; Susan Brucks; Katherine Koh

**Unable to attend: Keith Dobyns** 

#### IV. <u>Information Only</u>

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

The work group members have been confirmed as follows:

Members: Felipe Galicia; Denise Indermuehle; Susan Mills: Sara Nafzgar;

Debbi Renfrow; Lijuan Zhai

Guests: Keith Dobyns, 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 will be scheduled to complete the review and update(s) pertaining to PG&SL within the following: BP/AP 6160; AP 6160[A] and BP/AP 2000.

## V. Discussion Items

#### VI. 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 was provided to the PG&SL Committee on November 9, 2023 and on November 28, 2023 via Teams for review and consideration.

# Requests for Change in Rank to Distinguished Professor Nominations 2024 / 2025 Academic Year

Dr. Christopher Nollette Professor of Emergency Medical Service MVC

**Doctor of Education** 

Motion to move forward – 1<sup>st</sup> Judon/ 2<sup>nd</sup> Renfrow - Approved Strong applicant. All information submitted is complete and meets the criteria in accordance with AP2000.

Dr. Heather Smith Professor of Life Sciences RCC

**Doctor of Philosophy** 

Motion to move forward – 1<sup>st</sup> Moore/ 2<sup>nd</sup> Judon - Approved Strong applicant. All information submitted is complete and meets the criteria in accordance with AP2000.

## VII. 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 was provided to the PG&SL Committee on November 9, 2023 and on November 28, 2023 via Teams for review and consideration.

## Requests for Change in Rank to Full Professor Applications 2024 / 2025 Academic Year

#### **Doctorate/Terminal Degree**

Tucker Amidon Associate Professor, English Doctor of Philosophy RCC

Motion to move forward – 1st Nafzgar/ 2nd Moore - Approved

Dr. Amidon has completed a Doctoral degree which has been verified by official transcripts. All information submitted is complete and meets the criteria in accordance with AP2000.

Denise Kruizenga-Muro Associate Professor, English Doctor of Education RCC

Motion to move forward – 1st Morford/ 2nd Moore - Approved

Dr. Kruizenga-Muro has completed a Doctoral degree which has been verified by official transcripts. All information submitted is complete and meets the criteria in accordance with AP2000.

Gabriela Mendoza Associate Professor, Doctor of Philosophy RCC

Mathematics

Motion to move forward – 1<sup>st</sup> Judon/ 2<sup>nd</sup> Nafzgar - Approved

Dr. Mendoza has completed a Doctoral degree which has been verified by official transcripts. All information submitted is complete and meets the criteria in accordance with AP2000.

Exemplary service to the institution and/or the community for at least fifteen (15) years

Rudolph Arguelles, Jr. Associate Professor, Kinesiology Master of Education, RCC Physical Education

Motion to move forward – 1<sup>st</sup> Morford/ 2<sup>nd</sup> Judon – The committee is requesting a letter of evaluation from the faculty member's College Vice President of Academic Affairs and the College Senate President demonstrating fulfillment of these requirements in accordance with AP2000.

The information provided did not demonstrate that the service level clearly exceeds what is contractually expected of a faculty member. Additionally, the information provided is not specific nor listed in chronological order. The committee is requesting additional information.

Douglas Finfrock Associate Professor, Kinesiology Master of Science, RCC

Physical Education

Motion to move forward  $-1^{st}$  Judon/  $2^{nd}$  Morford - Approved The packet is complete, and the applicant meets the requirements in accordance with AP2000.

Jeanne Howard Associate Professor, Counseling Master of Science,

Counseling MVC

Motion to move forward - 1st Moore/ 2nd Morford /

1 Abstention – Denied

The packet is complete; however, the information provided did not demonstrate that the service level clearly exceeds what is contractually expected of a faculty member in accordance with AP2000.

Ana-Marie Olaerts Associate Professor, Master of Arts, NC

Communication Studies Speech Communication

Motion to move forward – 1<sup>st</sup> Moore/ 2<sup>nd</sup> Nafzgar /

2 Abstentions – Approved

The packet is complete, and the applicant meets the requirements in accordance with AP2000. Information provided demonstrates that the service level clearly exceeds what is contractually expected of a faculty member.

Clifford Ruth Associate Professor, Master of Arts, RCC

Communication Studies Communication Studies

Motion to move forward – 1<sup>st</sup> Judon/ 2<sup>nd</sup> Morford – The committee is requesting a letter of evaluation from the faculty member's College Vice President of Academic Affairs and the College Senate President demonstrating fulfillment of these requirements. in accordance with AP2000.

The faculty member has obtained a 2<sup>nd</sup> Master's degree; worked on a webcast in 2020 and completed an equity video; however, the information provided did not demonstrate that the service level clearly exceeds what is contractually expected of a faculty member. The committee is requesting additional information.

Garth Schultz Associate Professor, Counseling Master of Arts, RCC Educational Technology

Motion to move forward – 1<sup>st</sup> Morford/ 2<sup>nd</sup> Moore – Approved

Discussion: The packet is complete, and the applicant meets the requirements in accordance with AP2000.

Upon further discussion, it was determined that the faculty member did not meet the criteria of 15 years as a full-time faculty member at the time of application for the exemplary service requirement.

Motion to rescind the prior discussion and vote based on additional discussion –  $1^{st}$  Moore/  $2^{nd}$  Morford – Denied – Does not meet minimum requirements.

## VIII. 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 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.

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.

# IX. <u>Professional Growth</u>

#### **Tabled Items**

No tabled items.

#### **New Requests**

Cowart, Amy – Request for approval of a Professional Growth Plan to complete a Post-Master's Certification as a Mental Health Nurse Practitioner from Walden University. 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 11.0 carry-over units prior to time of hire. The faculty member is aware that the first two courses will not count toward the column placement due to the start date; however, approval is being requested toward the overall program.

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

**Mendelovitz, Kfir** – Request for approval of a Professional Growth Plan to complete course work toward a Bachelor's Degree at California State University, San Bernardino and Moreno Valley College, respectively. The faculty member is on the occupational salary schedule. Items provided for committee's review are: A copy of the letter describing the reason for the request; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. There are no carry-over units for use toward salary reclassification.

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

Ramin, Michelle – Request for approval of a Professional Growth Plan to complete a return to industry. 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; supporting documentation. An Email from HR&ER verifying that there are no carry-over units prior to time of hire. The employee will be working a paid assignment during the Winter intersession. Payment will be provided by Minnesota State University.

Motion to approve the request -1<sup>st</sup> Morford /2<sup>nd</sup> Judon - Approved. Recommend for One Unit. In accordance with AP 2000, the recommendation of one unit will be forward to the Chancellor and Board of Trustees for consideration.

# X. <u>Salary Reclassification</u>

### Tabled Items

No tabled items.

#### **New Request**

Nafzgar, Sara – Request for Salary Reclassification to move from Column D to Column E due to completion of 12 approved units from the University of La Verne and 3 approved units for two certificates of completion toward an IACET Accredited Professional Development program. Items provided for the committee's review are: Request for Reclassification Form; official transcripts; a copy of the committee's program approval letters with the courses highlighted and the certificates of completion from IACET.

Motion to approve the request – 1<sup>st</sup> Moore / 2<sup>nd</sup> Renfrow / 1 Abstention – Approved

# XI. Open Hearing

XII. Next Meeting Dates: March 7, 2024; April 4, 2024; May 16, 2024; June 6, 2024

Meeting Adjourned: 2:50 pm