



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, September 7, 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

Dave Barrett – Noncredit & ESL	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	Leah Walden-Hurtgen - Liberal Arts & Culture
Dawn Brooks - Performing Arts	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, Mngt, Marketing
Amy Jennings - Psychology	VACANT - Computer Science
Alana Krause - Library	VACANT – Cosmetology
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
Jimmy Nguyen - Counseling & EOPS	VACANT – Part-time Faculty At-large
Phuong Nguyen – Nursing/Health Professions	
Herman Singh – Social Sciences (pending AS consent on 9/12/23)	[Patty Fonseca - Recorder]

1. ANNOUNCEMENTS

- A. ASCCC Fall Plenary – IPD funds and prepays registration. Funding for full-time faculty is separate from their discipline and general education/teaching funding.
 - November 16 – 18, 2023 in Costa Mesa and a virtual option.
 - Registration: \$550 in-person and \$385 virtual
 - Application deadline for prepaid registration: September 22, 2023

2. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – September 7, 2023
- B. Minutes – [May 18, 2023](#)

3. CONTINUING & UNFINISHED BUSINESS:

4. NEW BUSINESS

- A. 2023-24 IPD Budget
 1. Review 2022-23 roll overs and 2023-24 anticipated starting balances.
 2. Conference Funding: First come, first served and based on available funds.
 - Full-time Faculty = \$3,000 annual max for discipline conferences plus an additional \$3,000 annual max for general education/teaching conferences.
 - Part-time Faculty (≥ 7.5 LHE) = \$3,000 annual max towards either a discipline or general education/teaching conference. Paid from Part-time Conference account.
 - General Education/Teaching = account is depleted. Encumbered conferences include ASCCC Curriculum Conference from July, OnCourse ChatGPT Workshop in September, and Hawaii International Conference in January 2024. Proposal to subsidize using other conference accounts.
 - Academic Senate for California Community Colleges = A \$10,000 reserve using General Education funds to subsidize the Academic Senate Conference account for attendance of Fall Plenary, Spring Plenary, Faculty Leadership, Curriculum Institute, and other available conferences. Full funding of approved expenditures. Available to all full-time and IPD eligible part-time faculty. Must apply by designated deadlines to qualify for advanced payment of the registration fee.
 - Conference Presenter funding – on 4/20/2023 the IPD approved an additional \$250 in funding for faculty presenting at conferences for 2023-24.

B. Conferences

1. Proposal for a Pre-approved General Education/Teaching conference:
 - [Strengthening Student Success](#), October 11-13, 2023, in Burlingame, CA. \$865 registration fee.
2. CAR form Adobe Sign workflow – The IPD Office is collaborating with the President’s Office to streamline the CAR process and developing a new electronic CAR form. The sequence number will soon be added by the board approval personnel. We are currently testing the signature workflow with a great response from faculty and administrators.
3. Travel Ban – [list of prohibited states](#) and [Travel Ban Statement](#)
4. DISCIPLINE CONFERENCES - Includes 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 Applications:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Damien Jordan	Counselor	\$345	OnCourse ChatGPT Workshop CAR 89840 (Preapproved as discipline funds; Gen Ed funds are encumbered for the Hawaii conference)	Sept 8, 2023	Virtual	\$345
2	Fran Farazdaghi	Global Studies	\$3,000	Global Learning To Empower Local Action CAR 89846	Oct 29 – Nov 12, 2023	Vietnam & Cambodia	\$4,950
3	Dawn Brooks	Music	\$3,000	Jazz Education Network 2024 Conference CAR 89848	Jan 3-6, 2024	New Orleans, LA (Travel Ban statement on file)	\$275
4	Amy Thach	Nursing Nursing	\$3,000	Innovate, Disseminate, Educate, Advocate (IDEA) CAR 89845 CAR 84811 CAR 84812	Jan 20-24, 2024	San Diego, CA	\$965
5	Phuong Nguyen						
6	Natalie Dalton						

C. Salary Advancement Credits –Review applications

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Gary Kirby	Math	10	180	Educational Materials	Math G180 Calculus 1 – create OER course notes	Fall 2023
2	Gary Kirby	Math	10	180	Educational Materials	Math G185 Calculus 2 – create OER course notes	Fall 2023

D. Sabbatical Leave - [link to access documents](#)

- Intent to File – due September 8, 2023. (Two faculty members have currently filed).
- Application and Proposal – due September 15, 2023. IPD Office will upload applications to the IPD Sabbatical Subcommittee in Teams for the members to review.
- Sabbatical Leave Work Group to convene on September 28, 1-2pm in LRC 161 for Sabbatical Rankins. (in the LRC Annex next to the IPD/Academic Senate office).

