



Salary Advancement Committee (SAC) Meeting
Thursday, March 10, 2021
10:30am – 12:30pm ~ via Zoom link below

Zoom Meeting Link: <https://miracosta-edu.zoom.us/j/94384712645>

Meeting ID: 943 8471 2645

One tap mobile; Dial by your location: +1 669 900 6833 US (San Jose); +1 346 248 7799 US (Houston); +1 253 215 8782 US (Tacoma); +1 312 626 6799 US (Chicago); +1 929 205 6099 US (New York); +1 301 715 8592 US (Washington DC)

Meeting ID: 943 8471 2645

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Join by Skype for Business: <https://miracosta-edu.zoom.us/skype/94384712645>

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Teleconferencing Meetings**
Given the passage of AB 361 and the MiraCosta Academic Senate's approval of a resolution (attached) supporting continued online meetings, the Salary Advancement Committee (SAC) will consider approving continuing to hold their meetings online, following the rationale provided in the AS resolution. If the committee does not approve a motion to support teleconferencing for meetings, the remainder of the agenda will be postponed to a future meeting scheduled with in-person attendance for voting members.
- IV. Persons Wishing to Address the Committee**
Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Salary Advancement Committee. In order to efficiently manage the business of the committee, the committee chair may limit the amount of time allocated for public testimony for each individual speaker to three (3) minutes, and to limit the total time allocated on a particular issue to fifteen (15), unless waived by the committee (pursuant to Board Policy 2345). Decorum is to be expected by all members of the committee and public as outlined in Board Policy 2355.
- V. Changes to the Agenda Order**
- VI. Consent Calendar**
 - A. Approval of the Minutes of October 25, 2021**
- VII. Reports**
 - A. Hot Topics - Munshower**
Description: The SAC Chair will provide updates including discussion about electronic applications for the Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule, the Application for Altering an Approved Proposal, the third way to obtain approval for classes by hours, i.e. the technical/vocational option, and more.
- VIII. New Business**
 - A. Review and Consideration of Salary Advancement Applications**
Description: The SAC will review and discuss thirteen (13) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule and two (2) Applications for Altering an Approved Proposal. The committee will establish timelines and deadlines for any revisions and forwarding applications to Academic Senate for approval.
- IX. Adjournment**

An executive order issued on 3-18-20 by the Governor of California indicates the requirements for having a physical space for meetings has been waived. Meetings will be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing will be attached to agendas.

Therefore, the Salary Advancement Committee meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Salary Advancement Committee Administrative Secretary at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Salary Advancement Committee in advance of their meetings may be viewed by clicking on the Salary Advancement Committee website at <http://www.miracosta.edu/instruction/sac/index.html>. Such writings will also be available during the Salary Advancement meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant for the Salary Advancement Committee Chair, at 760.795.6873 or by email at dadler@miracosta.edu.

**A Resolution of the MiraCosta College Academic Senate:
Authorizing Teleconferencing for Meetings Pursuant to AB 361 (R. 2-21)**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

- (e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:
 - (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

- (e)(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
 - (A) The legislative body has reconsidered the circumstances of the state of emergency.
 - (B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

NOW THEREFORE, BE IT RESOLVED that the MiraCosta College Academic Senate finds that the Governor's March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the MiraCosta College Academic Senate finds that due to the state of emergency, meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised faculty, staff, students, and the public.



UNOFFICIAL MINUTES

I. **Call to Order** – The meeting was called to order at 1:42pm.

II. **Roll Call**

Members present: Eric Bishop, Donny Munshower (chair), Allison Phinney, Lilia Vidal

Members absent: Victoria Noddings

III. **Teleconferencing for Meetings**

Given the passage of AB 361 and the MiraCosta Academic Senate's approval of a resolution (attached) supporting continued online meetings, the Salary Advancement Committee (SAC) will consider approving continuing to hold their meetings online, following the rationale provided in the AS resolution. If the committee does not approve a motion to support teleconferencing for meetings, the remainder of the agenda will be postponed to a future meeting scheduled with in-person attendance for voting members.

MSU (Vidal / Bishop) to approve teleconferencing for meetings given the passage of AB 361 and following the MiraCosta Academic Senate approval of a resolution supporting continued online meetings.

IV. **Persons Wishing to Address the Committee**

Julie Graboi addressed the committee with information concerning the new salary column that was added to the associate faculty's CBA. She also expressed concerns about the lack of clarity when it comes to understanding the process for advancement on the salary schedule and compensation. She mentioned that some associate faculty have designed and developed courses and felt they can count that towards advancement on the salary schedule. However, it was explained that the faculty member would need to take classes for advancement but they can count the design and development of courses towards professional development, i.e., Flex hours.

V. **Changes to Agenda Order** – None.

VI. **Consent Calendar**

A. Approval of the Minutes of the Special Meeting of April 21, 2021

The consent calendar was approved. [Eric Bishop abstained]

VII. **Reports**

A. Salary Advancement Committee Chair

Salary Advancement Committee Chair, Donny Munshower reported that he conducted a flex workshop in September and 12 faculty members attended. He noted there was some confusion about the process for salary advancement. However, after the workshop, a couple of applications were received from faculty who attended the workshop.

