

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 13, 2014**

ITEM TITLE: *Sabbatical approval, Laney College*

SPECIFIC BOARD ACTION REQUESTED:

Approval of Sabbatical for Anna Beavers, Business Department

ITEM SUMMARY: 1 SEMESTER (SPRING 2015) LEAVE

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

According to the PFT Contract Colleges are not required to spend more than 33% of total PD budget on Sabbatical replacement cost. The District will cover the remaining cost.

Laney: \$16,000

The PFT contract page 62 lines 32-37 states that 1/3 of hourly replacement costs of approved sabbatical leave comes out of the Professional Development budget. However, if the faculty member's classes are not offered during the sabbatical leave then there is **not** a replacement cost.

BACKGROUND/ANALYSIS:

PLEASE SEE ATTACHED APPLICATION FROM APPLICANT

Anna Beavers in the Business Department was ranked the highest of Laney's applicants. She was selected for one-semester sabbatical leave (Spring 2015)

The applicant successfully completed a two-step process outline in the PFT contract (http://pft1603.org/wp-content/uploads/2013/04/PFT_contract_07-09.pdf)

Scoring was based on the following criteria:

The plan of work relates significantly to the applicant's professional assignment: (15 points)

The plan of work will greatly enhance the applicant's background and improve professional competence: (15 points)

The plan of work will greatly benefit students: (15 points)

The plan of work will greatly benefit colleagues and/or department: (15 points)

The plan of work will greatly benefit the college: (15 points)

The plan of work shows evidence of innovation and creative approaches to the issue and concerns addressed: (15 points)

The plan of work is thorough and complete and definitely worth funding: (10 points)

The score range shall be a scale of 0 - 100 points. An applicant must achieve a minimum score of 80 to be placed in a pool of applicants to be considered for a sabbatical leave.

Applicants in the pool shall be ranked numerically in order of final score (highest first, lowers last). Seniority will be used as one of the factors in breaking a tie.

DELIVERABLES AND SCOPE OF WORK:

To create a new accounting course that will be named "Bookkeeper Certificate Exam Review" to help prospective accounting students prepare for the National Certified Public Bookkeepers Exam. Laney College Business Department provides transferring and vocational courses in the areas of accounting. The accounting program is the largest of our sister colleges offering 10 to 12 accounting sections per semester of various accounting topics, with enrollments averaging 40 to 50 students per class. The Business Department offers an Associates and a Science Degree transferable degree in Accounting and

Accounting Certificate. The course blends well with the current offerings with adding additional courses. The project will involve the following:

- Create the course outline ready for curriculum approval
- Create the course syllabus
- Create the material for the course based on the standards of the American Institute of Professional Public Bookkeepers license exam.
- Create course assessments.
- Create practice tests in each area of the course simulating the various areas of the test to ensure student readiness
- Create advertising material such as brochures and flyers to be ready for advertising once the course is approved by the Curriculum Committee.
- Establish a relationship with the American Institute of Professional Bookkeepers.

ANTICIPATED COMPLETION DATE: SPRING 2015

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

Timeline of Activities/Tasks:

By the end of Spring 2015 the following tasks will be completed:

- Establish a professional relationship between the American Institute of Professional Bookkeepers, AIPB, and the Laney College Business Department.
- Create the course outline and assessments using the methods and practices as prescribed by the Council on Instruction, Planning and Development, CIPD, and the Laney College Assessment Committee.
- Rely on experience to prepare the reading material to use in the course, as well as a number of simulation tests to prepare students for the examination.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR OF EDUCATIONAL SERVICES)

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Tamika M. Brown, District Staff Development Officer
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Elnora Webb, Laney College
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Ron Gerhard
Ron Gerhard, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required for bond funds Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: Thuy Thi Nguyen
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: José M. Ortiz
Dr. José M. Ortiz, Chancellor