

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Tuesday, September 03, 2024

Time: 12:50 p.m. – 1:50 p.m.

ZOOM: 1-669-900-6833 / Meeting ID: 818 5237 1507 / Passcode: 022923

<https://rccd-edu.zoom.us/j/81852371507?pwd=LHbBdZGmgORkO4244awWktBMBImp12.1&from=addon>

Call to Order: 12:51 p.m.

I. Approval of the September 03, 2024 Agenda – 1st Nafzgar / 2nd Renfrow / 1 Abstained – Approved

II. Approval of the June 06, 2024 Minutes – 1st Morford / 2nd Nafzgar / 1 Abstained – Approved

III. Committee Members: Antonio Curtis
LaNeshia Judon
Frankie Moore (Co-Chair, Fall)
Natalie Morford
Sara Nafzgar
Debbi Renfrow (Co-Chair, Spring)
Lijuan Zhai (Co-Chair)

Guest(s): Katherine Koh **All committee members were in attendance.**

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;
Sara Nafzgar; Debbi Renfrow; Lijuan Zhai

Guests: Keith Dobyns; Rhonda Taube; Susan Brucks

A meeting took place on May 24, 2024 for a final review and consideration of the revisions made to BP/AP6160[A]. The changes will be sent forward through the vetting process in Fall 2024. The workgroup will reconvene in Fall 2024 to begin the review of BP/AP2000 Academic Rank.

V. Discussion Items

When reviewing the packets for course approval and/or reclassification requests, it is important to verify the accreditation of the institution and if the credits quarter or semester units. If the courses are quarter units, they must be converted to semester units prior to approval of the program. (See request for salary reclassification for Amy Cowart and Caroline Hutchings (attached). The approval letter shows # of quarter units and reclassification form shows the conversion to semester units. The conversion should have been made at the time the request was approved by the committee. The form will be updated to state this clearly to the faculty members and it will be noted on the RCCD-ALL email sent out monthly. The conversion is noted in AP6160[A] II.A.2.

Degrees from International Universities: A faculty member has been accepted into a doctoral program at a university outside the United States. Does PG&SL approve such professional development plans? If the degree is conferred, does it require evaluation? – **It has been determined that the PG&SL Committee Co-Chair(s) will follow-up with HR&ER to verify the process, at time of hire, for evaluating international degrees. They will also reach out to the Academic Senate President(s) to determine if this type of request will need to be added to AP6160[A] and moved forward in the vetting process.**

December in person meeting: Discuss whether we should invite Professor Banks and Professor Indermuehle as guests. Both have served on the committee for many years and will be retiring in December. – **It has been determined that Professor Banks and Professor Indermuehle will be invited to attend the December PG&SL meeting as guests.**

VI. Professional Growth

Tabled Items – No tabled items.

New Requests

Booker, Marquetta – Request for approval of a Professional Growth Plan to complete a Doctor of Nursing Practice (DNP) from California Baptist 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 9.0 carry-over units prior to time of hire. – **1st Nafzgar / 2nd Morford / 1 Abstained – Approved**

Flores, Jennifer – Request for approval of a Professional Growth Plan to complete an Ed.D. in Organizational Change and Administration from California Baptist 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 3 carry-over units prior to time of hire. – **1st Nafzgar / 2nd Renfrow – Approved**

Grajeda, Daniel – Request for approval of a Professional Growth Plan to complete courses toward a Master of Arts Degree from Cal Poly Pomona. 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 3.0 carry-over units prior to time of hire. The faculty member was enrolled in the program at the time of hire. His date of hire is August 13, 2024. – **1st Morford / 2nd Nafzgar / 2 Approved / 3 Abstained –**

Further discussion took place pertaining to the degree and the FSA for which the faculty member was hired. The faculty member was admitted to the program March 20, 2024 and has 3.0 verified carry-over units from HR&ER, prior to time of hire in the program. The employee's date of hire is August 13, 2024. It has been recommended to request additional information from the faculty member describing how the coursework is directly related to his FSA. Request to table the item. – 1st Judon / 2nd Curtis – Approved – Tabled Item.

VII. Salary Reclassification

Tabled Items

No tabled items.