He further noted that a couple of things will be added to the application and he will bring that back to the committee in the spring.

Munshower had questions concerning credit for workbase learning towards advancement. He noted that the committee had approved a 40-hour certificate program for a faculty member last spring which converted to .83 units. He noted that the handbook states that 48 hours is equivalent to 1 semester unit. A certificate of completion was submitted showing it was a 40-hour training.

Vidal reiterated that in order to receive credit towards advancement, the faculty member must submit a transcript showing the units for the coursework. If there is no transcript, they cannot receive credit for the class taken or the hours towards a certificate of completion.

Munshower noted that vocational training needs to be made clearer in the handbook in order to give credit for a class. More information is needed concerning the coursework that this faculty member took and Munshower will follow up to see if there is a transcript.

Another committee member asked about how many @One units a person can submit. It was noted that the committee cannot limit how many units can be taken through @One but they should, however, be listed as Fresno Pacific University and the coursework must be paid for through FPU so that a transcript can be submitted.

VIII. New Business

A. Review and Consideration of Salary Advancement Applications

The Salary Advancement Committee (SAC) reviewed each of the seven (7) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule. They voted on the applications and established a timeline for submitting revisions prior to forwarding the applications to Academic Senate for approval.

BAIRSTOW, Ingrid

It was noted that the application the committee reviewed was the same application that was approved last spring for Bairstow. She did submit another application that had not yet been vetted by HR. The committee decided to approve one course listed on this application. Bairstow will be asked to resubmit the paperwork with only the one course for this Fall deadline and then submit another application in the spring with the addition coursework which will require more documentation. One course submitted for FPU is approved by SAC.

MSU (Vidal / Phinney) to approve the @One course this cycle and update the application to reflect FPU with the course number on the application; as well, to resubmit the additional coursework in the spring.

BURNS, Sarah

Not eligible to advance on the salary schedule. Needs an additional 9 units to advance to Class 4. Coursework submitted is approved by SAC.

DURAN, Erica

Not eligible to advance on the salary schedule. Needs an additional 9 units to advance to Class 4. Coursework submitted is approved by SAC.

McIntosh, Daniela

Eligible to advance on the salary schedule from Class 2 to Class 4, effective 7/1/22.. Note, current and total units submitted include 21 units previously approved by SAC on 1/25/20; however, HR has not received official transcripts to confirm units have been completed. Coursework submitted is approved by SAC.

NEALON, Denise

Eligible to advance on the salary schedule from Class 3 to Class 4, effective 7/1/22. Note, current and total units include 3 units previously approved on her 3/15 21 application; however, HR has not received official transcripts to confirm courses have been completed. Coursework submitted is approved by SAC.

SENIGAGLIA, Angela

Eligible to advance on the salary schedule from Class 2 to Class 3 effective 7/1/22 if at least 18 units are completed by Spring 2022.

Eligible to advance on the salary schedule from Class 3 to Class 5 effective 7/1/24 if at least 24 units are completed by Spring 2024.

Donny will follow up with Angela to determine if the UCR courses are quarter or semester units. Coursework submitted is approved by SAC.

WEST, Janelle

Eligible to advance on the salary schedule from Class 2 to Class 3, effective 7/1/22. Coursework submitted is approved by SAC.

MSU (Phinney / Vidal) to approve six completed applications and Ingrid Bairstow's one @One (FPU) course pending resubmission, for Approval of Coursework/Activities Toward Advancement on the Salary Schedule, as presented.

The applications will be forwarded to the Academic Senate for a first read at their November 5, 2021 regular meeting.

IX. Adjournment – The meeting adjourned at 2:33pm.

SALARY ADVANCEMENT COMMITTEE
~ Spring 2022 ~
SAC Meeting 03/10/22

**Summary of Applications for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

1. **BROWN, Darilyn:** Eligible to advance as of 7/1/22.
2. **GARCIA, Cyndy:** Eligible to advance as of 7/1/22.
3. **HAYEK, Laura:** Eligible to advance as of 7/1/22.
4. **HORNER, Amanda:** Eligible to advance as of 7/1/22.
5. **MacLEAN, Carolyn:** Eligible to advance as of 7/1/22.
6. **MARISCAL, Eduardo:** Eligible to advance as of 7/1/22.
7. **McMAHON, Sean:** Eligible to advance as of 7/1/22.
8. **NIEMANN, Lisa (Option 1):** Not eligible to advance; needs 9.34 more units to advance.
9. **NIEMANN, Lisa (Option 2):** Not eligible to advance; needs 10 more units to advance.
10. **PRESCOTT, JahB:** Eligible to advance as of 7/1/22.
11. **SCHARFF, Nate:** Eligible to advance as of 7/1/22.
12. **SOTO-GOMEZ, Kathleen:** Eligible to advance as of 7/1/22.
13. **WILLIAMS, Edwina:** Eligible to advance as of 7/1/22.

