



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, February 2, 2023

1:15PM – 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

### IPD MEMBERS 2022 - 2023

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

#### 1. ANNOUNCEMENTS

- A. Meeting modality – Chair Green reported that emergency measures will end on February 28<sup>th</sup> and Brown Act committees will resume in person by March 1st. She announced that IPD meetings will meet in LRC 250 from 1:15pm – 2:15pm starting with the March 2<sup>nd</sup> meeting.
- B. Rep. Krause reported on her recent attendance of webinar All About the Money: An Overview of Predatory Publishing. A [checklist](#) on how to avoid predatory conferences was added to the [General Education/Teaching conference page](#).

#### 2. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – February 2, 2023. Chair Green requested to add New Business Item E, Salary Advancement – Review application. MOTION by Rep. LaMantia to approve the agenda as amended. Seconded by Rep. Wegter. Hearing no objections, the agenda was approved.
- B. [Minutes](#) – December 15, 2022. MOTION by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Wegter. Hearing no objections, the agenda was approved.

#### 3. CONTINUING & UNFINISHED BUSINESS:

- A. 2021-25 Strategic Plan – Areas of Focus for IPD: Goal #6 Professional Development  
GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of College Goals.
  1. Strategy #2 - Provide new Professional Development Opportunities for all college personnel including workshops that unite the campus community (Faculty, Staff and Administration), mentoring and leadership opportunities.
    - Chair Green reviewed the new changes to the IPD website. She asked the committee to refer faculty to the website as a great resource to understand all the available IPD services to eligible faculty. Committee members were asked to email Rep. Krause links to discipline and general education/teaching conferences.

2. Strategy #3 - Increase awareness of funding opportunities available and seek additional funding sources for those opportunities.

The IPD website details funding opportunities for conferences, salary advancement credits and alternative methods. Chair Green requested IPD members email Alana Krause links to their discipline conferences for posting on the IPD website. She reported that she will lead a Flex Day on alternative methods and Rep. Krause volunteered to host a session on salary advancement.

4. NEW BUSINESS

- A. [Fall 2022 Sabbatical Report](#) – Jennifer Bailly, Economics  
Jennifer Bailly reported on her sabbatical leave.
- B. Academic Rank – Proposed example of Campus announcement of promotions to Professor. [[LINK](#)]  
Chair Green demonstrated the Indiana University webpage that highlights faculty members promoted in Academic Rank. She recommended the AR work group create something similar for the IPD website.
- C. Conference/Travel/Workshops/Prof Meetings/Classes –
  1. [Travel Ban Statement](#) – Request for approval of travel to a prohibited state under AB 1887  
Chair Green informed that additional states were added to the list of prohibited states. She reminded that faculty wishing to travel to these states must sign a travel ban statement.
  2. ASCCC Conferences – The Academic Senate and IPD encourages eligible faculty to attend conferences offered by the state Academic Senate. Apply at least six weeks in advance to have your registration prepaid. Funding is provided separately from the faculty’s discipline conferences allowance and the general education/teaching conferences allowance.
    - [Spring Virtual Part-time Faculty Regional Meeting](#) – Free-Virtual. February 24, 2023
    - [Curriculum Institute](#), July 12-15, 2023
    - [Faculty Leadership Institute](#), July 15-17, 2023
    - Spring Plenary, held in April
  3. Review applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (A. Krause) / S (R. Wegter)	Heather Antunez	Counseling	\$3,000	The American College Personnel Association Convention <a href="#">ACPA23</a> <a href="#">CAR# 89402</a>	March 26-29, 2023	New Orleans, LA  Travel Ban statement signed	\$910
2	Approved M (A. Krause) / S (R. Wegter)	Damien Jordan	Counseling	\$3,000	The American College Personnel Association Convention <a href="#">ACPA23</a> <a href="#">CAR# 89400</a>	March 26-29 2023	New Orleans, LA  Travel Ban statement signed	\$910

3	Approved M (A. Krause) / S (R. Wegter)	Michael Tran	Counseling / Transfer Center Coord	\$3,000	The American College Personnel Association Convention <a href="#">ACPA23</a>  <a href="#">CAR# 89401</a>	March 26-29, 2023	New Orleans, LA  Travel Ban statement signed	\$910
4	Approved M (D. Barrett) / S (N. Stone)	Nick Mitchell	Athletics	\$3,000	<a href="#">Minnesota Football Coaches Association Clinic</a>  <a href="#">CAR# 89404</a>	March 30 – April 1, 2023	Minneapolis, MN	\$100
5	Approved M (R. Wilkinson) / S (K. Cosand)	Aleksandra Uchlik	Accounting	\$575	<a href="#">Teachers of Accounting at Two Year Colleges</a>  <a href="#">CAR# 89403</a>	May 18-20, 2023	Virtual	\$575

D. Alternative Methods – Review Applications

		FACULTY	DISCIPLINE	SEMESTER	PROJECT	REQUESTED UNITS	PROJECT HOURS
1	Approved M (N. Stone) / S (K. Cosand)	Katherine Green	Chemistry	Spring 2023	<a href="#">CCCCO: ACUE – Inspiring Inquiry and Preparing Lifelong Learners</a>	2	40 hour project Approved for 36 hours (1 unit = 18 hours of work)

5. INFORMATION ITEMS

A. SALARY ADVANCEMENT CREDITS – Preapproved from SAC Recommended List

	FACULTY	DISCIPLINE	PROJECT	SAC CREDITS	PROJECT HOURS	PROGRAM	COMPLETE BY
1	Heather Kelley	Comm Studies	<a href="#">Gale – Teaching Adult Learners</a>	1.33	24	CONF/WKSHP	2/3/2023
2	Heather Kelley	Comm Studies	<a href="#">Gale – Creating the Inclusive Classroom</a>	1.33	24	CONF/WKSHP	1/27/2023

B. 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, D. Watkins.

Task: Encourage faculty to apply for Academic Rank. Create a promotion in AR announcement for the IPD website.

4. CIL Workgroup (Sept-Dec): (3)

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

C. [2023-23 Meeting schedule](#)

D. E-links

- [IPD website](#)
- [Academic Senate website](#)
- [CCI website](#)
- [DEAC SharePoint](#)
- [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

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