



**AY2022 -2023 Advancement in Rank Committee**

**Agenda**

**Friday, October 28, 2022, 1:30 pm, D8**

I. Call to Order

II. Attendance

III. Approval of Previous Minutes: Friday, October 14, 2022

IV. Old Business

A. Mid-Term Report

B. Oct 14 Workshop Reflection

V. New Business

A. Faculty Workshop Questions

Interview date schedule (Jan 13 to 31)

Voting on E-portfolio submission

VI. Open Discussion

VII. Announcements

Next Meeting: Friday, November 18, 2022, 1:30 pm at D8

VIII. Adjournment



**AY2022-2023 Advancement in Rank Committee**

**Agenda**

**Friday, October 14, 2022, 1:30 pm, \_\_\_\_\_**

I. Call to Order

II. Attendance

III. Approval of Previous Minutes: Friday, October 7, 2022

IV. Old Business

A. Mid-Term Report

B. Workshop Preparation

- Review of sample binders
- Presentation rehearsal

V. New Business

VI. Open Discussion

VII. Announcements

Next Meeting: Friday, October 28, 2022, 1:30 pm at D8

VIII. Adjournment



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**ADVANCEMENT -IN-RANK COMMITTEE  
AY 2022-2023**

**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	D8
Date	Friday, October 14, 2022
Time	1:15 p.m.
Meeting Facilitator	AJ Sunga, Chair
Meeting Attendees	Rachel Lee, Yvonne Tam, Zhaopei Teng, and Patty Terlaje

No.	Topic	Action Points
1.	Previous Minutes	<b>Approval of Minutes with changes for October 7, 2022</b> – Motioned by P. Terlaje and seconded by Y. Tam. Motion carried.
2.	Old Business	<b>Mid-term Report</b> <ul style="list-style-type: none"><li>• The chair will prepare it and the committee will review it.</li></ul> <b>Workshop Rehearsal</b> <ul style="list-style-type: none"><li>• Introduction, Important dates, tips &amp; Part B - A. Sunga</li><li>• Affidavit, Declaration, &amp; Part A - P. Terlaje</li><li>• Part C - R. Lee &amp; Y. Tam</li><li>• Table of Contents - Z. Teng</li><li>• Slides revision and survey - T. Blas</li></ul>

3.	New Business	
4.	Open discussion	<p><b>Interview date schedule</b> (Jan 13 to 31).</p> <ul style="list-style-type: none"><li>• Interview date is missed out of the important dates calendar.</li></ul> <p><b>E-portfolio submission suggestions</b></p> <ul style="list-style-type: none"><li>• Earlier submission date</li><li>• Change of IOP</li></ul>
5.	Announcement	The next meeting is set for Friday, October 28, 2022, at 1:30 p.m. D8.
6.	Adjournment	R. Lee motioned to adjourn the meeting at 2:32 p.m. and seconded by Z. Teng. Motion carried.



**AY2022-2023 Advancement in Rank Committee**

**Agenda**

**Friday, October 7, 2022, 1:30 pm, D8**

I. Call to Order

II. Attendance

III. Approval of Previous Minutes: Friday, September 30, 2022

IV. Old Business

A. Oct 14 Workshop

B. Mentor volunteers

C. Applicants' status with submitting documents

V. New Business

A. Mid-Term Report

B. Prepare for Oct. 14 Workshop

VI. Open Discussion

1. Survey on Workshop

VII. Announcements

Next Meeting: Friday, October 14, 2022, 1:30 pm **TBA**

VIII. Adjournment



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**ADVANCEMENT -IN-RANK COMMITTEE  
AY 2022-2023**

**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	D8
Date	Friday, October 7, 2022
Time	1:31 p.m.
Meeting Facilitator	AJ Sunga, Chair
Meeting Attendees	Trisha Danielle Blas, Rachel Lee, Yvonne Tam, Zhaopei Teng, and Patty Terlaje

No.	Topic	Action Points
1.	Previous Minutes	<b>Approval of Minutes with changes for September 30, 2022</b> – Motioned by P. Terlaje and seconded by Z. Teng Motion carried.
2.	Old Business	<b>Oct 14 Workshop</b> <ul style="list-style-type: none"><li>• Documents shared in Applicants' Google Classroom - Internal Operation Procedures &amp; Code of Ethics. T. Blas will upload all necessary documents.</li><li>• The chair will send a reminder email to all applicants along with Rules of Engagement.</li></ul> <b>Mentor Volunteers</b> - W. Tam, D. Cruz, S. Sablan, and E. Chong confirmed. <b>Applicants' status with submitting documents</b> - all five applicants are confirmed with HR and have submitted their letter of intent, resume, and the certificate of eligibility. The chair will double check all updates with HR.

