



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, February 16, 2023

1:15PM – 2:00PM

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

<https://cccd-edu.zoom.us/j/83556495496>

Meeting ID: 835 5649 5496 ■ Refer to the last page for further details.

[IPD Microsoft Teams](#) – IPD members: Employee log-in required

IPD MEMBERS 2022 - 2023

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

1. ANNOUNCEMENTS

- Rep. Krause announced the Library has a new book scanner. The Library is experimenting with a new nighttime library online reference. Librarians are available from 5-8pm Monday through Thursday.
- The committee expressed concerns with printing issues at Graphics and the current work order system in light of Dale’s absence. Chair Green informed that during a recent meeting, VPI Randall acknowledged that she was not aware of concerns. Faculty were encouraged to notify their deans and the VPI.

2. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – February 16, 2023. Request to amend the agenda and move New Business Item B-2, 2 Achieving Success with Difficult People to Information Items – Salary Advancement since this course is a preapproved Gale course. MOTION by Rep. Krause to approve the agenda as amended. Seconded by Rep. Wegter. Hearing no objections, the agenda was approved.
- [Minutes](#) – February 2, 2023. MOTION by Rep. Barrett to approve the minutes as presented. Seconded by Rep. Wegter. Hearing no objections, the agenda was approved.

3. CONTINUING & UNFINISHED BUSINESS:

- 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.

Chair Green reminded to keep the Strategies at the forefront of the committee and to identify at each meeting how the IPD is working towards meeting these goals.

- 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.

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

Chair Green informed that the IPD is achieving this goal by offering SAC and AM breakout sessions at Flex Day. The committee was asked to encourage their colleagues to attend.

4. NEW BUSINESS

A. Conference/Travel/Workshops/Prof Meetings/Classes – Review applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (M. LaMantia) / S (R. Wegter)	Cathy Le	Librarian	\$3,000	American Library Association Annual Conference & Exhibition CAR 89405	June 22 – 27, 2023	Chicago, IL	\$605
2	Approved M (N. Stone) / S (M. LaMantia)	James Almy	Chemistry	\$3,000	American Chemical Society Spring 2023: Crossroads of Chemistry CAR 89406	March 26-30, 2023	Indianapolis, IN	\$799
3	Approved M (A. Caldwell) / S (J. Nguyen)	Ivy Truong	Counseling (Part-time)	\$3,000	The American College Personnel Association Convention (ACPA23) CAR 89407	March 26-29, 2023	New Orleans, LA Travel Ban statement signed	\$910
4	Approved M (R. Wilkinson) / S (M. LaMantia)	Barbara Miyadi	Nursing	\$1,800	Spring 2023 COADN Conference. The Challenges of Nursing Education: Into the Future CAR 89530	March 22-24, 2023	Palm Springs, CA	\$595
5	Approved M (D. Barrett) / S (M. LaMantia)	Sergio Sanchez	ELL (Part-time)	\$3,000	Teaching English to Speakers of Other Languages (TESOL) 2023 International Conference CAR 89408	March 21-24, 2023	Portland, OR	\$575

6	Approved M (M. LaMantia) / S (L. Walden-Hurtgen)	Ruth Calcanas	Sociology	\$1,600	The Pacific Sociological Association 94th Annual Conference CAR 89409	March 31 – April 2, 2023	Bellevue, Washington	\$100
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B. Salary Advancement Credits

1. SAC Horizontal Movement – [CBA Article XXI](#) (p. 81)

Section 21.2.b. Upon completing the program, the Faculty Member shall submit evidence of credits earned or experience completed to the College IPD/PDI for its certification of successful completion of the program. Such evidence will be forwarded to the College President, or designee, for final certification and forwarding to the Vice Chancellor for Human Resources for implementation.

- (1) Faculty Members shall be assigned to a scale when transcripts have been examined and approved by the District. Only one horizontal salary change may be achieved per year, and the Faculty Member requesting a change must submit all relevant degrees and transcripts to District personnel no later than September 15 of the academic year of the horizontal salary change; a Faculty Member requesting a change through Professional Development Institute units must submit documentation of completion for pre-approved work to IPD/PDI no later than September 1. Compensation shall be effective as of the beginning of the academic year upon notification by the requesting Faculty Member. If transcripts or lack of degrees indicate that the requesting Faculty Member has failed to achieve the units or degrees, no salary adjustment shall be made.

Chair Green informed that it was confirmed by HR that faculty may move multiple columns within an academic year. In the past, the contract was interpreted by the IPD to mean that faculty may only move one column, therefore, SAC applications were restricted to ten IPD credits per year. She announced that faculty will now be allowed to submit multiple applications. Horizontal movements take place once a year in September. She informed there are currently two faculty members attempting to complete several classes with the goal of a multiple column movement. The IPD will promote awareness of this opportunity for faculty to achieve reaching the 5th column sooner.

2. Review Applications (Courses not listed on IPD’s Recommended List require IPD review.)

IPD DECISION	FACULTY	DISCIPLINE	PROJECT	SAC CREDITS	PROJECT HOURS	PROGRAM	COMPLETE BY	
1	Approved M (K. Cosand) / S (M. LaMantia)	Ruth Calcanas	Sociology	Gale – Marriage & Relationships: Keys to Success	1.33	24	CONF/WKSP	April 26, 2023
Describe project: Will enhanced my content for my Sociology of Marriage and Family courses. The course will review the stages of relationship building, conflicts in relationships, and relationship deterioration.								
2		Ruth Calcanas	Sociology	Gale – Achieving Success with Difficult People	1.33	24	CONF/WKSP	April 26, 2023
Describe project: Will allow me to practice analyzing my interactions with distressed students and provide strategies to choose appropriate reactions to their behaviors. It will support the development of my teaching and professional development by training me on the best strategies to manage interactions in the even that students get emotional about certain topics or course requirements.								

