



# INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, September 1, 2022  
1:00PM – 2:00PM

THIS MEETING WILL BE HELD ELECTRONICALLY VIA ZOOM BY GOING TO THIS WEB ADDRESS

<https://ccd-edu.zoom.us/j/85336531400>

Meeting ID: 853 3653 1400 ■ Refer to the last page for further details.

**IPD Microsoft TEAMS – employee log-in required to access agenda documents**

## 2022 - 2023 IPD MEMBERSHIP

Dave Barrett – Noncredit & ESL	Edward Reyna - Cosmetology
Amanda Best - Arts ( <i>pending AS consent 9/13/2022</i> )	Alice Rivera – Business, Accounting, Computer Science,
Dawn Brooks - Performing Arts	Management, Marketing
Avery Caldwell - Auto Tech, Digital Arts, Drafting	Natalie Stone - Mathematics & Engineering
Keisha Cosand - English	Criss Vo - Part-time Faculty At-large
Kate Green - IPD Chair, Physical Sciences	Leah Walden-Hurtgen - Liberal Arts & Culture
Monique Henderson - Kinesiology, Health Ed, Athletics	Derrick Watkins - Criminal Justice
Amy Jennings - Psychology	Rachel Wegter - Communication Studies
Alana Krause - Library	RC Wilkinson - World Languages & Sign Language
MaryLynne LaMantia - Biological Sciences	<b>VACANT – Nursing/Health Professions</b>
Jimmy Nguyen - Counseling & EOPS	Patty Fonseca - Recorder/Administrative Assistant
Joel Powell - Social Sciences	

1. ANNOUNCEMENTS
2. APPROVAL OF THE AGENDA AND MINUTES
  - A. Agenda – September 1, 2022
  - B. Minutes – May 19, 2022
3. CONTINUING & UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. IPD [Purpose](#) and Member Roles
  - B. Attendance Policy – Academic Senate Bylaws: Attendance will be taken at meetings and reported in Minutes as public record.
  - C. Zoom Etiquette - Cameras ON, please. Stay engaged. Be prepared to vote to have a public record of committee decisions.
  - D. IPD Microsoft TEAMS – GWC committee restructure. District IT created Teams sites for all campus governance committees. Teams which will be used for internal committee business. IPD members will access agendas, minutes, and supporting documents. CCD employees may access records in each committees’ new SharePoint sites.
  - E. Conference/Workshops (courses)/Travel - Requests (e-attachment)
    1. 2022-23 Funding amount – TBD at next meeting pending budget allocation
    2. Funds may be used to take a course (workshop)
    3. Review applications:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	<a href="#">Stephanie Hoon (PT)</a>	Business	\$350 \$509 Revision Request	Online Teaching Conference	6/29-7/1/22	Long Beach, CA	\$299.00
Revision request: Increase total funding to \$509. Applicant underestimated expenses.							

F. MENTORING – Mentor may apply for SAC ([Contract language](#))

1. Determine # of credits per semester (1 credit=18 hours is current limit per semester)
2. IPD members are **expected** to coordinate that their new faculty member in their representative area has a mentor and report to IPD by next meeting. This is contractual, so it is important to get the mentors/mentees at the top of the semester. One is completed, 11 more to go!
  - Alice Rivera: Accounting, Aleksandra Uchlik
  - Alice Rivera: Business, Rachel Zacharia
  - Alice Rivera: Computer Science, Sara Ghadami (1-yr FT temp)
  - MaryLynne LaMantia: Biology, Rupa Ray
  - Kate Green: Chemistry Matt Carlson
  - Jimmy Nguyen: Counseling, Michael Tran
  - Jimmy Nguyen: Counseling, Maria Tran (1-yr FT temp)
  - Amy Jennings: Psychology, Byron Smith
  - Leah Walden-Hurtgen: History, Jeanette Adame
  - Joel Powell: Economics, Herman Singh
  - Joel Powell: Sociology, Ruth Calcanas
  - Rachel Wegter: Education, Doreen Fioretto
  - Volunteer???: Nursing, Anh Nguyen

