



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, February 15, 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

- A. Rep. Krause informed there is a nice article on President Randall in the Orange County Business Journal. Access is available via the GWC Library database.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – February 15, 2024. Chair Green requested to amend the agenda to include review of the IPD budget. **MOTION** by Rep. Walden-Hurtgen to approve the agenda as amended. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.
- B. Minutes – [February 1, 2024](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

III. CONTINUING & UNFINISHED BUSINESS

- A. OCDE Teacher of the Year – Cash prize. Per the [website](#):
“Each finalist was awarded \$25,000 by the foundation while the semifinalists received \$7,500 and the nominees took home \$5,000 each. Since the program’s inception, the Gross family has donated more than \$4.5 million to more than 1,750 teachers”.
 - Announcement of GWC Faculty Excellence Award recipient for February recognized by Classified staff.

Chair Green reviewed the OCDE cash prizes and announced that Jeanette Adame, History instructor, was selected as the recipient of the February FEA.

B. Sabbatical Leave update

Sabbatical Leave Committee Chair LaMantia announced that all four GWC applicants were board ratified on February 7, 2024 for sabbatical leave:

- Monica Jovanovich, Art History – Spring 2025 and Spring 2026
- Alice Rivera, Accounting – Fall 2024
- Amy Runyen, Art – Fall 2024
- Ayesha Zia, English – Fall 2024

C. IPD Conference Approval Process is included in the [GWC Travel Information.pptx](#)

Links: [Requesting IPD Funding](#) | [Approval Process for IPD Funding](#)

Chair Green review the following:

- No changes to the IPD CAR submission process.
- Faculty submits completed CAR to their Direct Supervisor and/or Dean for signatures.
- Faculty emails the signed CAR including screen shots of the conference description, dates, location, and registration information to Patty Fonseca in the IPD Office for the meeting agenda.
- Once approved, the IPD Office follows the campus [CAR Approval Process](#) starting with #4.

D. DISCIPLINE CONFERENCE – Tabled pending confirming of previous conferences. See links below.

- <https://tblsig.org/conference/>
- <https://www.tblsig.org/publications>
- <https://www.aaal.org/events/tblt-in-asia-2020##>
- <https://jalt.org/event/task-based-learning/18-06-23>

Review Application:

The IPD reviewed the websites to the previous conferences and determined this was not a predatory conference.

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Cosand)	Tiffany Lao	ESL part-time 8 LHE	\$3,000 \$2,200	2024-25 Budget The 5th Japan Association of Language Teachers Based Learning Conference CAR	July 5-7, 2024	Nagoya, Japan	\$67.68

IV. NEW BUSINESS

A. IPD Budget

- Chair Green reviewed the conference balances. The committee agreed to accept CARs for spring conferences on a wait list pending available funds.
- Due to the large amount of 2023-24 conference applications approved by the IPD, the carryover conference balances from the previous years have been depleted. The IPD will be working with just the conference allocation from District for 2024-25.
- The committee discussed options to maximize those funds.
- **MOTION** by Rep. LaMantia to approve a \$2,200 annual conference allowance for 2024-25. Seconded by Rep. Cosand.
- Upon further discussion due to the need to clarify how the funds will be used to fund discipline and general education conferences, **MOTION** by Rep. LaMantia to withdraw the first motion. Hearing no objections, the motion was withdrawn.
- **MOTION** by Rep. Walden-Hurtgen to approve a single \$2,200 annual conference allowance for 2024-25 that may be used to fund discipline and/or general education conferences plus an additional \$150 for conference presenters.
 - Faculty will no longer have a discipline conference allowance plus an additional general education allowance.
 - The single \$2,200 fund may be applied towards a single conference or multiple conferences throughout the year pending available funds. Conferences will continue to be funded on a first come, first served basis.
 - The IPD will continue to transfer funds between the Full-time, Part-time, and General Conference accounts to subsidize depleted conference accounts. The General Conference account is also used to fund Department Symposium, Faculty Excellence Awards, and the reserves for ASCCC conferences.

The motion was seconded by Rep. LaMantia. Hearing no objections, the motion passed. The IPD Office will contact the faculty previously approved for 2024-25 CARs to inform of the new

conference rate and confirm they agree to revise their CAR. A revision request will be submitted on their behalf to request a revised District board approval letter.