C. Flex Day – [Flex Obligation](#)

Since faculty now have the option to complete the CIL’s Inclusive Instructional Innovations Session #2: Universal Design towards their Flex Day obligation, the committee agreed that those that are using this class towards Flex cannot earn SAC credits. MOTION by Rep. Wegter to add a new prompt on the SAC application for faculty to check off if the course was used towards Flex obligation. Seconded by Rep. Barrett. Hearing no objections, the motion passed.

E. CIL Professional Learning Programs & Workshops

1. How to provide SAC application to faculty enrolling in CIL classes [\[Faculty Resources\]](#)
2. New Faculty Academy curriculum
3. [\[Spring 2023 CIL offerings\]](#) :

- A. Inclusive Instructional Innovation (111) Series (2 hours = 0.11 credits)
- B. QPR Suicide Prevention Training for Faculty & Staff (2 hours = 0.11 credits)
- C. Lunch and Learn: Let’s Talk About AB 1705 (1 hour = 0.056 credits)

- Chair Green acknowledged that most CIL classes are approximately two hours therefore earning very little SAC credits.
- She inquired whether the IPD should bundle courses or allow faculty to apply for individual courses. The IPD office informed that it is easier to track individual applications than to keep track of completion of bundled courses.
- Chair Green referenced the Strategic Plan and IPD’s goal to increase professional development opportunities for faculty and the IPD’s partnership with the CIL to meet that goal.
- She inquired whether the IPD should issue a blanket approval for all CIL courses or preapprove them individually.
- MOTION by M. LaMantia to issue a blanket approval for all CIL courses as preapproved for SAC credits. CIL courses will follow the same application procedure as other preapproved SAC courses (i.e. Gale). Seconded by Rep. Cosand. Hearing no objections, the motion passed. The CIL work group will continue to be charged with monitoring the CIL opportunities and reporting to the IPD.

5. INFORMATION ITEMS

A. IPD Membership – terms ending Spring 2023. The Senate office will soon be sending a call for nominations for terms effective Fall 2023. If you wish to renew your term, you may submit your nomination at that time or encourage a colleague to apply.

- IPD Chair
- Arts
- English
- Kinesiology, Health, Athletics
- Non-Credit & ESL

B. Salary Advancement Credits – Preapproved from SAC Recommended List. (Faculty may begin the course once the application has been confirmed received by the IPD Office).

	FACULTY	DISCIPLINE	PROJECT	SAC CREDITS	PROJECT HOURS	PROGRAM	COMPLETE BY
1	Ruth Calcanas	Sociology (Teaching SOC G133 Intro to Race & Relations)	Gale – Speed Spanish	1.33	24	CONF/WKSP	April 26, 2023

2	Ruth Calcanas	Sociology	Gale – Speed Spanish II	1.33	24	CONF/WKSP	April 26, 2023
3	Ruth Calcanas	Sociology	Gale – Speed Spanish III	1.33	24	CONF/WKSP	April 26, 2023
3	Ruth Calcanas	Sociology	Gale – Achieving Success with Difficult People	1.33	24	CONF/WKSP	April 26, 2023
4	Ruth Calcanas	Sociology	Gale – Spanish In the Classroom	1.33	24	CONF/WKSP	April 26, 2023
5	Michael Tran	Counseling	Gale - Get Assertive!	1.33	24	CONF/WKSP	March 29, 2023
6	Michael Tran	Counseling	Gale - Get Funny!	1.33	24	CONF/WKSP	March 29, 2023
7	Michael Tran	Counseling	Gale – Individual Excellence	1.33	24	CONF/WKSP	March 1, 2023
8	Michael Tran	Counseling	Gale – Interpersonal Communications	1.33	24	CONF/WKSP	March 29, 2023
9	Michael Tran	Counseling	Gale – Keys to Effective Communication	1.33	24	CONF/WKSP	March 29, 2023
10	Michael Tran	Counseling	Gale – Leadership	1.33	24	CONF/WKSP	March 29, 2023
11	Michael Tran	Counseling	Gale – Mastering Public Speaking	1.33	24	CONF/WKSP	March 29, 2023
13	Michael Tran	Counseling	Gale – Teaching Adult Learners	1.33	24	CONF/WKSP	March 29, 2023
14	Ruth Calcanas	Sociology	Gale – Achieving Success with Difficult People	1.33	24	CONF/WKSP	April 26, 2023

C. 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, 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

Chair Green informed the Fran Farazdaghi and Brian Thill’s sabbatical leave were board approved.

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 promotional AR announcement for the IPD website.

Chair Green informed that when the [Academic Programs website](#) was reviewed, it was brought to our attention that several departments had not updated their faculty sections in quite a while. There were retired faculty still listed and new faculty not included. Academic Ranks were also quite outdated. She advised the committee to review their areas and update as needed.

Chair Green encouraged the AR work group to continue reaching out to the faculty that were recently promoted in Academic Rank and work on their bios to create the 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

Chair Green announced that the FEA Prize Patrol surprised Bill La with the February Faculty Excellence Award recognized by classified staff.

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

Chair Green reminded that future IPDs meetings will now take place in LRC 250 from 1:15-2:15pm.

E. 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

Join Zoom Meeting

<https://cccd-edu.zoom.us/j/83556495496>

Meeting ID: 835 5649 5496