3.	New Business	<p><b>Mid-term Report</b> - P. Terlaje passed the last year's report</p> <p><b>Oct 14 Workshop preparation</b></p> <ul style="list-style-type: none"> <li>● PPT presentation order <ul style="list-style-type: none"> <li>- Slides 1-2, Introduction by A. Sunga</li> <li>- Slides 3-5, Important tips by T. Blas</li> <li>- Slides 6-14, Part A by P.Terlaje</li> <li>- Slides 15-22, Part B by A. Sunga &amp; T. Blas</li> <li>- Slides 23-32, Part C by R. Lee &amp; Y. Tam</li> <li>- Slides 32-40, Table of Contents by Z. Teng</li> </ul> </li> <li>● Applicants can ask questions during the Q&amp;A session after the presentation. Only the chair will respond and If he is unable to answer, he will return to the question after a committee discussion.</li> <li>● Applicant's folder contains <ul style="list-style-type: none"> <li>- Important tips, important dates, &amp; Rules of Engagement (prepared by R. Lee)</li> <li>- A pen and note pad (prepared by Y. Tam)</li> <li>- Folder (prepared by A. Sunga)</li> </ul> </li> </ul>
4.	Open discussion	<p><b>Letter of Recommendation Collection</b> - A dropbox will be located in SSS.</p> <p><b>Binder Acceptance</b></p> <ul style="list-style-type: none"> <li>● Schedule <ul style="list-style-type: none"> <li>○ 8a.m. - 11:30 a.m. P. Terlaje @ 2136</li> <li>○ 11:30a.m. - 2p.m. T. Blas @ E216</li> <li>○ 2 p.m. - 5 p.m. A. Sunga @ 3127</li> </ul> </li> <li>● P. Terleje will prepare a checklist and receipt.</li> <li>● Binders will be kept in C2 file cabinet.</li> </ul> <p><b>Binder Review</b> - start reviewing as soon as binders are received. A review schedule sign-up sheet is created by Z. Teng.</p> <p><b>Workshop Survey</b> - A. Sunga will prepare it.</p>
5.	Announcement	<p>The next meeting is set for Friday, October 14, 2022, at 1:30 p.m. TBA.</p>
6.	Adjournment	<p>T. Blas motioned to adjourn the meeting at 2:30 p.m. and seconded by R. Lee. Motion carried.</p>



**AY2022-2023 Advancement in Rank Committee**

**Agenda**

**Friday, September 30, 2022, 1:30 pm, D8**

I. Call to Order

II. Attendance

III. Approval of Previous Minutes: Friday, September 16, 2022

IV. Old Business

- A. AIR Mentors
- B. Workshop announcement
- C. AIR Pending Documents - Template
- D. HR confirmation of applicants list
- E. Oct 14 Workshop

V. New Business

VI. Open Discussion

VII. Announcements

Next Meeting: Friday, October 14, 2022, 1:30 pm D8

VIII. Adjournment





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**ADVANCEMENT -IN-RANK COMMITTEE  
AY 2022-2023**

**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	D8
Date	Friday, September 30, 2022
Time	1:42 p.m.
Meeting Facilitator	AJ Sunga, Chair
Meeting Attendees	Trisha Danielle Blas, Rachel Lee, Yvonne Tam, Zhaopei Teng, and Patty Terlaje

No.	Topic	Action Points
1.	Previous Minutes	<b>Approval of Minutes with changes for September 16, 2022</b> – Motioned by P. Terlaje and seconded by Y. Tam. Motion carried.
2.	Old Business	<b>AIR Mentors</b> - D. Cruz and E. Chong volunteered for applicants' mentor and S. Sablan for AIR committee mentor. <b>Workshop announcement</b> - Posted on MyGCC. The chair will remind 5 RSVP applicants. <b>AIR Pending Document</b> <ul style="list-style-type: none"><li>• Template - Clarified Part C including article VIII.C1 g. and applying DC/adjunct associate dean years. Fixed page alignments. T. Blas motioned to approve and Z. Teng seconded.</li></ul> <b>HR confirmation of applicants list</b> - 5 applicants <b>Oct 14 Workshop</b>

