



# INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, May 16, 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**

- A. A Big Thank You to the entire IPD committee for their excellent work this year!!

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

- A. Agenda – May 16, 2024
- B. Minutes – May 2, 2024

**III. CONTINUING & UNFINISHED BUSINESS**

- A. 2023-24 IPD Budget
- B. 2023-24 Post-conference survey results
- C. Sabbatical Leave update by Rep. LaMantia
- D. Academic Rank – biographies final update
- E. Alternative Methods – update regarding Leah Walden-Hurtgen’s application.
  - Status of Biology funding?
  - Plans to resubmit a revised application?

**IV. NEW BUSINESS**

- A. [Strategic Plan – 2023-24 IPD Goals and Objectives](#) (Year-end Summary)
- 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	Annette Park	Math	\$2,200	<a href="#">Innovative Schools Summit: Addressing Learning Loss.</a> <a href="#">CAR</a>	Nov 6-9, 2024	Chicago, IL	\$495

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

IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	UNIT	HOURS	AM TYPE	PROJECT
1	Pete Bouzar	Math	Fall 2024	2	36	CONF/WKP	<a href="#">@ONE Advanced Teaching Techniques with Canvas</a>
2	Catherine Egan	Biology	Summer 2024	2	36	CONF/WKP	1. <a href="#">Coursera – Uncommon Sense Teaching</a> 2. <a href="#">@ONE Equitable Grading Strategies</a>
3	Travis Vail	Biology	Summer 2024	2	36	EDUC MATERIALS	<a href="#">Create 2-sheet photo labeled dissection guides for each of the ten dissections that are completed by Zoology students. This will involve dissection and photo documentation of the dissection, then construction of the graphical guides using those photos.</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	Keisha Cosand	English	Fall 2024 9/20/2024	25	\$1,250	<a href="#">Objectives: Include reviewing program goals, updating the English 100 COR, discussing and debating current issues like AI and sharing curriculum ideas and teaching approaches.</a>
2	Amy Jennings	Psychology	Fall 2024 10/18/2024	13	\$650	<a href="#">Objectives: To discuss as a department inclusive and equitable pedagogical practices, specifically incorporating Universal Design for Learning (UDL) and Umoja principles.</a>

**E. SALARY ADVANCEMENT**

- Proposed for SAC Recommended List: WebAIM Accessible Documents Training. [[Info](#)] [[Register](#)]
- Review Applications:

FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1 Bern Baumgartner	Business	1.33	24	CONF/WKP	<a href="#">Gale – Intro to Machine Learning</a>	July 15, 2024
2 Bern Baumgartner	Business	1.33	24	CONF/WKP	<a href="#">Gale – Introduction to Blockchain Fundamentals</a>	Aug 15, 2024
3 Bern Baumgartner	Business	1.33	24	CONF/WKP	<a href="#">Gale – Intro to AI</a>	July 15. 2-24
4 Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE – Advanced Teaching Techniques with Canvas</a>	Aug 2, 2024
5 Phuong Nguyen	Nursing	1.5	27	CONF/WKP	<a href="#">@ONE – Clinical Faculty &amp; Educator Certificate Course</a>	Aug 2, 2024
6 Phuong Nguyen	Nursing	1.1	20	CONF/WKP	<a href="#">@ONE – Engagement Strategies for Live Online Teaching &amp; Learning</a>	Aug 2, 2024

7	Phuong Nguyen	Nursing	0.42	7.5	CONF/WKP	<a href="#">CHSE Prep Simulation Training</a>	May 17, 2024
8	Shawn Hampton	Nursing	10	180	Educational Materials	<a href="#">Nursing G290 - I will be building an entirely new syllabus, lecture PowerPoints, exams, assignments, and canvas shell. The course has decided to align itself with a new textbook that requires time to read in order to prepare appropriate materials for students. This entails building 16 weeks of PowerPoints for the new curriculum, 5 exams, a new course shell, and new rubrics/assignments.</a>	Dec 2024
9	Shawn Hampton	Nursing	10	180	Educational Materials	<a href="#">Nursing G290C - is a new course the nursing. Previously the theory, lab and clinical courses were grouped into one singular course. The decision to separate the courses was made to better align the curriculum in a way that is familiar to students. Separating the Theory from Clinical/Simulation courses makes the learning experience less confusing, allows students and instructors to better communicate, and enhances student outcomes. This project requires me to create a 12-week lab/simulation course that aligns with the curriculum from G290.</a>	Dec 2024
10	Shawn Hampton	Nursing	2	72	Work Experience	<a href="#">Hands-on experience at St. Joseph Hospital in Orange.</a>	Dec 2024

**V. INFORMATION ITEMS**

- 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.

Pre-approved Application:

	IPD DECISION	FACULTY	DISCIPLINE	CONFERENCE ACCOUNT	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1		Ayesha Zia	English	General Education	\$800	Online Teaching Conference <a href="#">CAR</a>	June 26-28, 2024	Long Beach, CA	\$649
2023-24 Conference Balance: \$4,166.28									

**B. SALARY ADVANCEMENT** – Preapproved courses

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE – 10-10-10: Communication That Matters</a>	Aug 2, 2024
2	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE – Assessment in Digital Learning</a>	Aug 2, 2024
3	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE - Creating Accessible Course Content</a>	Aug 2, 2024

4	Phuong Nguyen	Nursing	6.67	120	CONF/WKP	<a href="#">@ONE - Online Teaching and Design</a>	Aug 2, 2024
5	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE - Equitable Grading Strategies</a>	Aug 2, 2024
6	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE - Equity &amp; Culturally Responsive Teaching</a>	Aug 2, 2024
7	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE - Humanizing Online Teaching</a>	Aug 2, 2024
8	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE - Intro to Asynchronous Online Teaching &amp; Learning</a>	Aug 2, 2024
9	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	<a href="#">@ONE - Intro to Course Design</a>	Aug 2, 2024
10	Bern Baumgartner	Business	1.33	24	CONF/WKP	<a href="#">Gale – Intro to Blogging &amp; Podcasting</a>	Aug 15, 2024

C. 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)

D. 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

E. [2023-24 IPD Meeting schedule: Agendas and Minutes](#)

F. 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](#)