

Professional Standards Type A/B Leaves Committee
Wrap-up/Final Reports Meeting Minutes
Friday, November 15, 2019, 10:00-12:00
CTL Conference Room (3rd floor Library)

The meeting was called to order at 10:10.

Present: Deb Aucoin-Ratcliff, Kale Braden, Oranit Limmaneeprasert, Trisha Butler, Hilary Mroczka (partial), Fred Evangelisti, Daniel Slutsky.

Absent: Jan DeLapp, Dyanne Marte, Noue Leung, Kris Fertel, Diana Hicks, Marcia McCormick, Mary Ellen Kraft, Anita Fortman.

I. Welcome & sign-in – at meeting initiation it was determined that a quorum was met since 4 individuals had communicated votes to the chair via email (8/13 voting members).

II. Review evaluation and voting procedures for final reports- reviewed and discussed the 6 final reports using the criteria below. Reports were received from all Spring 2019 Leave recipients (Jaenks, Hardwick, Aucoin-Ratcliff, Nowicki, Topinka, Blaney).

There was discussion regarding two of the reports as follows:

- a) One report did not include an example of the work created during the leave. This is not a requirement. The committee discussed the advantage of having an example for several reasons – both validation and more importantly, for future applicants to see as the type of item created or processes applied during a leave. The committee determined that since the project example was of value, that it would explore adding this to the ARC requirement for future. Deb will bring a draft of this addition to the first committee meeting in the spring.
- b) One report referred to a delay in leave approval prohibiting her from completing the leave project as planned. Kale was tasked with administrative follow up on the approval process. He has reported back that all leaves were given final approval by the BOT on the same date, Nov. 7, but that there was an initial 8 day delay in sending the committee’s approval to HR.
- c) vote - all reports were accepted by unanimous vote.

Final Reports

Faculty members who complete Type A or B leaves must submit a 3-5 page report to the Professional Standards/Type A & B Leaves Committee. Supporting documents may also be included. The committee will review the report and recommend approval or disapproval to the college President. Upon approval of the President, the report will be forwarded to the LRCCD Human Resources Office. Digital copies, with any supporting documents, of approved final reports will be posted on the committee website.

Final report due dates:

- a. The recipient’s final report for a spring leave is due on **October 31st**. The recipient’s final report for a fall leave is due on **March 31st**.*
- b. However, **if the recipient plans to apply for back-to-back leaves**, a one-page preliminary report on the first leave must be submitted at the same time as the new application. This one-page report should briefly explain what part of the project or activity has been completed to date.*

The recipient's final report should address each of the following:

- | |
|--|
| <i>1. Describe the focus of the work proposed and completed during your leave.</i> |
|--|

	2. What was accomplished as a result of your leave?
	3. Explain how the work completed during your leave relates to ARC's goals and focus areas, and to the state's professional development guidelines.
	4. As a result of your leave, what will you take back with you to your current assignments and/or to the college as a whole?
	5. How did you, or do you plan to share the results of your study, project, or activity with colleagues, the college, and the community, where appropriate?
<p>The final report, and any supporting documents, must be scanned into one PDF document and emailed to <u>ARC-PD-TypeAorBLeave@arc.losrios.edu</u>. Title the single document file using your last name e.g. Smith_TypeB_Leave_Final_Report</p>	

III. Discuss proposed website and PSC application document changes – discussed potential changes to our committee’s email address (PD Leave) to reduce confusion- Deb will follow up; discussed if additional information is needed on the explanatory forms to assist applicants in following directions for completion and submission - it was determined that no changes would be made at this time.

IV. Discuss management of requests received outside of PSC timeframes – both a faculty member and a Dean requested exceptions to the deadline for PSC Leaves. The committee discussed rationale for our “no exceptions” stance.

Spring 2020 Meeting Dates: Jan. 31, Feb. 21, April 17 – 10-12 in Submarine Room

The meeting adjourned at 11:00
Recorded by D. Aucoin-Ratcliff