Summary of Applications for Altering Approved Proposal

1. **McINTOSH, Daniela:** ~ replacing TEC1825, TEC1849, TEC1846, TEC1851 with TEC1848, LCM1014, and TEC1743.
2. **PRESCOTT, JahB:** replacing LIT801, LIT170 with ED997 and ENGL824.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: _____

Date: _____

Dept: _____

- Option 1** **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature:  Date: _____

Department Chair Signature:  Date: 2/25/2022 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
				4	

2. Catalog description (Attach a photocopy or print-out)

13 semester units

Human Resources Use Only

Current Units: <u>36</u> Requested Units: <u>13</u> Total Units: <u>49</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input type="checkbox"/> Yes, eligible to advance from Class <u>2</u> to Class <u>3</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u>Carolyn Smeary</u> Date: <u>3/3/22</u>

Name:

Date:

Department:

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Cyndy Garcia

Date: 2/24/2022

Dept: Counseling

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). (See page 3 of handbook for specific details.)

V. Signature

I certify that the information provided on this application is correct (Appendix A - two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Cyndy Garcia Digitally signed by Cyndy Garcia
Date: 2022.02.24 16:32:17 -0800' Date: 2/24/22

Department Chair Signature: Donny Munshower Digitally signed by Donny Munshower
Date: 2022.02.28 09:10:11 -0800' Date: 2/28/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No

(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15 th	If approved, Letter of Intent due to Superintendent/President
September 5 th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within five years of completion from an accredited institution or two years for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
Fresno Pacific University (@ONF) +	TEC-1825	Online College Counseling	N/A	3	8/15/2021
Fresno Pacific University (@ONF) +	TEC-1821	Online Teaching & Design	N/A	5	12/18/2021

2. Catalog description (Attach a photocopy or print-out)

Course descriptions attached.

Human Resources Use Only

Current Units: <u>67</u> Requested Units: <u>8</u> Total Units: <u>75</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>4</u> to Class <u>5</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u>Carolyn Sneary</u> Digitally signed by Carolyn Sneary Date: 2022.03.03 16:20:07 -0800 Date: <u>3/3/22</u>

Name:

Date:

Department:

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Laura Hayek
Dept: General Counseling

Date: 01/31/2022

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Laura Hayek Date: 2/23/22
Department Chair Signature: [Signature] Date: 3/1/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No
Academic Senate President Signature: _____ Date: _____ Yes No
Superintendent/President Signature: _____ Date: _____ Yes No
Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
La Verne University	EDUC718	Cultivating Emotional Resilience in Educators & Students		3	11/15/21
San Diego Christian	Ed 951	Avoiding Burnout		3	08/27/21
Fresno Pacific	TEC 1743	Assessment in Digital		3	05/07/22
Fresno Pacific	TEC 1850	Humanizing Online Teaching		3	05/21/22

12 semester units

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>60</u> Requested Units: <u>12</u> Total Units: <u>72</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>4</u> to Class <u>5</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u>Carolyn Smeary</u> Date: <u>3/3/22</u>

Statement of Purpose

I have been teaching Counseling courses online for the past few years. Two years ago, I completed a series of courses through @ONE to learn how to design my course in a clear, consistent, and organized way. I'd like to continue this work by diving a little deeper in how I stay connected with students and how to keep students engaged with each other from beginning to end. The two courses I feel will help reach my goal to continue improving my online courses are *Assessment in Digital Learning* and *Humanizing Online Teaching and Learning*. Taking these two courses will provide me with more resources and tools to better serve students in an online environment.

Lastly, during the pandemic and working exclusively from home, I found myself feeling burnout and emotionally exhausted. I found two courses to be extremely helpful. Through La Verne University, I completed the course *Cultivating Emotional Resilience in Educators and Students* and at San Diego Christian College I completed *Avoiding Burnout*. The exceptionally high rates of teacher/counselor burnout have been well documented and it's no secret that the pandemic has added a new layer of stress to our lives. These courses helped me recognize my emotions which helped me cope better with work related stress and anxiety. As I explored emotional resilience and how to recognize and avoid burnout, I began to see a shift in how I'm managing my work-related stress and burnout. I've been able to use the tools I learned from these courses to increase self-knowledge, revitalize lesson plans, build community (especially online) and learn how to deal better with unwanted change.

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

Name: Amanda Horner
 Dept: Business Administration

Date: 2-22-22

Option 1 **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Amanda M Horner Digitally signed by Amanda M Horner
Date: 2022.02.22 11:57:29 -08'00' Date: 2/22/22

Department Chair Signature: Delores Loedel Digitally signed by Delores Loedel
Date: 2022.02.22 13:43:14 -08'00' Date: 2/22/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
 (When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
Fresno Pacific Univer	TEC-1743	Assessment in Digital Le		3	8/14/2021
Fresno Pacific Univer	TEC-1848	Introduction to Course [3	8/21/2021
Fresno Pacific Univer	TEC-1841	Equity & Culturally Resp		3	9/4/2021
Fresno Pacific Univer	TEC-1850	Humanizing Online Tea		3	9/18/2021
Fresno Pacific Univer	TEC-1717	Creating Accessible Co		3	9/18/2021
Fresno Pacific Univer	TEC-1809	Introduction to Teachin		3	9/25/2021
Fresno Pacific Univer	TEC-1631	Introduction to Asynchr		3	10/16/2021
Fresno Pacific Univer	LCM-1014	10-10-10: Communicati		3	12/4/2021
Fresno Pacific Univer	TEC-959	Google Drive for Educat		3	2/8/2022
Fresno Pacific Univer	TEC-1822	Online Teaching & Desi		2	2/8/2022

