



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, May 4, 2023

1:15PM – 2:15PM

LOCATION: LRC 250 Community Room

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

IPD MEMBERS 2022 - 2023

Dave Barrett – Noncredit & ESL	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	Criss Vo - Part-time Faculty At-large
Dawn Brooks - Performing Arts	Leah Walden-Hurtgen - Liberal Arts & Culture
Ruth Calcanas - Social Sciences	Rachel Wegter - Communication Studies
Keisha Cosand - English	RC Wilkinson - World Languages & Sign Language
Kate Green - IPD Chair, Physical Sciences	VACANT - Auto Tech, Digital Arts, Drafting
Monique Henderson - Kinesiology, Health Ed, Athletics	VACANT – Business, Accounting, Computer Science,
Amy Jennings - Psychology	Management, Marketing
Alana Krause - Library	VACANT - Cosmetology
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
Jimmy Nguyen - Counseling & EOPS	[Patty Fonseca - Recorder]
Phuong Nguyen – Nursing/Health Professions	

1. ANNOUNCEMENTS

- A. Friday, May 12 at noon = final deadline to apply for conferences that meet mid-June through September.

2. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – May 4, 2023.
- B. Minutes – April 6 and April 20, 2023

3. CONTINUING & UNFINISHED BUSINESS:

- A. 2022-2023 IPD Budget update
- B. 2023-2024 IPD General Education/Teaching Conference Budget update
- C. Academic Rank work group update – Biographies for AR Rank of Professor website

4. NEW BUSINESS

- A. Sabbatical Leave
 1. [Intent to File Form](#) – due September 8, 2023
 2. Sabbatical Leave Application & Proposal – due September 15, 2023
- B. Improve Mentoring Process – Log in to [IPD Teams](#) to review feedback from faculty and the Mentoring contract language.
- C. DISCIPLINE FUND - Conference/Travel/Workshops/Prof Meetings/Classes – Review applications:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Cristina Tiernes Cruz	Spanish	\$99	International Conference on Psychology CAR 89941	2023-2024 Budget July 20-21, 2023	Virtual	\$99

D. GENERAL EDUCATION/TEACHING FUND- Conference/Travel/Workshops/Prof Meetings/Classes

1. Proposal for Preapproved Teaching Conference:

- a. [64th Annual Math Teaching Conference](#), November 3-4, 2023 in Palm Springs.
- b. [2023 American Association of Physics Teachers \(AAPT\) Summer Meeting](#), July 15-19 in Sacramento, CA.

E. ALTERNATIVE METHODS – Review applications

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Katherine Green	Chemistry	2	36	Educational Materials	Create educational chemistry and physics displays for two empty cabinets in the 3rd floor Math-Science building.	Fall 2023
2	Shatarupa Ray	Biology Column: AA-V-7	2	36	Educational Materials	Create a new Physiology Lab Manual for Biology G225L	Spring 2024

5. INFORMATION ITEMS

A. GENERAL EDUCATION/TEACHING FUND- Conference/Travel/Workshops/Prof Meetings/Classes – Review applications:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Ailene Nguyen	Counselor	\$3,000	Hawaii International Conference on Education	2023-24 BUDGET Jan 3-6, 2024	Waikoloa, Hawaii	\$485 before May 31 \$565 after Oct 31
2	Michael Tran			CAR 89941 CAR 89943			
3	Maryam Sanei	Biology – part-time	\$3,000	STEM Educators Conference CAR 89933	June 7-9, 2023	Hawaii	\$450
4	Cristina Tiernes Cruz	Spanish	\$150	Women Hold Up Half the Sky 2023 CAR 89947	May 19, 2023	Cerritos, CA	\$108.55

B. Salary Advancement Credits – Review applications

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Herman Singh Column: AA-II-6	Economics	1.33	24	CONF/WKSHP	Gale – Discover Digital Photography	6/10/2023; but will extend to Aug 31,2023
2						Gale – Get Assertive!	

3						Gale – Introduction to Microsoft PowerPoint	
4						Gale – Creating the Inclusive Classroom	
5						Gale – Spanish in the Classroom	
6						Gale – Teaching Adult Learners	
7						Gale - Solving Classroom Discipline Problems	
8						Gale - Solving Classroom Discipline Problems II	
9						Gale - Achieving Success with Difficult People	
10						Gale - Using the Internet in the Classroom	
11						Gale - Get Funny!	
12						Gale - Writing Effective Grant Proposals	
13						Gale - A to Z Grant Writing	
14						Gale - A to Z Grant Writing II - Beyond the Basics	
15						Gale - Introduction to Microsoft Excel	
16						Gale - Computer Skills for the workplace	
17						Gale - Speed Spanish	
18						Gale – Math Refresher	
19						Gale – Individual Excellence	
20						Gale - Leadership	

C. IPD Elections for terms starting Fall 2023. 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 (F2023-SP2026) unless otherwise indicated.

- Automotive Technology, Digital Arts, Drafting (SP2023 - SP2024)
- Business, Accounting, Management (SP2023-SP2024)
- Computer Science
- Cosmetology (SP2023-SP2025)
- Criminal Justice (SP2023-SP2025)

D. WORKGROUP ASSIGNMENTS 2022 – 2023 (New or returning members to select an assignment)

1. ALTERNATIVE METHODS - ongoing applications
Members: R. Calcanas, K. Cosand, K. Green, M. Henderson, A. Jennings, A. Rivera, N. Stone, and R. Wegter
2. SABBATICAL LEAVE – Announced in May. Intent to File/Application/Proposal due Sept.
Members: M. LaMantia (Chair), D. Barrett, A. Best, D. Brooks, A. Jennings, J. Nguyen, and L. Walden-Hurtgen

3. ACADEMIC RANK/PROFESSOR EMERITUS (Sept-Nov)
List of faculty [2023-2024 Academic Rank](#)
Members: A. Krause, M. LaMantia, J. Nguyen, R. Wegter, L. Walden-Hurtgen
Task: Encourage faculty to apply for Academic Rank. Create a promotion in AR announcement for the IPD website.
 4. CIL Workgroup (Sept-Dec):
Members: R. Calcanas, K. Cosand, A. Jennings, N. Stone
(Are also members of the CIL's IPD Workgroup: to provide PD opportunities to faculty).
Tasks:
 - Review proposals for SAC Recommend List and report initiatives to the IPD
 - Promote CIL and encourage faculty to apply for SAC
 5. Faculty Excellence Awards Work Group (Sept-Dec)
Members: A. Jennings – FEA Liaison, D. Brooks, K. Green, P. Nguyen, C. Vo
Task: Create a FEA procedure, timeline, and schedule for nominations & awards
- D. [2023-23 Meeting schedule](#)
- E. E-links
- [IPD website](#)
 - [Academic Senate website](#)
 - [CCI website](#)
 - [DEAC SharePoint](#)
 - [GWC Canvas Support Site](#)
 - [Faculty & Staff webpage](#)
 - [GWC Academic Programs](#)