E. Academic Rank [\[application\]](#) & Professor Emeritus [\[application\]](#)

1. Call for Applications - deadline: October 31, 2023, at 5pm
2. Honoring Faculty Members Promoted to Professor [webpage](#)
3. Retiree email addresses process.
Per HR: the retiree must email the HR Director to request a retiree email address. A Helpdesk ticket will be issued. IT and District HR will work behind the scenes and create the email address. IT will connect with the retiree directly to provide the new email address and password.

F. Department Symposium

1. Open call for [applications](#) - Funding: \$50 pp = \$30/lunch, \$15/snack, \$5/materials per full-time faculty and 7.5+ LHE part-time faculty.
2. Review application:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM TITLE	# FACULTY
1	Amanda Best	Art	\$150	Jan 26, 2024	Art Symposium	3

G. Mentoring

1. Mentoring Handbook
2. Mentors needed for 1st year new Tenure-track full-time faculty:

Faculty	Discipline	1 st year Mentor
AJ Edmonds	Computer Science	
Armando Garcia	Counseling EOPS	
Shawn Hampton	Nursing	
Phuong Nguyen	Nursing	
TBA - Pending board approval Sept 20	Counseling-Athletics	

3. Mentors needed for 2nd year Tenure-track full-time faculty:

Faculty	Discipline	1 st year Mentor	2 nd year Mentor:
Jeanette Adame	History	Leah Walden-Hurtgen, Anthropology	
Ruth Calcanas	Sociology	Jessica Patapoff, English	
Matthew Carlson	Chemistry	Matthew Shimazu, Chemistry	
Doreen Fioretto	Education	Rachel Wegter, Comm Studies	
Shatarupa Ray	Biology	Michael Valinluck, Biology	
Herman Singh	Economics	Declined	
Kyle Smith	Psychology	Martie Ramm Engle, Theater Arts	
Michael Tran	Counselor - Transfer	Jimmy Nguyen, Counseling	
Aleksandra Uchlik	Accounting	Heather Kelley, Comm Studies	
Rachel Zacharia	Business	Sunshine McClain, History	

5. INFORMATION ITEMS

A. GENERAL EDUCATION/TEACHING CONFERENCES – Includes preapproved Conference/Travel, Workshops, Prof Meeting, and Classes. Full-time faculty: \$3,000 annual max in addition to their discipline-related conference allowance. 7.5+ LHE part-time faculty: option to use a \$3,000 annual allowance to fund discipline-related or general educating/teaching conference/s. First come, first served contingent on available funds.

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Avery Caldwell	Digital Arts	\$2,000	Online Teaching Conference CAR 89481	June 21 – 23, 2023	Long Beach, CA	\$548
2	Summer Wagner	Comm Studies (part-time 9 LHE)	\$3,000 each	Hawaii International Conference on Education CAR 89483 CAR 89485 CAR 89494 CAR 89847		Hawaii	Up to \$565
3	Nicole Diamond	Counselor					
4	Erin Craig	Math					
5	Shawn Taylor	Math	\$3,250 (presenters)				
6	Dibakar Barua	English (part-time 8 LHE)	\$345 each	OnCourse ChatGPT Workshop CAR 89484 CAR 89486 CAR 89487 CAR 89488	Sept 8, 2023	Virtual	\$345
7	Monica Jovanovich	Art History					
8	Michelle Veyette	English (part-time 8 LHE)					
9	Jeanette Adame	History					

B. Salary Advancement Credits – Preapproved. Review applications

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Fran Farzadaghi	Global Studies	1.33	24	CONF/WKP	Gale – Beginners Guide to Getting Published	Summer completed & credits report to District
2	Fran Farzadaghi	Global Studies	1.33	24	CONF/WKP	Gale – Grammar Refresher	

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 (2023-25)
- Criminal Justice (2023-25)
- Part-time Faculty At-large

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

1. ALTERNATIVE METHODS - ongoing applications
Members: 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: 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
Task: FEA Liaison will notify monthly recipient via email, coordinate the announcement to the campus, and contact Marketing department for available head shot. Forgoing individual prize patrols. Monthly recipients will be honored at the Academic Senate’s Teacher Appreciation & Awards Luncheon in May.
6. Mentoring Work Group:
Members: K. Cosand, K. Green, and A. Jennings
Tasks:
 - Provide support to faculty in the Mentor program.
 - Create a Mentoring Handbook

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

G. 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](#)