29 semester units total

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>48</u> Requested Units: <u>29</u> Total Units: <u>77</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>3</u> to Class <u>5</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u>Carolyn Snsary</u> Date: <u>3/3/22</u>

Name: Amanda Horner

Date: 2-22-22

Department: Business Administration

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- Contribution to the professional development of the applicant
- Enhancement of the individual in his or her work at the college
- Benefits to the students subsequently enrolling in his or her courses
- Benefits to the faculty member's colleagues
- Benefits to the department to which the faculty member belongs

STATEMENT of PURPOSE

The proposed coursework benefits students, my department, and my professional development. The courses focus on online teaching, specifically in the areas of course design, teaching in Canvas LMS, assessment, equity and culturally responsive teaching, humanizing the online experience, accessibility, asynchronous teaching, communication and student contact, and online education utilizing Google Drive. Students benefit from an all-around better experience in an online class from the perspective of ease ability, navigation, pedagogical practices, accessibility, and inclusion. The business department benefits by providing a quality course experience which leads to higher success and completion rates, as well as increased enrollment overtime. From a professional development standpoint, the courses have made me a better teacher by providing training that has made me think more critically about my course design, presence in an online class and pedagogical practices.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Carolyn MacLean
Dept: Noncredit ESL

Date: Feb. 22, 2022

Option 1 **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Carolyn MacLean Date: 2/22/22

Department Chair Signature: Ruth M. Coey Date: 02/23/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No

(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
Fresno Pacific Univer	TEC 1821	Online Teaching and De		5	6/4/22
Fresno Pacific Univer	TEC 1850	Humanizing Oline Teac		5	5/21/22

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>40</u> Requested Units: <u>10</u> Total Units: <u>50</u>
Eligible for Advancement?
<input type="checkbox"/> No, _____ units needed to advance to Class _____
<input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>2</u> to Class <u>3</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u>Carolyn Smeary</u> Date: <u>3/3/22</u>

Name: Carolyn MacLean

Date: 2/22/2022

Department: Noncredit ESL

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

Facing the past two years' challenges of learning to teach online due to the Covid pandemic has made me a better teacher. I'm inspired to continue to improve my skills for the purpose of training to teach as an online educator. For this purpose, I've registered for two online training courses offered by California Community Colleges' @One Online Network of Educators, providing credit through Fresno Pacific University. Upon completion of the first course is "Online Teaching and Design," I will receive a certificate as an Online Educator. The second course is "Humanizing Online Teaching and Learning."

I expect the following benefits for my professional development, for my students, and for the MiraCosta Noncredit ESL department.

1. Contribution to my professional development. I am excited that the training coursework I've selected will continue my growth in my profession. I will take pride in the accomplishment of improving my skills to design my courses and better reach my students, particularly in an online setting.

2. Benefits for my students. I currently teach adult students in Beginning levels of learning English. My students are typically shy, lacking confidence for communicating in English, and often intimidated by using technology. Completing the Online Teaching and Design course will improve my overall course design skills benefiting my students by teaching me how to better integrate my course content for online instruction. Furthermore, I specifically selected the Humanizing Online Teaching and Learning course to add new skills and strategies to help me better reach, engage, and support my students. I feel this is particularly needed to help low-level English learners and technology-shy students succeed in an online course.

3. Benefits for the ESL Department. The direction of teaching has significantly changed. I am excited to continue to participate as an active member of the NCESL department. I believe preparing myself to be a skilled Online Educator will benefit the needs of the Noncredit ESL Department by increasing my confidence and ability to design courses with well-integrated content. By completing these two training courses, I expect to escalate my skills and abilities, not only for online instruction but also for teaching Hyflex, hybrid, and face-to-face courses. The skills I gain from these training courses will prepare me to be more readily available to my department to teach a wider variety of courses and levels of learners.

Fresno Pacific University provides 8 credits total for these two courses. I have registered and paid for both. Upon completion I will receive a transcript and a Certificate as an Online Educator.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Eduardo Mariscal
Dept: Computer Science

Date: 2/28/2022

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Eduardo Mariscal Date: 3/1/22

Department Chair Signature: Michael Paulding Date: 03.01.2022 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
CSUSM	CS 311	DATA STRUCTURES &		3	Fall 2019
CSUSM	CS 331	COMPUTER ARCHITE		3	Fall 2019
CSUSM	CS 351	PROGRAMMING LANG		3	Spring 2020
CSUSM	CS 421	THEORY OF COMP		3	Spring 2020
CSUSM	CS 513	ANALY & INTRACT OF		3	Spring 2020
CSUSM	CS 643	ADV DBSE MGMT SYS		3	Spring 2020
CSUSM	CS 433	OPERATING SYSTEMS		3	Fall 2020
CSUSM	CS 537	DATA COMM & COMP		3	Fall 2020
CSUSM	CS 542	DSGN PATTERNS & OI		3	Fall 2020
CSUSM	CS 441	SOFTWARE ENG		3	Spring 2021

