



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, May 2, 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
<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	VACANT – Performing Arts
Liz Sanchez – Part-time Faculty At-large	[Patty Fonseca - Recorder]

#### I. ANNOUNCEMENTS

- Application deadline for last Spring IPD meeting agenda is noon on Friday, May 10, 2024:
  - CARs for conferences during June through October.
  - SAC, if course is not on the preapproved list.
  - Alternative Methods – Fall 2024 projects.
  - Department Symposium – Fall 2024
- Remind your colleagues: [2025-26 Sabbatical Leave](#) application period is now open. Intent to File due September 6, 2024.

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

- Agenda – May 2, 2024
- Minutes – April 2 and April 18, 2024

#### III. GUEST REPORTS

#### IV. CONTINUING & UNFINISHED BUSINESS

- IPD 2023-24 Conference Budget update
- Mentoring survey - Results and recommendations for 2024-25 Mentoring program.
- Academic Rank – Bios update

#### V. NEW BUSINESS

- 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:

2023-24 STARTING BALANCE:									
IPD DECISION	FACULTY	DISCIPLINE	CONFERENCE ACCOUNT	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE	
1	Lynn Buller	Business	Discipline Conference	\$3,000	<a href="#">Career Education Convention CAR</a>	June 11 – 13, 2024	Indianapolis, IN	\$1,195	Cancelled previously approved 2023-24 CAR to The Teaching Professor National Conference and replaced with this CAR.

**B. 2024-25 CONFERENCES** = \$2,200 annual allowance for discipline and/or general teaching conferences. \$150 presenter funds. Approved applications will be deducted from their Full-time and Part-time Faculty Conference accounts. Will subsidize using the “General Education” account, when needed.

Review Applications:

1. FULL-TIME FACULTY

IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Alana Krause	Librarian	\$2,200	<a href="#">LibLearnX, The Library Learning Experience (American Library Association) CAR</a>	Jan 24-27, 2025	Phoenix, AZ	\$550
2	MaryLynne LaMantia	Biology	\$2,200	<a href="#">Cell Bio 2024 CAR</a>	Dec 14-18, 2024	San Diego, CA	\$360

**C. 2024-25 ALTERNATIVE METHODS** – Review applications

IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	UNIT	HOURS	AM TYPE	PROJECT
1	Alana Krause	Librarian	Fall 2024	2	36	CONF/WKP	<a href="#">@ONE course: “Building a Team: Training OER Support Staff”</a>
2	Kate Green	Chemistry	Summer 2024	2	36	Educational Materials	<a href="#">Update Chem 185 lab manual</a>
3	MaryLynne LaMantia	Biology	Fall 2024	2	36	Educational Materials	<a href="#">Create a robust and comprehensive set of flashcards using two platforms, Anki and Quizlet for BIO 100</a>

**D. 2024-25 DEPARTMENT SYMPOSIUM** - Funding: \$50 pp = \$30/lunch, \$15/snack, \$5/materials per full-time faculty and 7.5+ LHE part-time faculty.

	IPD DECISION	FACULTY	DISCIPLINE	DATE	# OF ELIG FACULTY	FUNDING	OBJECTIVE/GOAL
1		Alana Krause	Librarian	Fall 2024 9/30/2024	6	\$300	<a href="#">To determine planning and implementation of both purchasing and printing of ZTC materials.</a>

**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)
- 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:
    - o Provide support to faculty in the Mentor program.
    - o Mentoring Handbook
- C. [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](#)