New Requests

Cowart, Amy – Request for Salary Reclassification to move from Column E to Column F due to completion of 9.99 approved units from Walden University. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. There are 11.0 verified carry-over units from HR&ER. Using the carry-over units and the completed units, there will be 5.99 carry-over semester units for consideration toward the completion of an additional 15.0 approved semester units. – **1st Renfrow / 2nd Judon – Approved**

Floerke, Jennifer – Request for Salary Reclassification to move from Column E to Column G due to completion of 30.0 approved units from the University of 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. – **1st Morford / 2nd Nafzgar – Approved**

Fontaine, Kristin – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Nursing Practice from California Baptist University. Items provided for the committee's review are: Request for Reclassification Form; official transcripts with the degree conferred and posted* and a copy of the committee's program approval letter. * The degree is posted; however, the conferral date is not posted. New transcripts to be submitted. Approval pending receipt of new transcripts. – **1st Judon / 2nd Morford – Approved pending transcripts with Doctorate conferred and posted.**

Hawthorne, Terrie – Request for Salary Reclassification to move from Column E to Column F due to completion of 6.0 approved units from the University of La Verne and 9.0 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. – **1st Nafzgar / 2nd Morford – Approved**

Hawthorne, Terrie – Request for Salary Reclassification to move from Column F to Column G due to completion of 16.65 approved units from Capella University. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. Please note: two elective courses included in the PsyD program are listed on the approval list as PSY – 3.33 Units. Please consider PSY6095 for one of the courses. – **1st Nafzgar / 2nd Morford – Approved**

Hutchings, Caroline – Request for Salary Reclassification to move from Column C to Column D due to completion of 18.69 approved units from the University of San Diego. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of

the committee's program approval letter. There will be 9.69 carry-over units for consideration toward the completion of an additional 15.0 approved semester units. There are 6.0 carry-over units from time of hire which has been verified by HR&ER. – **1st Judon / 2nd Curtis – Approved** (It was noted that the applicant is currently taking two (2) courses which are not listed on the approved list of coursework (DSC209R and DSC257R). In accordance with AP6160[A] coursework must be submitted, and approved, in advance of initiating the professional growth activities. This information will be included in the notification of status to be sent to the applicant.)

Kim, William – Request for Salary Reclassification to move from Column D to Column E due to completion of 6.0 approved units from California State Polytechnic University and 9.0 carry-over units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. – **1st Renfrow / 2nd Judon – Approved**

Love, Michael – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from California State University, San Bernardino. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. – **1st Nafzgar / 2nd Morford – Approved**

Reible, Carla – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from Fresno Pacific University and 3.33 carry-over units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. There will be 3.33 carry-over units for consideration upon completion of an additional 15.0 approved semester units. – **1st Nafzgar / 2nd Morford – Approved**

Somers, Nivard – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education from California State University, Fullerton. Items provided for the committee's review are: Request for Reclassification Form; official transcripts with the degree conferred and posted and a copy of the committee's program approval letter. – **1st Renfrow / 2nd Curtis – Approved**

Webb, Joel – Request for Salary Reclassification to move from Column E to Column F due to completion of 16.0 approved units from Moreno Valley College, Riverside City College and the University of La Verne, respectively. Items provided for the committee's review are: Request for Reclassification Form; official transcripts and a copy of the committee's program approval letter. There will be 1.0 carry-over unit for consideration upon completion of an additional 15.0 approved semester units. – **1st Morford / 2nd Curtis – Approved**

Weeks, Gina – Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Nursing Practice from California Baptist University. Items provided for the committee's review are: Request for Reclassification Form; official transcripts with the degree conferred and posted* and a copy of the committee's program

approval letter. * The degree is posted; however, the conferral date is not posted. New transcripts to be submitted. Approval pending receipt of new transcripts. – **1st Judon / 2nd Morford – Approved (Official Transcripts received 09/03/24 with degree posted and conferred.)**

VIII. Open Hearing

IX. Next Meeting Dates:

October 1, 2024; November 5, 2024; December 3, 2024 (in person)

March 4, 2025; April 1, 2025; May 20, 2025; June 3, 2025

Meeting Adjourned: 2:02 p.m.