33 semester units (see page two)

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>57</u> Requested Units: <u>33</u> Total Units: <u>90</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>3</u> to Class <u>5</u> , effective <u>7/1/22</u>
Comments: Salary advancement applicable to non-voc salary placement. Already placed at highest non-doctorate salary placement for voc instructional assignments.
Human Resources: <u>Carolyn Smeary</u> Date: <u>3/3/22</u>

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
CSUSM	CS 571	ARTIFICIAL INTELLIGE		3	Spring 2022

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: _____ Requested Units: _____ Total Units: _____
Eligible for Advancement?
<input type="checkbox"/> No, _____ units needed to advance to Class _____
<input type="checkbox"/> Yes, eligible to advance from Class _____ to Class _____, effective _____
Comments:
Human Resources: _____ Date: _____

Name: Eduardo Mariscal

Date: 3/1/22

Department: Computer Science

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- Contribution to the professional development of the applicant
- Enhancement of the individual in his or her work at the college
- Benefits to the students subsequently enrolling in his or her courses
- Benefits to the faculty member's colleagues
- Benefits to the department to which the faculty member belongs

STATEMENT of PURPOSE

The reason why I took these courses was to obtain a second master ' s degree in the field of computer science and enhance my professional development. On top of my computer science graduate courses, I took upper-division computer science courses as prerequisites to the master's program. These courses are courses I am and will be teaching at MiraCosta, and I believe having taken these courses gives me a full understanding and best teaching practice of the fundamentals of programming, software engineering, data structure, computer architecture, assembly language, and operating systems. Having taken the upper-division courses allows me to see the university-level content expectations. I worked through projects, labs, and exams. I transfer these experiences to my teaching courses. The graduate course allowed me to master beyond the fundamentals, through group project collaborations. These projects expectations were beyond what I did in my upper-division courses. The projects were more independent.

I believe my students benefit from my background since I can offer both pure mathematics and computer science approaches in their learning. I am not just a mathematician teaching computer science, but instead, I am a mathematician and computer scientist teaching computer science. When I am teaching programming, I can go into more depth on the memory and reference that the programming language uses. And how to create forks to best optimize the processor's usage.

My contribution to the department is my experience taking these courses and having worked in the industry. I know what content of the material is relevant and what is important to the industry. I am bringing my fresh computer science educational background. Having taken courses at CSUSM, a university that a lot of our MiraCosta students transfer to gives me transferring knowledge expectations.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Sean McMahon

Date: 2/20/22

Dept: Chemistry

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). (See page 3 of handbook for specific details.)

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Sean McMahon Digitally signed by Sean McMahon
Date: 2022.02.20 17:40:39 -08'00' Date: 2/20/22

Department Chair Signature: Kent L. McCorkle Digitally signed by Kent L. McCorkle
Date: 2022.02.20 18:00:36 -08'00' Date: 2/20/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No

(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15 th	If approved, Letter of Intent due to Superintendent/President
September 5 th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within five years of completion from an accredited institution or two years for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
Mesa College	MULT 10	Creating User-Centered		3	Fall 2017
Mesa College	WEBD 10	HTML and CSS - Beg		2	Fall 2017
Mesa College	MULT 10	Introduction to Multimed		4	Fall 2016

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>41.67</u> Requested Units: <u>8*</u> Total Units: <u>49.67</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>2</u> to Class <u>3</u> , effective <u>7/1/22</u>
Comments: *Lower division courses limited to 8 semester units.
Human Resources: <u>Carolyn Sneary</u> Digitally signed by Carolyn Sneary Date: 2022.03.03 16:29:17 -0800 Date: <u>3/3/22</u>

Name:

Date:

Department:

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Lisa L Niemann

Date: 2/16/22

Dept: Business Administration

Option 1 **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature:  Date: 2/16/22

Department Chair Signature: Delores Loedel Date: 2/22/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No

(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
University of Illinois	ACCY 532	Accounting for Mergers	4	4 2.66	July 2022

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>48</u> Requested Units: <u>2.66</u> Total Units: <u>50.66</u>
Eligible for Advancement? <input checked="" type="checkbox"/> No, <u>60</u> units needed to advance to Class <u>4</u> <input type="checkbox"/> Yes, eligible to advance from Class _____ to Class _____, effective _____
Comments:
Human Resources: <u>Carolyn Smearly</u> Date: <u>3/3/22</u>

Application for Approval of Coursework/Activities Toward Salary Advancement

Mergers & Acquisitions Certificate Class #1

2/21/2022

Statement of Purpose

I would like to pursue a Mergers & Acquisitions Specialization Certificate with the University of Illinois. The certificate program consists of three, 4 unit classes designed to educate students on the financing of M & A deals, accounting for M & A, and application of instruction through a real-life investment banking case assignment. Upon completion of the certificate, I will have a better understanding of M & A to develop content for entrepreneurial/small business and accounting/tax course offerings.

