



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, March 7, 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	Herman Singh – Social Sciences
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	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	VACANT – Performing Arts
Liz Sanchez – Part-time Faculty At-large	[Patty Fonseca - Recorder]

I. ANNOUNCEMENTS

- Rep. Krause announced the library has produced a '[Black Excellence Library Guide](#)' in collaboration with Umoja Coordinators Herman Singh and Tasha Chambliss.
- Rep. Nguyen announced Goldchella – GWC Senior Day will be held on Thursday, March 14th.

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – March 7, 2024. Chair Green requested to amend the agenda:

- New Business A – Includes starting balance and waitlisted conference.
- New Business B – Split into Full-time and Part-time faculty conference accounts.
- Remove Dawn Brooks (Performing Arts) from the roll call.
- Remove Guest Report and include on the next agenda.

MOTION by Rep. LaMantia to approve the agenda as amended. Seconded by Rep. Cosand. Hearing no objections, the motion passed.

B. Minutes – February 13, 2024. **MOTION** by Chair Green to approve the minutes. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

III. GUEST REPORT

A. CIL update – Erin Craig, CIL Coordinator (Tabled to the next meeting).

IV. CONTINUING & UNFINISHED BUSINESS

A. IPD Budget

Chair Green reviewed the balances. The IPD will continue to accept CARs on a wait list. Preapproved conferences will continue to be an option, however, the IPD Office will remind faculty of the new 2024-25 funding allowance of \$2,200 max per year and confirm that they understand that a separate General Education fund is no longer available.

B. Mentoring survey update. [Mentor Survey](#) | [Mentee Survey](#)

Rep. Cosand shared the drafts of the surveys created by the work group that will be distributed to the Mentors and Mentees.

V. NEW BUSINESS

A. **2023-24 CONFERENCES** – Includes Discipline Conferences & General Education Conferences 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	CONFERENCE ACCOUNT	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE	
STARTING BALANCE (FT, PT, & General Education) = \$8,590.71									
1	Approved M (LaMantia) S (Cosand)	Nancy Nguyen	Counselor	\$1,900 \$2,000	Discipline Conference	Asian Pacific Americans in Higher Education CAR	April 4-5, 2024	Oakland, CA	\$500 \$600
2	Approved M (LaMantia) S (Nguyen)	Michael Tran	Counselor	\$3,000	Discipline Conference	Association for the Assessment of Learning in Higher Education CAR	June 3-6, 2024	Portland, OR	\$520
3	Approved M (LaMantia) S (Wilkinson)	Antony Hoang	Math	\$3,000	General Education Conference	2024 STEM/STEAM & Education Conference CAR	June 6-8, 2024	Waikiki, Honolulu, HI	\$460

WAITLIST = Starting balance: \$690.71									
1	Approved M (LaMantia) S (Nguyen)	Tiffany Lao	ESL Part-time 8 LHE	\$3,000	Discipline Conference	The Learning Ideas Conference CAR	June 12-14, 2024	New York, NY	\$1,095
* CANCELLED CAR: Faculty member subsequently cancelled this CAR and submitted a new application to a different conference.									

B. **2024-25 CONFERENCES** = \$2,200 annual allowance for discipline and/or general teaching conferences. \$150 presenter funds. Approved applications will be deducted from their Full-time or Part-time Faculty Conference accounts. Will subsidize using the “General Education” account, when needed.

Review Applications:

1. FULL-TIME FACULTY

IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE	
1	Approved M (LaMantia) S (Wegter)	Kristy Ho	Counselor	\$2,200	Hawaii International Conference on Education CAR 1	Jan 4-7, 2025	Honolulu, HI	\$415

2. PART-TIME FACULTY

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Wegter)	Phien Tran	Counselor Part-time 8.78 LHE	\$2,200	Hawaii International Conference on Education CAR 2	Jan 4-7, 2025	Honolulu, HI	\$415

C. **DEPARTMENT SYMPOSIUM** – Actual expenses per person not to exceed \$5/materials, \$15/snack, \$30/lunch.

Chair Green asked IPD members to remind their colleagues that applications for Fall 2024 Department Symposiums must be submitted and approved this semester.

Review Application:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	# OF FACULTY	OBJECTIVE	DATE
1	Approved M (LaMantia) S (Wegter)	Jimmy Nguyen	Counselor	\$800	16	Review and complete the Enneagram personality assessment/inventory to help counselors understand their own personalities and the personalities of others in the work environment along with self- care activities. Application	April 26, 2024

D. ACADEMIC RANK WORK GROUP - Professor webpage

Update on photos and bios.

Rep. LaManita informed that Rep. Walden-Hurtgen has contacted faculty to request a bio. Rep. Baumgartner has followed up with Greg Parks, campus photographer, who provided photos and confirmed those that are in need of selecting their proofs. Rep. Baumgartner to follow up.

- 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

VI. INFORMATION ITEMS

- A. 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. Computer Science (Spring 2024-2026)
 - c. Cosmetology (Spring 2024-2025)
 - d. Criminal Justice (Spring 2024-2025)
 - e. Library (2024-2027) – Rep. Krause will check with her colleagues.
 - f. Performing Arts (2024-2027) – Tim Mueller will join 2024-25
- B. 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](#)