



# INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, March 16, 2023

1:15PM – 2:00PM

**LOCATION: LRC 250 Community Room**

Meeting documents are also available in the [IPD SharePoint](#) (Employee log-in required)

IPD MEMBERS 2022 - 2023	
Dave Barrett – Noncredit & ESL	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	Criss Vo - Part-time Faculty At-large
Dawn Brooks - Performing Arts	Leah Walden-Hurtgen - Liberal Arts & Culture
Ruth Calcanas - Social Sciences	<del>Derrick Watkins – Criminal Justice</del> VACANT
Keisha Cosand - English	Rachel Wegter - Communication Studies
<b>Kate Green - IPD Chair, Physical Sciences</b>	RC Wilkinson - World Languages & Sign Language
Monique Henderson - Kinesiology, Health Ed, Athletics	VACANT - Auto Tech, Digital Arts, Drafting
Amy Jennings - Psychology	VACANT – Business, Accounting, Computer Science,
Alana Krause - Library	Management, Marketing
MaryLynne LaMantia - Biological Sciences	VACANT - Cosmetology
Jimmy Nguyen - Counseling & EOPS	[Patty Fonseca - Recorder]
Phuong Nguyen – Nursing/Health Professions	

## 1. ANNOUNCEMENTS

- Invitation to attend today’s Persian New Year Celebration in front of Student Services.
- Invitation to visit the GWC Art Gallery’s latest exhibit “Remnants”.
- Keys were found. See Ally Chaudhry in the division office.

## 2. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – March 16, 2023. IPD Chair Green requested to remove Derrick Watkins from the roll call (resigned). MOTION by Rep. Walden-Hurtgen to approve the agenda as amended. Seconded by Rep. LaMantia. Hearing no objections, the agenda was approved.
- B. [Minutes](#) – March 2, 2023. MOTION by Rep. Cosand to approve the minutes as presented. Seconded by Rep. LaMantia. Hearing no objections, the minutes were 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.
  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.
  2. Strategy #3 - Increase awareness of funding opportunities available and seek additional funding sources for those opportunities.
    - Chair Green informed the final report on the IPD’s progress is due to the Planning Council on April 24. A draft will be presented at the next meeting
    - A CIL work group update will be added to the next IPD meeting agenda.
    - Chair Green recommended the CIL work group meet with Erin Craig for a spring update.

## 4. NEW BUSINESS

- A. DISCIPLINE - Conference/Travel/Workshops/Prof Meetings/Classes – Review applications:
  - IPD Chair Green inquired whether the \$100 presenter funding should be increased. The discussion will be added to the next meeting agenda.

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (M. LaMantia) / S (A. Krause)	Annette Park	Math	\$3,000	<a href="#">2023 STEM/STEAM &amp; Education Conference</a>  <a href="#">CAR 89421</a>	June 7-9, 2023	Waikiki Village, HI	\$450
2	Approved M (M. LaMantia) / S (L. Walden Hurtgen)	Wayne Chang	Biology (Part-time)	\$2,250	<a href="#">2023 Human Anatomy &amp; Physiology Society Annual Conference</a>  <a href="#">CAR 89422</a>	May 24-28, 2023	Albuquerque, NM	\$435
3	Approved M (A. Best) / S (LaMantia)	Wayne Chang	Biology (Part-time)	\$750	<a href="#">Southern California Academy of Sciences 2023 Annual Meeting</a>  <a href="#">CAR 89423</a>	May 5, 2023	Santa Barbara, CA	\$65

**B. GENERAL TEACHING - Conference/Travel/Workshops/Prof Meetings/Classes**

1. Review application.
2. Proposal to include the conference on the General Teaching preapproved list: Approved M (A. Best) / S (M.LaMantia)

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (A. Krause) / S (M. LaMantia)	Veronica Pizano	Spanish	\$500	<a href="#">Women Hold Up Half the Sky</a>  <a href="#">CAR 89916</a>	May 19, 2023	Cerritos, CA	\$109

**C. Salary Advancement Credits**

1. 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 (A. Krause) / S (A. Best)	Fran Farazdaghi	Global Studies	Partner with the Euphrates Institute Global Peace Leadership Education  <a href="#">Write a module on Advancing Positive Change Through Global Resiliency</a>	3	56	Professional Organization Activities	Aug 31, 2023

2	Approved M (A. Best) / S (D. Barrett)	Fran Farazdaghi	Global Studies	Partner with ASGWC, Boys & Girls Club, United Nations Sustainability Development Goals, and Echochallenge. org. <a href="#">PDF</a>  <a href="#">Coordination of Earth Day Essay and Art Contest</a>	5.28	95	Professional Organization Activities	Aug 31,2023
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D. Faculty Excellence Awards Prize Patrol Coordinator

- Chair Green informed on her experience and issues with coordinating the recent FEA prize patrol and informed that the assistance of IPD reps is needed. Trying to coordinate a time for the prize patrol to surprise the faculty member includes department knowledge of their schedule or other specifics. The recent prize patrol would have interrupted a test in progress. Moving forward, the FEA work group will notify the IPD department rep who will be responsible to work with their dean and their colleagues to fully coordinate the time for the FEA prize patrol visit.

E. Professional Development Advisory Committee (PDAC) update – Amy Jennings, IPD designee

- Rep. Jennings reported that the Onboarding team presented at the recent PDAC meeting.
- Inquired on what does PDAC look like for you.

F. Call for Nominations 2023-24 PDAC IPD designee

- Chair Green informed of the call for the IPD to appoint the 2023-24 IPD designee on PDAC and opened the floor for nominations. Rep. Jennings volunteered to continue serving pending no other nominations are received.
- Chair Green welcomed the IPD to consider serving on the PDAC. Nominations will be accepted at the next meeting.

5. INFORMATION ITEMS

A. Preapproved General Teaching Conferences = Review applications:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Kate Green	Chemistry	\$3,000	<a href="#">Hawaii International Conference on Education</a>  <a href="#">CAR 89416</a>	Jan 3-6,2024	Waikoloa Village, HI	\$485

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	Herman Singh	Economics	GWC – Canvas Level 1	2.78	50	CONF/WKSP	Completed
2	Herman Singh	Economics	GWC – Canvas Level 2	3.33	60	CONF/WKSP	Completed

3	Phuong Nguyen	Nursing (1-yr temp FT faculty)	GWC – Canvas Level 1	2.78	50	CONF/WKSP	Completed
4	Phuong Nguyen	Nursing (1-yr temp FT faculty)	GWC – Canvas Level 2	3.33	60	CONF/WKSP	Completed

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, 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.

- Chair Green informed on her recent email to the AR work group following an update from the campus photographer and Marketing department.
  - She requested the work group contact the new Marketing Director to coordinate the faculty head shots. Greg Parks had informed that they may setting aside dates for faculty to walk-in to have their pictures taken.
  - In addition, the Marketing department informed the Academic Rank promotional webpage would be a great opportunity to highlight faculty using the new software Slate. It would respond to the student’s inquiries during the college search or application process and would send students specific information on the academic programs and it could also include highlighting department faculty.
  - IPD members were not in support that faculty listed on the Academic Rank promotional webpage be required to have their pictures taken and preferred to leave it optional. Chair Green stated the coordination is the responsibility of the Academic Rank work group and requested that they contact the Marketing Director directly to work out details.
  - Patty informed that Marketing offered to provide a walk-in picture day during Fall Flex Day open to all faculty.

4. CIL Workgroup (Sept-Dec):

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

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

E. E-links

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

- [GWC Canvas Support Site](#)
- [Faculty & Staff webpage](#)
- [GWC Academic Programs](#)