The first course is Accounting for M & A and other Complex Transactions, which will allow me to not only develop course content for business management classes I currently teach (Entrepreneurship & Small Business Management and Funding Entrepreneurial Ventures), but also to cross-over into the accounting and tax departments. I'm hoping to structure my career where the courses I teach at MiraCosta are interrelated and cross-over departments.

Both business students and the Career Education Department would hopefully benefit from having in-depth courses on various pathways/aspects of business ownership and how the accounting supports & enhances business.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Lisa L Niemann
Dept: Business Administration

Date: 2/16/22

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature:  Date: 2/16/22

Department Chair Signature: Delores Loedel Date: 2/22/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
SDSU Extended Stuc	08571 FR	Intro to Context of CC &		2	May 2022

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>48</u> Requested Units: <u>2</u> Total Units: <u>50</u>
Eligible for Advancement? <input checked="" type="checkbox"/> No, <u>60</u> units needed to advance to Class <u>4</u> <input type="checkbox"/> Yes, eligible to advance from Class _____ to Class _____, effective _____
Comments:
Human Resources: <u>Carolyn Sneary</u> Date: <u>3/3/22</u>

Application for Approval of Coursework/Activities Toward Salary Advancement

San Diego & Imperial Counties Community College Association (SDICCCA)

2/16/2022

Statement of Purpose

I am currently a SDICCCA fellow and enrolled in a 2 unit course through SDSU Extended Studies. As a SDICCCA fellow, I am receiving hands-on training as a community college instructor. Through mentorship, training includes assessment of student learning outcomes, strategies for providing students with basic skills, and strategies to engage a diverse population of adult learners in the learning process. These skills will directly impact my ability to effectively teach at MiraCosta, benefiting both students and the department.

Additionally, my mentor is Christina Sharp, a full-time MiraCosta instructor in the Business Administration Department. Therefore, my training is tailored specifically to the needs of the MiraCosta students enrolled in Business Administration Classes and to the department.

Not only am I learning skills that will directly impact the students, but I am also learning about shared governance and the role instructors play in advancing the mission of the institution. Therefore, this class will provide the skills and knowledge to effectively contribute to MiraCosta's educational mission through shared governance.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: JahB Prescott

Date: 3/1/2022

Dept: Letters

Option 1 **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

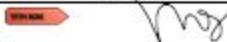
IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). (See page 3 of handbook for specific details.)

V. Signature

I certify that the information provided on this application is correct (Appendix A - two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature:  Date: 3/2/22

Department Chair Signature:  Date: 3/2/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature:  Date: _____ Yes No

Academic Senate President Signature:  Date: _____ Yes No

Superintendent/President Signature:  Date: _____ Yes No

Board of Trustees President: Signature:  Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
Old Dominion University	CCL 866	Seminar on the Modern		3	8/6/2022
Old Dominion University	ENGL 566	Asian American Literature		3	6/25/2022

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>55*</u> Requested Units: <u>6</u> Total Units: <u>61</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>3</u> to Class <u>4</u> , effective <u>7/1/22</u>
Comments: Total units include 5 semester units per the request to alter previously approved coursework.
Human Resources: <u>Carolyn Sneary</u> <small>Digitally signed by Carolyn Sneary Date: 2022.03.03 18:12:17 -0800</small> Date: <u>3/2/22</u>

Name: JahB Prescott
Department: Letters

Date: 3/2/22

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

Leadership has always been in my wheelhouse. I previously engaged in Secondary Education leadership before being hired at MiraCosta. I'm interested in continuing that work with a course in Community College Leadership. CCL 866 will provide the opportunity to see the history of Community College and learn about current work in the field. I'm enrolling in the course at the Doctoral level in order to perhaps pursue a doctorate in this area in the future. I believe learning about Community College Leadership will assist me as I complete my tenure and seek to further my community relationship and presence on campus in a leadership role.

I'm interested in continuing that work with a course in Community College Leadership. I'm currently a co-lead in the Cultural Curriculum Collective and hold a position on several committees. I work in association with many leaders and see them as mentors. I want to eventually take what I have learned and return the power of mentorship for new incoming Spartans. CCL 866 will provide the opportunity to see the history of Community Colleges and learn about current work in the field. I'm enrolling in the course at the Doctoral level in order to perhaps pursue a doctorate in this area in the future. I believe learning about Community College Leadership will assist me as I complete my tenure and seek to further my community relationship and presence on campus in a leadership role.