3. Review applications:

	DISCIPLINE	FACULTY MENTOR	CREDIT	HOURS	FACULTY MENTEE	DISCIPLINE	AGREEMENT	COMPLETE BY
1	Chemistry	<b>Matthew Shimazu</b>	2 credits (1) each Fall 2022 & Spring 2023	N/A	Matthew Carlson	Chemistry	<a href="#">LINK</a>	May 30, 2023

G. SALARY ADVANCEMENT CREDITS

1. [SAC Recommended Classes](#)
2. [District process for Horizontal Salary Advancement](#)
3. [Proposal: CIL collaboration – Preapproved items](#)
4. Canvas Level 1 & 2: New faculty were Canvas summer trained. Proposal to approve Canvas Level 1 & Level 2 applications retroactively as a one-time courtesy.

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Computer Science (FT temp 1-yr)	<b>Sara Ghadami</b>	2.78	50	CONF/WKP	<a href="#">Canvas Level 1</a>	Retro – summer trained
2	Computer Science (FT temp 1-yr)	<b>Sara Ghadami</b>	3.33	60	CONF/WKP	<a href="#">Canvas Level 2</a>	Retro – summer trained

3	Accounting	Aleksandra Uchlik	2.78	50	CONF/WKP	<a href="#">Canvas Level 1</a>	Retro – summer trained
4	Accounting	Aleksandra Uchlik	3.33	60	CONF/WKP	<a href="#">Canvas Level 2</a>	Retro – summer trained
5	Business	Rachel Zacharia	2.78	50	CONF/WKP	<a href="#">Canvas Level 1</a>	Retro – summer trained

5. List of eligible faculty on Column I-IV of the salary schedule for SAC: (pending receipt from District HR)
6. Review applications:

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Global Studies	Farzane Farazdaghi	TBD	TBD	TBD	<a href="#">EPIC Fellowship</a>	5/30/2023
2	Global Studies	Farzane Farazdaghi	TBD	TBD	TBD	<a href="#">EPIC Fellowship</a>	5/30/2023

H. SABBATICAL LEAVE 2023 - 2024

- [Timeline](#)
- [Intent to File form](#) - Deadline: September 9, 2022
- [Sabbatical Leave Application PACKET](#) - Deadline: September 16, 2022

I. ACADEMIC RANK & PROFESSOR EMERITUS

1. Determine the application deadline
2. List of faculty [2022-23 Academic Rank](#)
3. Seeking three (3) IPD members for an AR Workgroup (Sept-November) to ensure all eligible faculty will get AR application in by November. Ed Reyna has already volunteered.

J. CENTER FOR INNOVATION & LEARNING (CIL)

1. CIL Support Workgroup – Seeking three (3) IPD members. Will meet twice a month with Erin Craig, CIL Coordinator, to brainstorm and provide support and IPD resources to the New Faculty Academy and other CIL initiatives. Meets from September through December.

K. FACULTY EXCELLENCE AWARDS – [Nomination website](#)

1. FEA Workgroup – Seeking three (3) IPD members. Will coordinate, advertise, announce the nominees. Meets from September through December.
2. September Award is Peer Excellence in Teaching

5. INFORMATION ITEMS

- A. CONFERENCE/WORKSHOP/TRAVEL – ASCCC Preapproved (Funded by a separate IPD Workshop/Conference budget and does not impact a faculty member’s discipline-related conference annual allowance.

