

Professional Growth and Sabbatical Leave Committee

Tuesday, April 1, 2025
12:50 pm – 1:50 pm
Zoom Meeting / CAADO Room 319

Meeting Minutes

Call to order: 12:52 pm

Committee Members: Antonio Curtis, Tammy Few, LaNeshia Judon, Natalie Morford, Sara Nafzgar, Debbi Renfrow (Co-Chair, Spring), Lijuan Zhai (Co-Chair)

I. Approval of the April 1, 2025 Agenda

- **First:** LaNeshia Judon, **Second:** Antonio Curtis; Approved by Consensus.

Approval of the March 4, 2025 Minutes

- **First:** LaNeshia Judon, **Second:** Sara Nafzgar; Approved by Consensus.

II. Information Only

- a. Rank of Distinguished Professor: Don Ajene Wilcoxon (RCC) approved.
- b. Sabbatical Leave Survey
 - The committee proposed a survey to obtain faculty feedback and see what information faculty need regarding the sabbatical process and rank of professor process. Debbi Renfrow will send draft survey questions to the committee.
- c. Organizational structure of PG&SL: Ed Services vs HR
 - This committee will transition to reside under HR in Fall 2025. This committee will remain a faculty-led committee.

III. Discussion Items – No discussion items.

IV. Professional Growth New Requests

Bottoms, Megan (RCC) – Request for approval for a Professional Growth Plan to complete a Master of Studies in Law program from University of Southern California. Faculty is currently at H-14 salary placement.

- **Motion to table request – First:** Natalie Morford, **Second:** LaNeshia Judon; Approved by consensus. The committee seeks clarification on the purpose of this request, as Megan Bottoms is currently at the maximum salary placement column (H). Additionally, pursuing an additional Faculty Service Area (FSA) does not require approval from the PG&SL Committee.

Castro, Miguel (Norco) – Request for approval for a Professional Growth Plan to complete a

Post-Master's Certificate in Digital Curation from San Jose State University. HR has verified there is no carry-over unit at time of hire.

- **Motion to table request – First:** Sara Nafzgar, **Second:** Natalie Morford; Approved by consensus. The committee seeks further clarification of the specific classes Miguel Castro wishes to take, along with the correct course dates in section C of the application form.

Hernandez, Lisa (Norco) – Request for approval of for a Professional Growth Plan to complete 27 graduate-level units in English from California State Polytechnic University, Pomona. HR has verified 0.6 carry-over units at time of hire.

- **Motion to accept – First:** Natalie Morford, **Second:** LaNeshia Judon, **Abstain:** Antonio Curtis; Approved by consensus.

V. Salary Reclassification New Requests

Lappin, Amber (RCC) – Request for Salary Reclassification to move from Column F to Column G due to completion of 14.0 approved units from American College of Education. There was a balance of 1.0 carry-over semester unit, which leaves a balance of 0.0 unit to apply towards the next salary reclassification request.

- **Motion to accept – First:** Antonio Curtis, **Second:** Sara Nafzgar; Approved by consensus.

Nafzgar, Sara (Norco) – Request for Salary Reclassification to move from Column E to Column F due to completion of 15.0 approved units from University of LaVerne. There was no carry over unit, which leaves a balance of 0.0 unit to apply towards the next salary reclassification request.

- **Motion to accept pending corrected course dates on application – First:** Natalie Morford, **Second:** LaNeshia Judon; Approved by consensus.

VI. Open Hearing – None.

VII. Next Meeting Dates:

- May 20, 2025
- June 3, 2025

Meeting Adjourned: 1:47 pm