



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, April 4, 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 (strikethrough = absent)	
<del>Dave Barrett</del> – Noncredit & ESL	Herman Singh – Social Sciences
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Natalie Stone - Mathematics & Engineering
<del>Amanda Best</del> - Art	<del>Leah Walden-Hurtgen</del> - Liberal Arts & Culture
<del>Keisha Cosand</del> - English	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson - World Languages & Sign Language
<b>Kate Green - IPD Chair, Physical Sciences</b>	VACANT - Auto Tech, Digital Arts, Drafting
Amy Jennings - Psychology	VACANT - Computer Science
Alana Krause - Library	VACANT – Cosmetology
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
<del>Jimmy Nguyen</del> - 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

- Congratulations to Alana Krause, Librarian, and Gary Kirby, Mathematics & CCI Co-Chair for receiving the March Faculty Excellence Award for Innovation recognized by Department Chairs and Management. April nominations will soon open for Excellence in Leadership and Service recognized by GWC faculty. Nominate a deserving colleague!

### II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – April 4, 2024. MOTION by Rep. LaMantia to amend the agenda: Item V-A 2023-24 Conferences to increase the conference starting balance due to recently cancelled CARs and processed conference reimbursements. Move wait list conferences up to #3 and #4 of Review Applications. Seconded by Rep. Baumgartner. Hearing no objections, the agenda was approved as amended.
- B. Minutes – [March 7, 2024](#). MOTION by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Wilkinson. Hearing no objections, the minutes were approved.

### III. GUEST REPORTS

- A. Accreditation update – Kay Nguyen, Acting Vice President of Instruction or designee (1:20 p.m.)  
Due to a scheduling conflict, Chair Green moved to table this discussion to the following meeting.
  - Review the survey [2024 Accreditation Survey \(alchemer.com\)](#). IPD will be responsible for Standard 3-Infrastructure and Resources, item 4, [Standard 3.2](#).
  - [ACCJC Work Plan](#)
  - [Deep Dive into Accreditation Standards.pptx](#)
- B. CIL update – Erin Craig, CIL Coordinator ([CIL website](#)) (1:30 p.m.)
  - 2023-24 CIL offerings
    - # of workshops
    - Average time and dates
    - # of faculty attendees
    - # of faculty who used CIL in lieu of FLEX. How to confirm they are not also earning IPD credits/funding?
    - Faculty cohorts moving through a specific topic?
  - Collaboration with IPD on Strategic Plan goals

- Website updates
- SAC and Alternative Methods options
- 2024-25 CIL offerings/plans

Dr. Craig presented on the CIL, its collaboration with the IPD, and the plan moving forward:

- CIL offered (19) sessions in Fall 2023 and (13) sessions to date in Spring 2024 with two more anticipated.
  - Attendance (not including Flex): Fall = (213) faculty and Spring = (82) faculty and anticipate it increasing to (150-175) by the end of the semester.
- (3) Faculty Inquiry Groups ([FIGS](#)). Rep. Fioretto and Singh shared on their FIG to create a reference guide for new faculty hires. Chair Green advised a copy should be submitted to the Academic Senate EBoard first for review/approval prior to disseminating to the faculty. It was noted that the campus has a Faculty Handbook, but it needs updating. The IPD Office will notify the AS President.
- Increased campus engagement. Dr. Craig facilitated the majority of sessions during CIL's first year, but this year several faculty and campus colleagues participated in facilitating multiple sessions.
- Strands - a series of professional development opportunities with common concepts or themes offered throughout the year.
  - CIL implemented "Inclusive Instructional Innovations" series that will continue moving forward.
  - "Part-time Faculty Took Kit" will also continue moving forward.
  - "Dual Enrollment Collaborative" – presented during Flex Day and during the Fall semester.
  - "Data Coaching Program" – will have another cohort next year.
  - "Leadership Academy" – was placed on hold this year due to low attendance but anticipates its return next year.
  - "Mental Health" – facilitated by Kyle Smith, Psychology instructor. Was positively attended and will offer it next year. High recommended for all employees.
- How to confirm faculty are not "double dipping" Flex Credits with IPD credits.
  - Dr. Craig communicates this with attendees, however, is open to suggestions for a more formalized process.
  - Will add this to the CIL registration form and their website.
  - Dr. Craig will contact Fall attendees to confirm that they did not receive Fall Flex sessions for their IPD funded services.
- Chair Green explained the IPD SAC process – to earn salary advancement credits for completion of CIL sessions, eligible FT faculty must complete (18) hours of PD to earn (1) Salary Advancement Conference/Workshop credit. Since most CIL sessions are typically one to two hours, faculty would have to complete many CIL sessions to qualify for IPD SAC.
  - Dr. Craig explained that CIL uses Cornerstone. Faculty receives a complete certificate that may be submitted to the IPD as verification of completed work.
  - **MOTION** by Rep. LaMantia to approve all CIL sessions to qualify for IPD SAC. Seconded by Rep. Barrett. Hearing no objections, the motions was approved. The motion was revised following a thorough conversation:
    - Currently, the IPD has a blanket SAC application for CIL where faculty can apply PRIOR to attending the CIL sessions. To earn SAC, faculty must complete (18) hours of CIL sessions during the academic year (but prior to the contractual September District reporting deadline) to earn (1) IPD SAC. **It was proposed that all two-hour CIL professional development sessions via Cornerstone are eligible including, as an exception, the (1.5 hour) Inclusive Instructional Innovations: Lesson Plan Makeover session; excluded are Brown Bag sessions and all other sessions less than (2) hours.**
    - Dr. Craig agreed to add a tag to their courses on their website that are eligible for IPD SAC in order to minimize any confusion from faculty and the IPD Office.
    - **To better support the collaboration with CIL and IPD, Chair Green will reconvene the IPD CIL Work Group. Dr. Craig was asked to provide a list to the work group of proposed CIL sessions to review.** The work group will add as an IPD agenda item for the IPD main body to consider for SAC approval.

