

**PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE**

**Meeting Minutes**

Date: Tuesday, December 3, 2024

Time: 12:50 p.m. – 1:50 p.m.

3801 Market Street, 3<sup>rd</sup> Floor, Riverside, CA 92501

**Call to Order: 1:29 p.m.**

**I. Approval of the December 3, 2024 Agenda – Motion: Morford / 2<sup>nd</sup> – Renfrow – Approved**

**II. Approval of the November 5, 2024 Minutes – Motion: Renfrow / 2<sup>nd</sup> – Morford - 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

**IV. Information Only – No information only items.**

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

**VI. Nomination(s) for the Rank of Distinguished Professor**

The offices of Educational Services and Strategic Planning has received nominations for one (1) request for the Rank of Distinguished Professor for the 2025 / 2026 academic year. The information pertaining to the requests was provided to the PG&SL Committee on November 14, 2024 for review and consideration.

**Nomination(s) for the Rank to Distinguished Professor 2025 / 2026 Academic Year**

Dr. Don Ajene' Wilcoxson Professor, Business Administration RCC  
Doctor of Ministry

**Motion: Judon / 2<sup>nd</sup> – Nafzgar - Approved**

**VII. Request(s) for Rank of Professor**

The offices of Educational Services and Strategic Planning has received two (2) requests for the Rank of Professor for the 2025 / 2026 academic year. The information pertaining to the requests was provided to the PG&SL Committee on November 14, 2024 for review and consideration.

**Requests for Change in Rank to Full Professor Applications 2025 / 2026 Academic Year**

**Doctorate/Terminal Degree**

Dr. Laura Adams Associate Professor, Psychology NC  
Doctor of Psychology

**Motion: Judon / 2<sup>nd</sup> – Morford – Approved**

## **Scholarship**

Patrick Scullin

Associate Professor, Applied Technology  
Master of Fine Arts

RCC

**Motion: Judon / 2<sup>nd</sup> – Morford – Approved**

## **VIII. Request(s) for Sabbatical Leave**

On November 22, 2024, 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 2025 – 2026. 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 17<sup>th</sup> (March 15<sup>th</sup> falls on a Saturday) 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 meeting on Tuesday, May 20, 2025.

**A faculty member approached a committee member and requested a list of faculty previously awarded projects approved for sabbatical leave.**

## **IX. Professional Growth**

### **Tabled Items**

**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. Additional information was requested to clarify if the courses are upper division or graduate courses.

**Update:** HR&ER responded and verified there are 14 carry-over units from the time of hire.

**Update:** The faculty member’s response is as follows:

*“...Currently awaiting more documentation from the Puente State Office proving that this is an upper-division level and course code sourced from UC Merced Extension. Attached you will find a screenshot with the most recent information from the UC Merced Extension. I am formally requesting an extension to provide the rest of the information by November 19, 2024 to be included at the meeting on December 3, 2024.*”

*I will be meeting the Puente State Office next week to gather what's left of the information. Since I submitted this proposal before the class start date of Wednesday, October 2nd, could this item still be retroactively approved? Your guidance and support on this matter would be greatly appreciated..."*

A motion was approved to apply applicable units, retroactively, to October, 2024 pending verification the course work is deemed to meet all eligible criteria. A motion to approve request for continuation as a tabled item until December 3, 2024 meeting was also approved. Both were approved at the November 5, 2025 meeting.

**Update:** Educational Services has not received a response from the applicant.

**Motion: Judon / 2<sup>nd</sup> – Renfrow – Denied**

**It was determined that the submitted materials did not satisfy the requirements for a graduate-level certificate.**

### **New Requests**

**Grey, Bobbie** – Request for approval of a Professional Growth Plan to complete a Doctor of Education (Ed.D.) in Organizational Change and Administration from California Baptist University (CBU). 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 2.6 carry-over units at time of hire. – **Motion: Judon / 2<sup>nd</sup> – Morford - Approved**

**Oceguera, Jose** – Request for approval of a Professional Growth Plan to complete a Doctorate of Education (Ed.D.) Program 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 zero (0) carry-over units at time of hire. – **Motion: Morford / 2<sup>nd</sup> – Curtis - Approved**

## **X. Salary Reclassification**

**Tabled Items** – No tabled items.

**New Requests** – No New Requests.

## **XI. Open Hearing**

## **XII. Next Meeting Dates:**

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

**Meeting Adjourned: 2:20 p.m.**