		<ul style="list-style-type: none"> <li>● Revised the previous workshop's ppt slides. <ul style="list-style-type: none"> <li>○ Key reminders <ul style="list-style-type: none"> <li>- Familiarize the job specs (committee &amp; applicants).</li> <li>- The italicized portion of the template must be removed or overwritten <b>by applicants.</b></li> <li>- List the items in chronological order in Part A.</li> <li>- Do not submit the workloads!</li> <li>- Activities should contain comprehensive significant outcomes.</li> <li>- Activities during adjunct, limited-term, probationary period can't be counted.</li> </ul> </li> <li>○ T. blas will fix it for better presentation.</li> </ul> </li> <li>● Need to ask permission for previous year's portfolio <ul style="list-style-type: none"> <li>○ B. Mafnas</li> <li>○ S. Oliveros</li> <li>○ Dr. D. Ellen</li> <li>○ W. Tam</li> </ul> </li> <li>● The committee will meet next week again to prepare the workshop presentation.</li> </ul>
3.	New Business	
4.	Open discussion	
5.	Announcement	The next meeting is set for Friday, October 7, 2022, at 1:30 p.m. in D8.
6.	Adjournment	T. Blas motioned to adjourn the meeting at 3:29 p.m. and seconded by R. Lee. Motion carried.



**AY2022-2023 Advancement in Rank Committee**

**Agenda**

**Friday, September 16, 2022, 1:30 pm, D8**

I. Call to Order

II. Attendance

III. Approval of Previous Minutes; Monday, Sept 2, 2022

IV. Old Business

A. AIR Mentors

B. Workshop announcement

C. AIR Pending Documents

1. Template

2. Evaluation Rubric

V. New Business

A. Negotiation article discussion with Faculty Union

B. Workshop on Oct 14

VI. Open Discussion

VII. Announcements

Next Meeting: Friday, September 30, 2022, 1:30 pm D8

VIII. Adjournment



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**ADVANCEMENT -IN-RANK COMMITTEE  
AY 2022-2023**

**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	D8
Date	Friday, September 16, 2022
Time	1:33 p.m.
Meeting Facilitator	AJ Sunga, Chair
Meeting Attendees	Trisha Danielle Blas, Rachel Lee, Yvonne Tam, Zhaopei Teng, and Patty Terlaje

No.	Topic	Action Points
1.	Previous Minutes	<b>Approval of Minutes with changes for September 2, 2022</b> – Motioned by T. Blas and seconded by Y. Tam. Motion carried.
2.	Old Business	<b>AIR Mentors</b> - Verified the mentor qualification, and the announcement will be sent by the chair. <b>Workshop announcement</b> - Edited from the previous year's announcement. The maximum number of participants is confirmed by T. Tam. <b>AIR Pending Documents</b> 1. Template - Will be reviewed next meeting 2. <b>Evaluation Rubric</b> - T. Blas motioned to approve in the condition of the format, and Y. Tam seconded.

3.	New Business	<p><b>Faculty Union meeting - Union Representatives, P. Pangelinan and J. Kerr</b> shared the discussion points from the April 2022 union focus group, AIR end-of-year report, and concluded the following items:</p> <ul style="list-style-type: none"> <li>● Due to lack of IT infrastructure (antiquated computer systems/lack of stable Wifi, etc.), no electronic portfolios are accepted.</li> <li>● Full permission for an applicant's portfolio to be disclosed is up to the owner.</li> <li>● Committee membership (3 years of commitment) should be reconsidered.</li> <li>● Paying mentors through the PDRC fund is suggested.</li> <li>● PDRC provides individual Faculty growth by allowing industry/content area PD for data-driven/best practices</li> <li>● Teaching effectiveness emphasis - Evaluation, observations, etc. evidence can be used. It is the applicant's responsibility to provide evidence.</li> <li>● Adjunct Associate Dean (1 year) and DC (2 years) of activities can apply as per the agreement. It needs to be revisited by the negotiations team. Other activities can apply depending on the narrative/evidence written and provided by the applicant.</li> </ul> <p><b>Oct. 14 Workshop - Preparation will be done in the next meeting</b></p>
4.	Open discussion	Google Classroom for the applicants was already created by Z. Teng and will be maintained and updated by T. Blas. The IOP and COE have been uploaded.
5.	Announcement	The next meeting is set for Friday, September 30, 2022, at 1:30 p.m. in D8.
6.	Adjournment	Y. Tam motioned to adjourn the meeting at 3:28 p.m. and seconded by Z. Teng. Motion carried.



