

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Tuesday, November 5, 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: 12:54 p.m.

I. **Approval of the November 5, 2024 Agenda – Motion: Judon / 2nd Nafzgar – Approved**

II. **Approval of the October 1, 2024 Minutes – Motion: Renfrow / 2nd Judon – 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**

Rank of Professor and Distinguished Professor

The deadline for Full-Time Faculty members to request a change in rank to Professor was October 31, 2024. The deadline to obtain nominations, from a RCCD full professor and an administrator, for the rank of Distinguished Professor was also October 31, 2024.

As of November 1, 2024; two (2) request for the Rank of Professor has been submitted and there are one (1) set of nominations for the Rank of Distinguished Professor. The information will be sent to the committee members in advance of the December 3, 2024 meeting.

V. **Action Item**

Update to BP/AP Workgroup Members

The work group members have been confirmed as follows:

Workgroup Members:

District Academic Senate President; Faculty Co-Chair; Administrative Co-Chair;
One (1) member from each College

Guests: General Counsel and Faculty Association President

2023/2024

Members: Felipe Galicia; Denise Indermuehle; LaNeshia Judon; Sara Nafzgar;
Debbi Renfrow; Lijuan Zhai

Guests: Keith Dobyns; Rhonda Taube; Susan Brucks

Discuss the current members and determine replacement(s) for Denise Indermuehle and Susan Brucks.

The committee last met October 21, 2021 to review BP/AP 2000. Since that time, revisions were made and it was updated June 21, 2022. An updated packet, with the last set of revisions, is being reviewed by General Counsel.

AP 6160[A] is still in the vetting process and has not yet been finalized.

Motion to use the individuals in the respective positions listed above as the workgroup for future BP/AP review and revisions. – Motion: Renfrow / 2nd Judon – Approved

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

VII. **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.

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...”

Motion to approve retroactive applicable units to October, 2024 pending verification the course work is deemed to meet all eligible criteria. – Motion: Judon / 2nd Nafzgar – Approved

Motion to approve request for continuation as a tabled item until December 3, 2024 meeting. Motion: Judon / 2nd Curtis – Approved

New Requests

Attari, Sahar – Request for approval of a Professional Growth Plan to complete a Doctorate of Education in Educational Leadership from Arkansas University or from Capella University. The applicant has applied to both programs and the program selected will be dependent upon acceptance to the program(s). Items provided for committee’s review for Arkansas University 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: Judon / 2nd Renfrow – Approved**

Attari, Sahar – Request for approval of a Professional Growth Plan to complete a Doctorate of Education in Educational Leadership from Arkansas University or from Capella University. The applicant has applied to both programs and the program selected will be dependent upon acceptance to the program(s). Items provided for committee’s review for Capella University 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: Judon / 2nd Nafzgar – Approved**

Castro, Miguel – Request for approval of a Professional Growth Plan to complete an Ed.D. in Instructional Technology from American College of Education. 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 has been sent to HR&ER and is pending verification of carry-over units. – **Motion: Morford / 2nd Curtis – Approved**

Cox, Cheryl – Request for approval of a Professional Growth Plan to complete course work at @ONE (Fresno Pacific 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 ten (10) carry-over units at time of hire. – **Motion: Nafzgar / 2nd Morford – Approved**

Elton, William (Jim) – Request for approval of a Professional Growth Plan to complete course work at Florida State 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: Renfrow / 2nd Judon – Approved**

Renfrow, Debbi – Request for approval of a Professional Growth Plan to complete a Post-Master’s Certificate in Information Intermediation and Instruction from San Jose State 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

verifying nine (9) carry-over units at time of hire. – **Motion: Judon / 2nd Curtis / 1 Abstained – Approved**

VIII. Salary Reclassification

Tabled Items – No tabled items.

New Requests – No new requests items.

IX. Open Hearing

The hours will be adjusted for the December 3, 2024 PG&SL meeting. Professor Banks and Professor Indermuehle will be invited to attend as guests from, 12:50pm – 1:20pm, to have lunch with the committee members to acknowledge their service to the committee and their respective college, as well as, their upcoming retirement.

The meeting schedule will be as follows:

- 12:50 p.m. – 1:20 p.m. – Lunch (to be provided by Educational Services)
- 1:20 p.m. – 2:20 p.m. – PG&SL Meeting – Review and consideration of:
 - Nomination for the Rank of Distinguished Professor
 - Requests for the Rank of Professor
 - Requests for Program / Course Approval
 - Requests for Salary Reclassification

X. Next Meeting Dates:

December 3, 2024 (in person)

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

Meeting Adjourned: 2:00 p.m.