



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, February 1, 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	Liz Sanchez – Part-time Faculty At-large
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Herman Singh – Social Sciences
Amanda Best - Art	Natalie Stone - Mathematics & Engineering
Dawn Brooks - Performing Arts	Leah Walden-Hurtgen - Liberal Arts & Culture
Keisha Cosand - English	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson - World Languages & Sign Language
Kate Green - IPD Chair, Physical Sciences	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	[Patty Fonseca - Recorder]

I. ANNOUNCEMENTS

- [@ONE Webinars Spring 2024](#) – A variety of webinars that qualify for SAC.
- Congratulations to the GWC 2023 Teacher of the Year: Keisha Cosand, Professor of English.

II. APPROVAL OF THE AGENDA AND MINUTES

MOTION by Rep. LaMantia to approve the agenda and minutes as presented. Seconded by Rep. Stone. Hearing no objections, the motion passed.

- A. Agenda – February 1, 2024.
- B. Minutes – [December 7, 2023](#)

III. CONTINUING & UNFINISHED BUSINESS

A. IPD Budget (includes agenda items)

- Chair Green reviewed the IPD balances. Funding was transferred from the Part-time Conference account to subsidize the General Education account which includes CARs on today's agenda.
- Rep. Walden-Hurtgen will follow up with President Randall on the status of the approval of her application for Alternative Methods.

B. Update - CCCD Accessibility Course Review (ACR)

It was incorrectly reported last semester that faculty who completed ACR were eligible for a stipend. Dean Miranda, Chair of DEAC, clarified that there are current discussions with District, but a decision is still pending. The IPD is offering (2) SAC for a max of (36) hours for completion of the ACR in Spring 2024 and retroactively for Fall 2023. A list of faculty members from Fall has been requested. The names of the next group of faculty is pending.

- Chair Green informed that after reviewing a list of faculty who participated in the Fall ACR, she determined that there is no need to issue retro SAC.
- Online Instruction states that the faculty selected for spring is unknown at this time. They indicated that names were selected from a randomized list requested by the VPI from the Office of Institutional Research of 10% Canvas courses from each modality (online, hybrid, and face-to-face).
- The IPD will continue to offer (2) SAC at this time for the ACR.

IV. NEW BUSINESS

A. Revised campus CAR approval process effective Spring 2024

In light of the recently distributed GWC Travel Instructions PowerPoint from the President’s Office that included a revised CAR approval process, several faculty have inquired if the IPD CAR process has changed. The IPD Office is working with the President’s Office to include instructions on the IPD CAR approval process. Additional information is forthcoming.

- Requesting Approval for Travel process - [PowerPoint](#)
 - IPD process
- [GWC Travel Teams site](#) – to get the status of CAR administrative signatures and a copy of the conference approval letter.
- Email [Dana House](#) at District to check the status of your approval letter if not received after a long period.
- Conference Reimbursements – [Claim Form](#). Email form and receipts to [GWC Bursar’s Office](#) and to check the status of your reimbursement check.

B. 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 Application:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Barrett)	Sergio Sanchez	ELL (part-time 9 LHE)	\$3,000	Teaching English to Speakers of Other Languages (TESOL) 2024 International Conference CAR	March 21-23, 2024	Tampa, FL	\$395
2	Approved M (LaMantia) S (Stone)	Lynn Buller	Business (part-time 7.5 LHE)	\$3,000	The Teaching Professor Annual Conference CAR	June 6-9, 2024	New Orleans, LA	\$799
3	TABLED to the next IPD meeting. Pending the faculty member provide links to previous conferences to confirm that this is not a predatory conference.	Tiffany Lao	ESL (part-time 8 LHE)	\$3,000	2024-25 Budget The 5th Japan Association of Language Teachers Based Learning Conference CAR	July 5-7, 2024	Nagoya, Japan	\$67.68
4	Approved M (LaMantia) S (Cosand)	Christina Tiernes Cruz	Spanish	\$2,750 (includes presenter funds)	2024-25 Budget 106th American Assoc of Teachers of Spanish & Portuguese Annual Conference CAR	June 29 – July 2, 2024	Portland, OR	\$385

5	Approved M (Walden-Hurtgen) S (Jennings)	Jennifer Bailly	Economics	\$3,000	2024-25 Budget Western Economic Association International Annual Conference CAR	June 29- July 3, 2024	Seattle, WA	\$355
6	Approved M (LaMantia) S (Nguyen)	Dawn Brooks	Music	\$933 (discipline conference balance)	American Choral Directors Association Western Regional Conference CAR	March 6-9, 2024	Pasadena, CA	\$290
7	Approved M (LaMantia) S (Barrett)	Catherine Egan	Biology	\$3,000	The Forum for Integrative Medicine – Breaking Barriers: Advancing Treatment for Complex Chronic Illness CAR	Feb 29 – March 2, 2024	Austin TX	\$908

C. GENERAL EDUCATION/TEACHING CONFERENCES – 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.

Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Stone)	Cathy Le	Library	\$3,000	36th Annual National Conference on Race and Ethnicity in Higher Education CAR	May 28 – June 1, 2024	Honolulu, Hawaii	\$795
2	Approved M (LaMantia) S (Cosand)	Natalie Dalton	Nursing	\$3,000	ATI National Nurse Educator Summit CAR	April 7-10, 2024	Salt Lake City, UT	\$995
3	Approved M (Stone) S (Barrett)	Annette Park	Math	\$3,000	Future-Ready Brains CAR	April 18-20, 2024	New York, NY	\$649

D. TEACHER OF THE YEAR

- Review Orange County Department of Education [eligibility requirements](#).
- Define eligibility and selection process of GWC Teacher of the Year.

V. INFORMATION ITEMS

A. SALARY ADVANCEMENT – Preapproved Gale courses

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Bern Baumgartner	Business	1.33	24	CONF/WKP	Speed Spanish I	Interession preapproved. Certificate on file.

B. APPLY FOR ASCCC CONFERENCES. [Conference Application](#)

1. [Spring Plenary](#): April 18-20 in San Jose, CA. Registration \$575
2. [Noncredit Institute](#): May 2-3 in Anaheim, CA. Registration TBA
3. [Faculty Leadership Institute](#): June 20-22 in Rancho Mirage, CA. Registration TBA
4. [Curriculum Institute](#): Jul 10-13 in Pasadena, CA. Registration TBA

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)
- Computer Science
- Cosmetology (2023-25)
- Criminal Justice (2023-25)
- Kinesiology, Health, Athletics (2023-26)

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:
 - Provide support to faculty in the Mentor program.
 - 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](#)