

Mt. San Antonio College ▪ Salary and Leaves Committee

Date: March 27, 2023
3:00-4:00PM

Attending:

- Kelly Fowler, Chair
- Jennifer Galbraith
- Karelyn Hoover
- Tamra Horton
- John Pellitteri
- Barbara Quinn
- Lisa Romo, Guest
- Laura Martinez, Recorder*

	Topic	Updates/Discussion	Outcome/Action
1.	Welcome/Introductions		
2.	Approve Workshop Course Proposal Forms – Standing Item	<ul style="list-style-type: none"> • Equity in the Nexus... <ul style="list-style-type: none"> ○ “Need additional Information, such as purpose, outcomes, activities. • Humanizing Your Online Course: An Introduction <ul style="list-style-type: none"> ○ “Has this been reviewed by the DLC?” <p>Facilitator Response:</p> <ul style="list-style-type: none"> • Diving Deeper into Cidi Labs – follow up to question: <ul style="list-style-type: none"> ○ “Will this be offered in any of these three modalities – might be better face to face, self-paced, via Zoom or in person. 	Both workshops approved.
3.	Review Petitions – Standing Item	<ul style="list-style-type: none"> • This PGI Petition has a total of 113 hours of workshops. The Committee approved 101 hours; the Petition only requires 96 hours of approval. • The Committee will need to have a subsequent meeting to discuss when coursework taken during a Sabbatical is used for PGI. <ul style="list-style-type: none"> ○ Committee members pointed out EDU coursework is permitted toward Column Crossover while an individual is on Sabbatical 	The Committee tabled discussion of coursework taken during a Sabbatical and applied toward PGI.
4.	PGI Workgroup Process Question – At our PGI Process meetings, we identified the scenario Brenda has described in detail below as one that the Salary and Leaves Committee should weigh in on. Can we put this on our upcoming agenda? Maybe it could be called "Percentage Seat Time Cut-Off" as Brenda has said in her description?	<ul style="list-style-type: none"> • Committee members indicated there are two practices for workshop attendance: <ol style="list-style-type: none"> 1. Face to face – if an individual arrives late or leaves early, they receive credit for the full workshop attendance. 2. Zoom – the participant is provided credit for only those hours in attendance. 	

5.	PGI-PGHI Report on Workshop Forms:	<ul style="list-style-type: none"> • Laura and Krupa are working on a Smartsheet that will notify S&L Committee members when a proposal is received and the paperwork is uploaded to Smartsheet, it will: <ol style="list-style-type: none"> 1. Individual email notification to Committee members for their review. <ul style="list-style-type: none"> ▪ Each individual Committee member votes: <ul style="list-style-type: none"> • If all agree = notification sent to POD with approval/non-approval and to Laura Martinez to obtain Kelly's signature on the workshop form. • If no agreement reached, email to Laura Martinez to place on Agenda for next S&L meeting and email to POD notifying the proposal will be reviewed at the next S&L meeting. • Laura will access the Smartsheet to determine what needs to be discussed i.e., a) approval disagreement, b) clarifying questions. <ul style="list-style-type: none"> ○ If there are clarifying questions, Laura will contact the facilitator to obtain the answers and when resolved will take it to S&L for discussion/determination. 	
6.	Petitions submitted since last meeting:	<ul style="list-style-type: none"> • Column Crossover Pending = • Column Crossover approved = • Petitions approved = • Petitions not approved = • Petition Partially approved = • Petitions pending = 	Tamra indicated everything is caught up.
7.	Other:	None	

**Issue Bin/Future
Agenda:**

Future meetings:

April 10, 2023, May 8, 2023