Summer 2022:

	DISCIPLINE	FACULTY	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Comm Studies	Kristine Clancy	\$2,000	2022 ASCCC Curriculum Institute	July 6-9, 2022	Riverside, CA	\$650

2	Counseling	Nicole Diamond	\$650	2022 ASCCC Curriculum Institute	July 6-9, 2022	Virtual	\$650
3	Counseling	Damien Jordan	\$650	2022 ASCCC Faculty Leadership Institute	June 16-18, 2022	Virtual	\$650

**B. SALARY ADVANCEMENT CREDITS – “Preapproved” - Recommended List**

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Counseling (FT 1-yr temp)	<b>Maria Tran</b>	0.44	8	CONF/WKP	<a href="#">ASCCC – Curriculum (5) part series</a>	8/31/2023
2	Counseling (FT 1-yr temp)	<b>Maria Tran</b>	2.78	50	CONF/WKP	<a href="#">Canvas Level 1</a>	10/9/2022
3	Counseling (FT 1-yr temp)	<b>Maria Tran</b>	3.33	60	CONF/WKP	<a href="#">Canvas Level 2</a>	12/4/2022
4	Cosmetology	<b>Jon Holland</b>	3.33	60	CONF/WKP	<a href="#">Canvas Level 2</a>	8/31/2023
5	ELL	<b>Teresa Nguyen</b>	3.33	60	CONF/WKP	<a href="#">Canvas Level 2</a>	Summer 2022 – certificate on file
6	ELL	<b>Teresa Nguyen</b>	1.33	24	CONF/WKP	<a href="#">Grammar Refresher II</a>	Summer 2022 – certificate on file
7	Counseling	<b>Michael Tran</b>	3.33	60	CONF/WKP	<a href="#">Canvas Level 2</a>	Summer 2022 – certificate on file
8	Counseling	<b>Michael Tran</b>	1.39	25	CONF/WKP	<a href="#">COBRA – Black Minds Matter</a>	Summer 2022 – certificate on file
9	Counseling	<b>Michael Tran</b>	1.33	24	CONF/WKP	<a href="#">Gale – Skills for Making Great Decisions</a>	Summer 2022 – certificate on file
10	Counseling	<b>Michael Tran</b>	1.33	24	CONF/WKP	<a href="#">Gale – Spanish In The Classroom</a>	Summer 2022 – certificate on file
11	Counseling	<b>Michael Tran</b>	1.33	24	CONF/WKP	<a href="#">Gale - Speed Spanish</a>	Summer 2022 – certificate on file
12	Counseling	<b>Michael Tran</b>	1.33	24	CONF/WKP	<a href="#">Gale - Teaching Students with Autism</a>	Summer 2022 – certificate on file

**C. IPD CALL FOR NOMINATIONS: Term begins Fall 2022. (Positions are open until filled):**

1. Nursing/Health Professions ([Nomination website.](#))

**D. WORKGROUP ASSIGNMENTS 2022 – 2023 = New or returning members to select an assignment**

1. Alternative Methods - ongoing applications  
Keisha Cosand, Kate Green, Monique Henderson, Amy Jennings, Ed Reyna, Alice Rivera, Natalie Stone, and Rachel Wegter
2. Sabbatical Leave – dates announced in May, Intent to File & Applications due September  
MaryLynne LaMantia (Chair), Dawn Brooks, Avery Caldwell, Amy Jennings, Jimmy Nguyen, Joel Powell, and Leah Walden-Hurtgen
3. Academic Rank (Sept-Nov): (3) Ed Reyna,
4. CIL Workgroup (Sept-Dec): (3)
5. Faculty Excellence Awards Work Group (Sept-Dec): Amy Jennings, Faculty Liaison + (3)

**E. FACULTY EXCELLENCE AWARDS– Amy Jennings, TOTY Liaison**

**F. [2023-23 Meeting schedule](#)**

G. E-links

- [IPD website](#)
- [Academic Senate website](#)
- [GWC Canvas Support Site](#)
- [Faculty & Staff landing page](#)

**ZOOM MEETING - Scheduled and hosted by Kate Green, IPD Chair**

The format of this meeting is due to the State Public Health Emergency Declaration regarding COVID-19

\*\*\* IPD MEETINGS WILL BEGIN AT 1:15PM \*\*\*

**Join Zoom Meeting**

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