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**ADVANCEMENT -IN-RANK COMMITTEE  
AY 2022-2023**

**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	D8
Date	Friday, September 2, 2022
Time	1:35 p.m.
Meeting Facilitator	AJ Sunga, Chair
Meeting Attendees	Trisha Danielle Blas, Rachel Lee, Yvonne Tam, and Zhaopei Teng

No.	Topic	Action Points
1.	Previous Minutes	<b>Approval of Minutes with changes for August 19, 2022</b> – Motioned by T. Blas and seconded by R. Lee. Motion carried.
2.	Old Business	<b>HR Request for Applicants' Names</b> - The committee revised it, and the chair sent it. <b>AIR Pending Documents</b> <ol style="list-style-type: none"><li>1. Template - Will be reviewed next meeting</li><li>2. <b>Tips</b> - Verified "current certificate" term in the agreement. Motioned to approve by Y. Tam and seconded by T. Blas. Motion carried.</li><li>3. <b>Important Dates</b> - Previously approved through IOP</li><li>4. <b>Affidavit</b> - motioned to approve by Y. Tam and seconded by T. Blas. Motion carried.</li><li>5. <b>Declaration</b> - Motioned to approve by T. Blas and seconded by R. Lee. Motion carried.</li><li>6. Evaluation Rubric - Need to locate the original/editable document</li></ol>

3.	New Business	<b>AIR Mentors</b> - The chair will prepare an announcement and a draft letter to invite mentors. Potential mentors are E. Chong and D. Cruz. <b>MyGCC Announcements for October 14 Workshop</b> - Applicants' attendance is highly encouraged, and RSVP is required.
4.	Open discussion	
5.	Announcement	The next meeting is set for Friday, September 16, 2022, at 1:30 p.m. in D8.
6.	Adjournment	T. Blas motioned to adjourn the meeting at 2:40 p.m. and seconded by R. Lee. Motion carried



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**ADVANCEMENT -IN-RANK COMMITTEE  
AY 2022-2023**

**Meeting Minutes**

Committee Name	Advancement-in-Rank
Meeting Room	D8
Date	Friday, August 19, 2022
Time	1:32 p.m.
Meeting Facilitator	AJ Sunga, Co-Chair
Meeting Attendees	Trisha Danielle Blas, Rachel Lee, Yvonne Tam, Zhaopei Teng, and Patty Terlaje

No.	Topic	Action Points
1.	Previous Minutes	Approval of Minutes for August 15, 2022 – Motioned by Patty Terlaje and seconded by Yvonne Tam. Motion carried.
2.	Old Business	<b>Internal Operating Procedures</b> – Motioned to accept by Yvonne Tam and seconded by Trisha Blas. <b>Code of Ethics</b> – Motioned to accept by Trisha Blas and seconded by Rachel Lee.
3.	New Business	
	A. HR Request for Applicants' name	It will be made by the chairperson. Then, applicants' Google classroom will be created and documents (IOP and CoE) will be shared.



	B. AY 21-22 AIR End of the Year Report	Two workshops – One on October 14, 2022 and the second on March 10, 2023.
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		The committee decided to keep IOP as it is.
	C. AIR Pending Documents	Template – Added notes in Part B and C regarding Article VIII.C1g. (Not counting adjunct teaching activities and DC position over two years). The committee will continue to review it and finish the revision next meeting.
	D. ETC.	<ul style="list-style-type: none"> <li>• On Nov. 15, 2022, binders will be received in the training room 5108. The shift is scheduled. The designated committee members will reserve the room.</li> <li>• When applicants submit their binders, the committee will ensure that they mark them on a checklist to ensure completeness.</li> </ul>
4.	Open discussion	During the March 10 workshop, the applicants will be reminded of the due dates.
5.	Announcement	The next meeting is set for Friday, September 2, 2022, at 1:30 p.m. in D8.
6.	Adjournment	Trisha motioned to adjourn the meeting at 3:09 p.m. and was seconded by Rachel.