

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Tuesday, October 1, 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: 12:50 pm

I. Approval of the October 1, 2024 Agenda

II. Approval of the September 3, 2024 Minutes

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

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 Dobyms; 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.

Update: On September 19, 2024, an email was sent to the Directors of HR&ER, from the Administrative Co-Chair of the committee. There are questions pertaining to Master's degree(s) in progress, at the time of hire, but outside of the FSA for which the faculty member is hired. There are additional questions pertaining to international degree(s) and the equivalency process. A meeting will be scheduled to discuss BP/AP2000 and possible revisions to AP6160[A] pending a response from HR&ER.

Degrees/Coursework from International Universities

Request for follow-up pertaining to Degrees/Coursework 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.

Update: An email was sent to the Directors of HR&ER, from the Administrative Committee Co-Chair, on September 19, 2024 pertaining to the process for evaluating foreign degrees.

HR&ER responded: Foreign degree transcripts must be reviewed by a foreign degree evaluation organization, such as NACES, and provided to PG&SL/HRER for transcript equivalent, which that information will then be used to evaluate the equivalent education degree/units from an employee. This also applies to candidates applying for positions at RCCD.

V. **Discussion Items** – No discussion items.

VI. **Professional Growth**

Tabled Items

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. – **Please see below.**

The item was tabled after 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. A notification of status was sent on September 4, 2024 requesting additional information from the applicant.

Update: An email was sent to the Directors of HR&ER, from the Administrative Co-Chair, on September 19, 2024. HR&ER responded; the 3.0 carry-over units were from his Master's Degree in Counseling as the program was 48 units, which left him with three to carry over. Mr. Grajeda was hired at Norco College for the vacancy of Counselor/Coordinator – Puente and Ms. Caringella, HR&ER, referred him to the PG&SL Committee to seek approval for the Master's program which began prior to his hire date. Additional attachments have been provided to the committee. It has been requested that the committee review the letter provided with initial request as it pertains to each course. – 1st Judon / 2nd Nafzgar – Denied

New Requests

Hutchings, Caroline – Request for approval of a Professional Growth Plan to complete coursework in Python Programming at Foothill College. 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. – **1st Judon / 2nd Nafzgar – Denied**

Hutchings, Caroline – Request for approval of a Professional Growth Plan to request a revision to a previously approved Master's Program from the University of San Diego. 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. It was noted at the PG&SL meeting on September 3, 2024 that the course was not listed on the approved list of coursework and was currently in progress. A notification of status was sent to the faculty member on September 4, 2024. – **1st**

Morford / 2nd Renfrow – Denied

Outlaw, Cynthia – Request for approval of a Professional Growth Plan to complete a Doctor of Nursing Practice Degree at 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 6.0 carry-over units prior to time of hire. – **1st Curtis / 2nd Judon – Approved**

Note to inform Cynthia Outlaw that NUR 700 and NUR 750 will not be included in the incremental increase for salary reclassification.

Pacheco, Emma – Request for approval of a Professional Growth Plan to complete a course at the University of California, Merced. The course will be part of an upper division, micro credential, pilot program working in conjunction with the Puente Program(s). Ms. Pacheco is an Associate Professor of English for the Puente Program. 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 (see syllabus) and a copy of the Payroll Authorization Notification (PAN) indicating that Ms. Pacheco was hired to teach English for the Puente Program. An Email has been sent to HR&ER, on September 17, 2024, to verify if there are any applicable carry-over units prior to time of hire. **Motion to table this item for additional information – 1st Judon / 2nd Curtis**

Additional information is needed to clarify if these courses are upper division or graduate courses.

Pak, Sandra – Request for approval of a Professional Growth Plan to complete a Doctor of Nursing Practice Degree at 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 Curtis / 2nd Nafzgar – Approved**

Note to inform Cynthia Outlaw that NUR 700, NUR 702, and NUR 750 will not be included in the incremental increase for salary reclassification.

VII. Salary Reclassification

Tabled Items - – No tabled items.

New Requests

Kelvington, Jessica – Request for Salary Reclassification to move from Column F to Column H due to completion of a Doctor of Nursing Practice Degree from Aspen University. Items provided for the committee’s review are; The Request for Reclassification Form; and a copy of the committee’s program approval letters verifying coursework and official transcripts with the degree conferred and posted. – **1st Renfrow / 2nd Nafzgar – Approved**

Lappin, Amber – Request for Salary Reclassification to move from Column E to Column F due to completion of 12.0 approved units and 5.0 verified carry-over. Items provided for the

committee's review are; The Request for Reclassification Form; and a copy of the committee's program approval letters verifying coursework and carry-over units and official transcripts. There will be 2.0 carry-over units for consideration upon completion of an additional 15.0 approved semester units. – **1st Renfrow / 2nd Nafzgar – Approved**

Moore, Frankie – Request for Salary Reclassification to move from Column E to Column F due to completion of 6.0 approved units and 9.0 verified carry-over, pending receipt of official transcripts from the University of La Verne. Items provided for the committee's review are: A letter requesting approval pending receipt of official transcripts; the Request for Reclassification Form; unofficial transcripts from the University of La Verne; official transcripts from Moreno Valley College; a copy of the committee's program approval letters verifying coursework and carry-over units verified by HR&ER. There are additional supporting documents pertaining to the HUM-71 / HUM-70 courses. There will be 1.0 carry-over unit for consideration upon completion of an additional 15.0 approved semester units. If official transcripts are not received prior to HR&ER deadline for the October board agenda, requesting approval to move forward at the November Board meeting. – **1st Nafzgar / 2nd Morford – Approved**

VIII. Open Hearing

IX. Next Meeting Dates:

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

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

Meeting Adjourned: 1:49 pm