



GOLDEN WEST COLLEGE
Institute for Professional Development

MINUTES

Thursday, December 16, 2010, 1:00 -2:00 p.m.
Former KOCE Building Conference Room

Absent - *Italics:* Amanda Best, Henrietta Carter, Julie Davis, Katherine Green, Deborah Goldstick, Jennifer Hawk, Antony Hoang, William Lawler (Fall), *Mary Lynne LaMantia*, Jimmy Nguyen, Ed Reyna, Hale Savard, Peggy Shoar, Don Sillings, *Sandy Sudweeks*, Elizabeth Sykes, Russ Terry, *Greg Wight*, *RC Wilkinson*

I. ANNOUNCEMENTS

None

II. APPROVAL OF THE AGENDA

Approved

III. APPROVAL OF MINUTES FROM DECEMBER 2, 2010

Approved

IV. CONTINUING & UNFINISHED BUSINESS

A. Budget 2010-2011 Update (Green Handout)

- **3rd quarter's money is gone.**
- **4th quarter's amount is about \$1450.**
- **For the 4th quarter, lots of requestors usually do not turn in their reimbursements before the end of the fiscal year; therefore the charges appear on the 1st quarter of the next fiscal year.**
- **IPD still has about \$11000 left in the 50-60% fund.**

B. Senate Report

- **In the last Senate meeting, the two-VP model was brought back and discussed again. The Senate came up with 3 different models which have been suggested to the President:**
 - a) **Option 1: Two VPs (Student Service and Instruction) and a shared VP of Administration with Coastline.**
 - b) **Option 2: turning the VP of Administration into a manager position.**
 - c) **Option 3: two VPs, one will be in charge of Administration and Student Success (Finance and Student Services) and one will be of Instruction (also in charge of EOP/S + Counseling + Library.)**
- **The Bookstore managers came to talk at the Senate meeting. They encouraged instructors to get their book requests in on time or early to save students' money. Also, instructors can have books custom into one reader; the bookstore will take care of the copy right and legal matters. These custom books can later become rental or buyback. The Senate's goal is to save students \$200K in the next semester. Instructors can check with the bookstore for more details.**

C. Report on the visit to Orange Coast College's PDI meeting

Amanda reported about her visit to the PDI at OCC last week. OCC's PDI operates differently than us. They have only one official meeting a month with only four people. Their PDI has only one sub-committee. After learning about our IPD, their members wanted to adopt our model and start meeting more often. Amanda said she is happy with how our IPD, Senate and sub-committee are run and believed we have a better system than OCC.

V. NEW BUSINESS

A. Conference/Travel Requests

1. **Katherine Green and Teresa Speakman (Chemistry instructors) each requesting \$500 of IPD funding to attend the American Chemical Society 241st National Meeting in Anaheim, CA, from March 27 to 31, 2011 (\$355 registration fee with balance towards mileage, food, and other allowable expenses.) **Approved. M (R. Terry) / S (P. Shoar)****
2. **Lisa Taylor, Psychology instructor, requesting \$1200 of IPD funding to attend The Innovations 2011 conference in San Diego, CA, from February 27 to March 2, 2011 (\$600 registration fee with balance towards mileage, food, lodging and other allowable expenses.) **Approved. M (P. Shoar) / S (R. Terry)****

3. Rachel Wegter, Speech and Communications instructor, requesting \$1300 of IPD funding to attend The Western States Communication Association (WSCA) conference in Monterey, CA, from February 18 to 22, 2011 (\$160 registration fee with balance towards air coach, rental car, food, lodging and other allowable expenses.) **Approved. M (E. Sykes) / S (H. Carter)**

B. Salary Advancement

1. Barbara Miyadi, nursing instructor, requesting 0.9 Conference/Workshop credit to attend the Mosby's Faculty Development Institute Conference, from January 3 to 5, 2011 in Orlando, FL. **Approved. M (D. Goldstick) / S (R. Terry)**

C. Basic Skills Workshop Funding

Amanda explained that, last year, IPD approved the funding for Basic Skills Workshop since Staff Development did not have any money left. Staff Development ended finding a source and did not use the IPD's fund. This year, Joyce Bishop is asking for the money again, if possible. The committee approved funding the workshop(s), pending whatever left in the account after all the expenses. M (P. Shoar) / S (J. Davis)

VI. **INFORMATION ITEMS**

A. Vacancies & Nominations – IPD

1. Automotive Technology, Renewable Energy/Environmental Studies & Architecture (2013)
2. Business/Management/Marketing (2011)
3. Criminal Justice (2011)
4. Learning Resources/College Success (2012)
5. Liberal Arts & Culture (2013)
6. Theater/Dance (2013)

B. Subcommittee Assignments for 2010-2011

1. Academic Rank /Professor Emeritus – due February, process initiated in October - Best, Sykes, Sudweeks and Wilkinson.
2. Alternative Methods, Spring – Deborah Goldstick, Kate Green and Antony Hoang
3. CA Great Teachers Seminar/early April – Deborah Goldstick, Mary Lynne LaMantia, and Ed Reyna
4. John D. Renley and CCCD Foundation Faculty Scholarship, August-October – Bill Lawler, Peggy Shoar, Don Sillings and Sandy Sudweeks
5. Sabbatical Leave/dates announced in May, Intent to File and Applications due in September – Amanda Best, Deborah Goldstick, Mary Lynne LaMantia and Elizabeth Sykes
6. Salary Advancement Subcommittee – Henrietta Carter, Julie Davis, Jimmy Nguyen and Peggy Shoar
7. Workshops/Department Discipline Retreats /fall – Antony Hoang, Don Sillings, Russ Terry and RC Wilkinson.

C. 2010/2011 Meeting Schedule

Fall 2010 – September 16; October 7 & 21; November 4 & 18; December 2 & 16
Spring 2011 – February 3 & 17; March 3 & 17; April 7 & 21; May 5 & 19

D. E-links

GWC map of location of all the emergency phones on campus:
http://www.goldenwestcollege.edu/campus_map_elvphones.html.

@One Improving Education through Technology:
<http://www.ccone.org>

IPD Website:
<http://www.goldenwestcollege.edu/senate/ipd.html>