



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, April 4, 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	Herman Singh – Social Sciences
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	Leah Walden-Hurtgen - Liberal Arts & Culture
Keisha Cosand - English	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson - World Languages & Sign Language
Kate Green - IPD Chair, Physical Sciences	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	VACANT – Performing Arts
Liz Sanchez – Part-time Faculty At-large	[Patty Fonseca - Recorder]

I. ANNOUNCEMENTS

- Congratulations to Alana Krause, Librarian, and Gary Kirby, Mathematics & CCI Co-Chair for receiving the March Faculty Excellence Award for Innovation recognized by Department Chairs and Management. April nominations will soon open for Excellence in Leadership and Service recognized by GWC faculty. Nominate a deserving colleague!

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – April 4, 2024
- B. Minutes – [March 7, 2024](#)

III. GUEST REPORTS

- A. Accreditation update – Kay Nguyen, Acting Vice President of Instruction or designee (1:20 p.m.)
 - Review the survey [2024 Accreditation Survey \(alchemer.com\)](#). IPD will be responsible for Standard 3-Infrastructure and Resources, item 4, [Standard 3.2.](#)
 - [ACCJC Work Plan](#)
 - [Deep Dive into Accreditation Standards.pptx](#)
- B. CIL update – Erin Craig, CIL Coordinator ([CIL website](#)) (1:30 p.m.)
 - 2023-24 CIL offerings
 - # of workshops
 - Average time and dates
 - # of faculty attendees
 - # of faculty who used CIL in lieu of FLEX. How to confirm they are not also earning IPD credits/funding?
 - Faculty cohorts moving through a specific topic?
 - Collaboration with IPD on Strategic Plan goals
 - Website updates
 - SAC and Alternative Methods options
 - 2024-25 CIL offerings/plans

IV. CONTINUING & UNFINISHED BUSINESS

- A. Mentoring survey update

- B. Alternative Methods – Status of Leah Walden-Hurtgen’s approval from President Randall. IPD approved the AM application on 10/30/2023).
- C. Academic Rank – Professor bios and photos update

V. NEW BUSINESS

A. **2023-24 CONFERENCES & BUDGET** – 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:

IPD DECISION	FACULTY	DISCIPLINE	CONFERENCE ACCOUNT	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
STARTING BALANCE (FT, PT, & General Education) = \$4,204.71								
1	Amy Jennings	Psychology	Discipline Conference	\$1,120 (Discipline remaining balance)	Psychology One Conference 2024 CAR	June 27-28, 2024	Durham, NC	\$135
2	Amy Runyen	Art	Discipline Conference	\$275	Love Dogs: My Painting Process with Colleen Barry CAR	May 1-15, 2024	Online Workshop – Asynchronous	\$275

WAIT LIST = Starting balance: \$2,809.71								
1	Maryam Sanei	Biology Part-time 9.9 LHE	General Education - Preapproved Conference	\$3,000	2024 STEM/STEAM & Education Conference CAR	June 6-8, 2024	Honolulu, HI	\$500
2	Tri Tran	Nursing Part-time 10 LHE	Discipline Conference	\$3,000	Internal Medicine for Primary Care: Derm/Psycho/Vasc CAR	June 28 – 30, 2024	Santa Barbara, CA	\$1,195

B. Alternative Methods update.

- [List of FT Faculty Column Placement](#). Eligible for SAC/AM).
- [AM Budget](#)

1. Approved [Spring 2024 AM applications](#). Verification of completion documents and time log due Friday, May 3, 2024. Follow up with faculty.
 - Natalie Dalton, Nursing | (1) unit
 - Kay Dutz, Chemistry | (0.5) units
 - Damien Jordan, Counseling | (2) units
 - Shatarupa Ray, Biology | (2) units
 - Evangelina Rosales, Cosmetology | (2) units
 - Travis Vail, Biology | (1) unit

C. Salary Advancement Credits. (Link to [List of FT Faculty Column Placement](#). Eligible for SAC/AM).

VI. INFORMATION ITEMS

A. **2024-2025 PREAPPROVED CONFERENCES** - Includes Travel/Workshops/Prof Meetings/Classes. \$2,200 maximum funding allowance which can be used to fund a single conference or multiple conferences per academic year. \$150 extra for presenters. First come, first served contingent on available funds.

Review Application:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATIO N	REG FEE
1		Karen Putnam	Counseling	\$2,200	Hawaii International Conference on Education CAR	2024-25 Budget Jan 4-7, 2025	Honolulu, HI	\$415

B. 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.

- Auto Automotive Technology, Digital Arts, Drafting (2024-2027)
- Computer Science (Spring 2024-2026)
- Cosmetology (Spring 2024-2025)
- Criminal Justice (Spring 2024-2025)
- Library (2024-2027)

C. WORKGROUP ASSIGNMENTS 2023 – 2024 (New or returning members to select TWO assignments)

- ALTERNATIVE METHODS - ongoing applications
Members: B. Baumgartner, A. Best, K. Cosand, K. Green, A. Jennings, A. Krause, N. Stone
- 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
- 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.
- 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.
- 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](#)