Asian American Literature is a course I never had the opportunity to enroll in when I was in college. My college offered so few sections. I'm an advocate for Culturally Responsive and Culturally Relevant Literature. However, my ability to select a text that I feel confident with teaching the implicit and explicit cultural nuances requires more practice when attempting to include Asian American Literature. I believe I will be able to incorporate more culturally responsive and culturally relevant texts, as well as content lessons, and perhaps even include some zero cost texts from the OER. A text that engages my students with exposure to Asian American culture will increase their awareness and empathy toward their neighbors and classmates. This course will increase the equity and inclusion of voices represented in my English 100 course.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: NATE SCHARFF

Date: 02-17-2021

Dept: BUSINESS

Option 1 **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Nate Scharff Date: 02-17-2021

Department Chair Signature: Delores Loedel Date: 2-17-21 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
March 15th	Application for Advancement on the Salary Schedule due to SAC Administrative Secretary
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
MiraCosta College	SOC 207	Race & Ethnic Relations		3.0	12-10-2021
MiraCosta College	SOC 230	Introduction to Chicana/0 Studies		3.0	12-10-2021
MiraCosta College	SOC 240	Introduction to Black Studies		3.0	12-10-2021

2. Catalog description (Attach a photocopy or print-out)

See attachment with descriptions.

Human Resources Use Only

Current Units: <u>57</u> Requested Units: <u>8*</u> Total Units: <u>65</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>3</u> to Class <u>4</u> , effective <u>7/1/22</u>
Comments: <p>*Lower division courses limited to 8 semester units.</p>
Human Resources: <u>Carolyn Sneyry</u> Date: <u>3/3/22</u>

Name: NATE SCHARFF

Date: 02-17-2021

Department: BUSINESS

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

As stated in my TRC cycle three self-study submission, I have a goal to increase both my personal efforts as well as department efforts towards enrollment, engagement and allyship for DI students and other marginalized groups facing oppression and equity challenges. Efforts to date include workshops, facilitation and support work at equity events and intent to complete DI-focused college courses as identified in this SAC application. As a Business instructor, my purpose is to provide DI students access to rewarding and successful careers by removing academic, industry and personal barriers that create a history of a white-dominated and unjust playing field.

The lower-division courses identified in this application have been selected deliberately to increase my knowledge of past and current racial oppression and structures impacting our most disproportionately impacted student groups: Black/African American and Chicax/Latinx students. I teach Business. I am a White Male. Business runs on Capitalist ideals. Capitalist ideals are deeply intertwined with racism. There is a lot of work to do. Awareness, empathy and action are required. These courses are another step in this path for me.

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: Kathleen Soto-Gomez

Date: 2/25/22

Dept: Sociology

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). (See page 3 of handbook for specific details.)

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Kathleen Soto-Gomez Date: 2/25/22

Department Chair Signature: [Signature] Date: 2/28/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
Loyola Marymount Un	EDDSS636	Counseling Theories and		3	completed
Loyola Marymount Un	EDSS636	Principles, Organization		3	completed
Loyola Marymount Un	EDSS636	Career Counseling and		3	completed
Loyola Marymount Un	EDSS637	Multicultural Counseling		3	completed
Loyola Marymount Un	EDSS639	Assess, Appraisal & Dia		3	completed
Loyola Marymount Un	EDSS639	Helping Skills		3	completed
				18 semester units	

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>33</u> Requested Units: <u>18</u> Total Units: <u>51</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>2</u> to Class <u>3</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u></u> Date: <u>3/3/22</u>

Statement of Purpose for Salary Advancement

Kathleen Soto-Gomez, M.A.

Associate Faculty, Sociology Department

I was working on my 2nd Master's Degree in Counseling from Loyola Marymount University before I moved to North San Diego and applied for an Associate Faculty position at MiraCosta College. I did not know I could list the Counseling courses I had taken as part of my application because I had not completed this 2nd degree. After watching a recorded flex workshop about salary advancement, I realized that the work I engaged in during those Counseling courses have benefited me greatly while working with MiraCosta College students. I completed 18 units towards the Guidance and Counseling Master's Program at Loyola Marymount University and earned a GPA of 3.62.

I value this Counseling coursework greatly and have woven it into my teaching and pedagogical practice, particularly during this global pandemic. I have utilized this coursework to support students who are unsure of their academic/career path and those who have struggled with their mental health. My Counseling knowledge contributed to me feeling equipped to offer some guidance in the areas of education/career planning and mental health. My Counseling coursework has also enhanced my work outside of my classes because during my time at MiraCosta, I have worked closely with students outside of the classroom to advise student clubs (1st-Gen Society and Sustainability Club) and over the past 2 years I have also coordinated and executed three onboarding events targeting disproportionately impacted students for Academic and Career Pathways.

I would like to thank the Salary Advancement Committee and Donny Munshower specifically for facilitating the flex workshops that made me aware of the opportunity for salary advancement. As a first-generation college graduate, I sometimes feel like I am navigating higher education blindly. While I always knew that my Counseling courses greatly informed my teaching, I did not realize that I could list them and that they could influence my position on the salary scale. They were courses that I learned a lot of valuable information from and that I worked hard in. While I wasn't successful in completing that 2nd Master's Degree, I still benefited greatly from having taken them.

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

Name: Edwina Williams

Date: 2/28/22

Dept: Sociology

Option 1 Option 2 (See page 2 of the handbook)

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

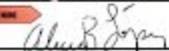
IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). (See page 3 of handbook for specific details.)