- 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)	Michael Tran	Counseling	\$3,000 \$2,200	Hawaii International Conference on Education CAR	2024-25 Budget Jan 4-7, 2025	Honolulu, HI	\$415
2	Approved M (LaMantia) S (Cosand)	Stephen Burns	Digital Arts Part-time 9.4 LHE	\$3,250 includes presenter funding	Hawaii Photocon CAR	Feb 22-25, 2024	Honolulu, HI	\$200
3	Approved M (Walden-Hurtgen) S (Cosand)	Ruth Calcanas	Sociology	\$1,000	Pacific Sociological Association Annual Conference CAR	March 21-24, 2024	San Diego, CA	\$100
4	Approved M (LaMantia) S (Walden-Hurtgen)	Ruth Calcanas	Sociology	\$2,000	2024 Latina/o/x Studies Association Conference Justice + Joy CAR	April 17-20, 2024	Tempe, AZ	\$280
5	Approved M (LaMantia) S (Walden-Hurtgen)	Damien Jordan	Counseling	\$3,000	Association for the Assessment of Learning in Higher Education Conference CAR	June 3-6, 2024	Portland, OR	\$520
6	Approved M (LaMantia) S (Barrett)	Jimmy Nguyen	Counseling	\$1,900	Asian Pacific Americans in Higher Education (APAHE) Conference CAR	April 4-5, 2024	Oakland, CA	\$500
7	Approved M (LaMantia) S (Cosand)	Derrick Hernandez	Nursing Part-time 9.63 LHE	\$3,000	National Nurse Educator Summit CAR	April 7-10, 2024	Salt Lake City, UT	Revision \$995 \$1,095

- 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 (Nguyen)	Ruth Calcanas	Sociology	\$3,000	The National Conference on Race & Ethnicity in Higher Education CAR	May 28-June 1, 2024	Honolulu Hawaii	\$695

D. MENTORING WORKGROUP

Follow up with Mentors/Mentees - get feedback on the [Mentoring Workbook](#) and progress.

Rep. Cosand offered to create a survey to obtain progress feedback from the mentors and mentees. She will reach out to the Mentoring Workgroup to request questions to include in the survey.

Faculty – 1 st Year Tenure-track	Discipline	Mentor
AJ Edmonds	Computer Science	Rachel Zacharia, Business
Armando Garcia	Counseling EOPS	Nancy Nguyen, Counseling
Shawn Hampton	Nursing	Phuong Nguyen, Nursing
Faculty– 2 nd Year Tenure-track	Discipline	Mentor:
Ruth Calcanas	Sociology	Jessica Patapoff, English
Matthew Carlson	Chemistry	Matthew Shimazu, Chemistry
Aleksandra Uchlik	Accounting	Heather Kelley, Comm Studies
Rachel Zacharia	Business	Sunshine McClain, History

E. ACADEMIC RANK WORK GROUP

Bios for new Professors are due by the end of semester for the [IPD website](#) ‘Honoring Faculty Members Promoted to Professor’. Link to [College Catalog](#) to confirm credentials.

- Gita Alemansour, Math
- Heather Antunez, Counseling
- Erin Craig, Math
- Kay Dutz, Chemistry
- Nancy Fong, Counseling
- Monica Jovanovich, Art
- Amy Runyen, Art
- Michael Valinluck, Biology
- Leah Walden-Hurtgen, Anthropology

Rep. Walden-Hurtgen will follow up with the AR Work Group to coordinate needed work.

V. INFORMATION ITEMS

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

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

- B. 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. Biological Sciences (2024-2027)
 - c. Business, Accounting, Management (2024-2027)
 - d. Computer Science (Spring 2024-2026)
 - e. Cosmetology (Spring 2024-2025)
 - f. Criminal Justice (Spring 2024-2025)
 - g. Library (2024-2027)
 - h. Performing Arts (2024-2027)
 - i. Physical Sciences (2024-2027)
 - j. Social Sciences (2024-2027)
 - k. World Languages (2024-2027)
- C. 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
- D. [2023-24 IPD Meeting schedule: Agendas and Minutes](#)
- E. 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](#)