



# INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, March 7, 2024

1:15PM – 2:15PM

LOCATION: LRC 250 Community Room

Meeting documents are also available in the [IPD SharePoint](#) (Employee log-in required)

IPD MEMBERS 2023 - 2024	
Dave Barrett – Noncredit & ESL	Liz Sanchez – Part-time Faculty At-large
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Herman Singh – Social Sciences
Amanda Best - Art	Natalie Stone - Mathematics & Engineering
Dawn Brooks - Performing Arts	Leah Walden-Hurtgen - Liberal Arts & Culture
Keisha Cosand - English	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson - World Languages & Sign Language
<b>Kate Green - IPD Chair, Physical Sciences</b>	VACANT - Auto Tech, Digital Arts, Drafting
Amy Jennings - Psychology	VACANT - Computer Science
Alana Krause - Library	VACANT – Cosmetology
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
Jimmy Nguyen - Counseling & EOPS	VACANT – Kinesiology, Health, Athletics
Phuong Nguyen – Nursing/Health Professions	[Patty Fonseca - Recorder]

**I. ANNOUNCEMENTS**

**II. APPROVAL OF THE AGENDA AND MINUTES**

- A. Agenda – March 7, 2024
- B. Minutes – February 13, 2024

**III. GUEST REPORT**

- A. CIL update – Erin Craig, CIL Coordinator

**IV. CONTINUING & UNFINISHED BUSINESS**

- A. IPD Budget
- B. Mentoring survey update

**V. NEW BUSINESS**

- A. **2023-24 CONFERENCES** – Includes Discipline Conferences & General Education Conferences Travel/Workshops/Prof Meetings/Classes. \$3,000 maximum funding allowance which can be used to fund a single conference or multiple conferences per academic year. First come, first served contingent on available funds.

Review Application:

	FACULTY	DISCIPLINE	CONFERENCE ACCOUNT	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Nancy Nguyen	Counselor	<b>Discipline Conference</b>	\$1,900	<a href="#">Asian Pacific Americans in Higher Education CAR</a>	April 4-5, 2024	Oakland, CA	\$500
2	Michael Tran	Counselor	<b>Discipline Conference</b>	\$3,000	<a href="#">Association for the Assessment of Learning in Higher Education CAR</a>	June 3-6, 2024	Portland, OR	\$520

3	Antony Hoang	Math	<b>General Education Conference</b>	\$3,000	<a href="#">2024 STEM/STEAM &amp; Education Conference CAR</a>	June 6-8, 2024	Waikiki, Honolulu, HI	\$460
4	Tiffany Lao	ESL Part-time 8 LHE	<b>Discipline Conference</b>	\$3,000	<a href="#">The Learning Ideas Conference CAR</a>	June 12-14, 2024	New York, NY	\$1,095

B. **2024-25 CONFERENCES** - \$2,200 annual allowance for discipline and/or general teaching conferences. \$150 presenter funds.

Review Applications:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Kristy Ho	Counselor	\$2,200 each	<a href="#">Hawaii International Conference on Education</a>	Jan 4-7, 2025	Honolulu, HI	\$415
2	Phien Tran	Counselor Part-time 8.78 LHE		<a href="#">CAR 1</a> <a href="#">CAR 2</a>			

C. **DEPARTMENT SYMPOSIUM** – Actual expenses per person not to exceed \$5/materials, \$15/snack, \$30/lunch.

Review Application:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	# OF FACULTY	OBJECTIVE	DATE
1	Jimmy Nguyen	Counselor	\$800	16	Review and complete the Enneagram personality assessment/inventory to help counselors understand their own personalities and the personalities of others in the work environment along with self-care activities.  <a href="#">Application</a>	April 26, 2024

D. **ACADEMIC RANK WORK GROUP - Professor webpage**

Update on photos and bios

- Gita Alemansour, Math
- Heather Antunez, Counseling
- Erin Craig, Math
- Kay Dutz, Chemistry
- Nancy Fong, Counseling

- Monica Jovanovich, Art
- Amy Runyen, Art
- Michael Valinluck, Biology
- Leah Walden-Hurtgen, Anthropology

## VI. INFORMATION ITEMS

- A. IPD Elections for vacant Spring 2024 and new terms effective Fall 2024. Click [HERE](#) to submit your nomination to renew your term or encourage a colleague to apply if you are no longer able to serve. Open until filled. Three-year term (F2024-SP2027) unless otherwise indicated.
- a. Auto Automotive Technology, Digital Arts, Drafting (2024-2027)
  - b. Computer Science (Spring 2024-2026)
  - c. Cosmetology (Spring 2024-2025)
  - d. Criminal Justice (Spring 2024-2025)
  - e. Library (2024-2027)
  - f. Performing Arts (2024-2027)
- B. WORKGROUP ASSIGNMENTS 2023 – 2024 (New or returning members to select TWO assignments)
1. ALTERNATIVE METHODS - ongoing applications  
Members: B. Baumgartner, A. Best, K. Cosand, K. Green, A. Jennings, A. Krause, N. Stone
  2. SABBATICAL LEAVE – Announced in May. Intent to File/Application/Proposal due Sept.  
Members: M. LaMantia (Chair), D. Barrett, A. Best, D. Brooks, J. Nguyen, and L. Walden-Hurtgen
  3. ACADEMIC RANK/PROFESSOR EMERITUS (Sept-Nov)  
List of faculty [2023-2024 Academic Rank](#)  
Members: Co-Chairs Krause and Walden-Hurtgen; B. Baumgartner, D. Fioretto, M. LaMantia, J. Nguyen, H. Singh, and R. Wegter  
Task: Encourage faculty to apply for Academic Rank. Create a promotion in AR announcement for the IPD website.
  4. Faculty Excellence Awards Work Group (Sept-Dec)  
Members: A. Jennings – FEA Liaison, D. Brooks, K. Green, P. Nguyen, L. Sanchez  
Task: FEA Liaison will notify monthly recipient via email and coordinate the marquee and social media announcement with the Marketing staff. Monthly recipients will be honored at the Academic Senate’s Teacher Appreciation & Awards Luncheon in May.
  5. Mentoring Work Group:  
Members: Chair K. Cosand; D. Fioretto, A. Jennings, P. Nguyen, H. Singh, and R. Wegter.  
Tasks:
    - Provide support to faculty in the Mentor program.
    - Mentoring Handbook
- D. [2023-24 IPD Meeting schedule: Agendas and Minutes](#)
- E. E-links
- [IPD website](#) – services and applications
  - [Academic Senate website](#)
  - [CCI website](#)
  - [DEAC SharePoint](#)
  - [Academic Senate Faculty Resources](#)
  - [GWC Canvas Support Site](#)
  - [Faculty & Staff webpage](#)
  - [GWC Academic Programs](#)