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: Edwina Williams Digitally signed by Edwina Williams
Date: 2022.02.28 18:57:37 -08'00' Date: _____

Department Chair Signature:  Date: 2/28/22 Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No

(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
University of San Diego	EDUC 604	Critical Social Theory		3	12/10/21
University of San Diego	EDUC 605	Educational Research		3	12/10/21
University of San Diego	EDUC 606	History of Education for		3	5/12/22
University of San Diego	EDUC 606	Language, Race, and		3	5/12/22

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: <u>61.83</u> Requested Units: <u>12</u> Total Units: <u>73.83</u>
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input checked="" type="checkbox"/> Yes, eligible to advance from Class <u>4</u> to Class <u>5</u> , effective <u>7/1/22</u>
Comments:
Human Resources: <u>Carolyn Sneary</u> Digitally signed by Carolyn Sneary Date: 2022.03.03 16:48:04 -0800 Date: <u>3/3/22</u>

Name: Edwina Williams

Date: 2/23/2022

Department: Sociology

Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

II. Purpose of Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one of more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

STATEMENT of PURPOSE

I, Edwina Williams, am writing to request an advancement on the grounds of being enrolled in a doctoral program. My aim in this program is to actively better my teaching pedagogy relating to culturally sustaining practices and develop policies that seek social justice in education to further the mission of the college and the educational experiences of students.

My involvement in this doctoral program goes beyond my role in the classroom. The Ph.D. in Education for Social Justice program at the University of San Diego prepares people in the field of education to cultivate "...rich understandings and experiences of how they might use education to build more equitable, tolerant, and socially just societies and institutions" through their research and practice.

As associate faculty in the department of sociology and an active member of various committees at MiraCosta, such as the Budgeting and Planning, Scholarships, Service Learning, Black Alliance, and others, furthering my education in this program provides me with the needed tools to use theory to address pressing educational questions and challenges, engage in critical conversations of social justice, culture, and opportunity, analyze and critique existing academic research using qualitative, quantitative and mixed-method research techniques, and apply the knowledge gained to my personal and professional life.

Application for Altering an Approved Proposal

Name: Daniela McIntosh

Date: 2/1/22

Should the need arise for altering an approved proposal, the applicant must complete this form and submit a copy of the original application to the SAC Academic Administrative Assistant electronically. Applications for Altering an Approved Proposal are due October 1st and/or March 1st.

Reason for altering an approved proposal:
 The courses listed below are no longer offered, and I ended up taking one of the listed courses for no credit. I am currently enrolled into the new courses listed in the second section. Please note that I did take Equity and Culturally Responsive Teaching and Humanizing Online Learning as listed in my original submission.

Previously Approved Coursework (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
FRESNO PACIFIC UNIVERSITY	TEC-1825	ONLINE COLLEGE COUNSELING		3	
FRESNO PACIFIC UNIVERSITY	TEC-1849	DIGITAL CITIZENSHIP		3	
FRESNO PACIFIC UNIVERSITY	TEC-1846	DYNAMIC ONLINE TEACHING		3	
FRESNO PACIFIC UNIVERSITY	TEC-1851	ONLINE TEACHING PRINCIPLES		2	

Change To (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
FRESNO PACIFIC UNIVERSITY	TEC-1848	INTRODUCTION TO COURSE DESIGN		3	2/12/22
FRESNO PACIFIC UNIVERSITY	LCM-1014	10-10-10 COMMUNICATION THAT MATTERS		3	4/9/22
FRESNO PACIFIC UNIVERSITY	TEC-1743	ASSESSMENT IN DIGITAL LEARNING		3	5/7/2022

Signature:  Date: 2/1/22
 Applicant

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair: _____ Date: _____ Yes No

Academic Senate President: _____ Date: _____ Yes No

Superintendent/President: _____ Date: _____ Yes No

Current Units: 36 Requested Units: 9 units Total Units: 45 semester units* Not eligible: 48 semester units needed to advance.

* Total units do not include TEC-1841 and TEC 1850 (6 semester units) listed on previous application. Cannot confirm if units have been completed. Carolyn Sneary, Human Resources Supervisor 3/3/22

Application for Altering an Approved Proposal

Name: JahB Prescott

Date: 3/1/2022

Should the need arise for altering an approved proposal, the applicant must complete this form and submit a copy of the original application to the SAC Academic Administrative Assistant electronically. Applications for Altering an Approved Proposal are due October 1st and/or March 1st.

Reason for altering an approved proposal:

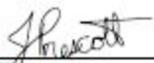
Discovered other courses more connected to my personal goals in teaching.

Previously Approved Coursework (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
University of California	LIT 801	Topics In American Cult	5		7/23/21
University of California	LIT 170	Topics in Poetry	5		7/23/21

Change To (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date
San Diego State Uni	ED 997	AFT: The Summer Inst		2	6/4/21
Old Dominion Univer	ENGL 824	Online Writing Instructi		3	5/28/2021

Signature:  Date: 3/1/2022
Applicant

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair: _____ Date: _____ Yes No

Academic Senate President: _____ Date: _____ Yes No

Superintendent/President: _____ Date: _____ Yes No

Total Unit: 50 semester units Requested: 5 semester units Total Units: 55 semester units
Not eligible to advance. 60 units needed to advance to salary class 4.