- Only eligible full-time faculty (those on Column 1-4 of the salary schedule) qualify for SAC. Dr. Craig informed that part-time faculty who complete a two-hour session qualify for a \$200 stipend.
- Alternative Methods – Chair Green shared that the IPD had previously approved CIL to earn Alternative Methods funding. Faculty would complete a blanket application to complete (9) hours of CIL per academic year to earn (0.5) AM units.
  - Chair Green explained that the single applicant for AM via CIL shared that it was difficult to attend the CIL sessions due to her Friday teaching schedule conflicting since most eligible CIL sessions are offered on Fridays. The CIL sessions were coordinated based on faculty’s feedback.
- Plans for next year:
  - CIL will continue its collaboration with faculty experts to facilitate Inclusive Instructional Innovations (III) sessions on various topics such as universal design, equitable pedagogies and practices, and part-time faculty toolkit.
  - Rep. Sanchez introduced herself to Dr. Craig regarding the III Gender and Inclusion in the Classroom session.
  - Will partner with Online Instruction and the DE Coordinator to offer Canvas training for online teaching certification. Continued discussions with their team are in development.
  - Data Coaching – faculty data coaches get paid \$2,000 per year
  - Return of the Leadership Academy.
  - Instructional Coaching – Will not be linked to evaluations in any way. To create a faculty cohort that will provide an optional opportunity to faculty who are interested in an evaluation/observation from a fellow colleague to provide guidance on teaching/classroom improvements.
- Chair Green shared suggestions to improve the CIL website, areas where CIL can hyperlink to the IPD website, and recommended a box that includes links to all campus professional development opportunities.

**IV. CONTINUING & UNFINISHED BUSINESS**

- A. Mentoring survey update  
The survey will be resent to Mentors and Mentees in hopes of receiving a better response.
- B. Alternative Methods – Status of Leah Walden-Hurtgen’s approval from President Randall. IPD approved the AM application on 10/30/2023).  
Due to Rep. Walden-Hurtgen’s absence, this item was tabled to the next meeting.
- C. Academic Rank – Professor bios and photos update  
Rep. Walden-Hurtgen is following up with faculty on the bios. Rep. LaMantia will proof prior to submitting the final bios to the IPD Office.

**V. NEW BUSINESS**

- A. **2023-24 CONFERENCES & BUDGET** – 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	CONF ACCOUNT	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
<b>STARTING BALANCE (FT, PT, &amp; General Education) = \$4,204.71 \$10,104.80</b>									
1	Approved M-LaMantia S-Singh	Amy Jennings	Psychology	<b>Discipline Conference</b>	\$1,120 (Discipline remaining balance)	<a href="#">Psychology One Conference 2024</a> <a href="#">CAR</a>	June 27-28, 2024	Durham, NC	\$135

2	Approved M-LaMantia S-Wegter	Amy Runyen	Art	<b>Discipline Conference</b>	\$275	<a href="#">Love Dogs: My Painting Process with Colleen Barry CAR</a>	May 1-15, 2024	Online Workshop – Asynchronous	\$275
3	Approved M-LaMantia S-Wegter	Maryam Sanei	Biology Part-time 9.9 LHE	<b>General Education - Preapproved Conference</b>	\$3,000	<a href="#">2024 STEM/STEAM &amp; Education Conference CAR</a>	June 6-8, 2024	Honolulu, HI	\$500
4	Approved M-Wegter S-Jennings	Thi Tran	Nursing Part-time 10 LHE	<b>Discipline Conference</b>	\$3,000	<a href="#">Internal Medicine for Primary Care: Derm/Psycho/Vasc CAR</a>	June 28 – 30, 2024	Santa Barbara, CA	\$1,195

**B. Alternative Methods update.**

- [List of FT Faculty Column Placement](#). Eligible for SAC/AM).
- [AM Budget](#)

Chair Green will research and propose new courses for the IPD preapproved AM list. She will contact eligible faculty to apply for AM courses for 2024-25. Chair Green will follow up with faculty approved for AM and remind to submit their completed projects and a time log.

1. Approved [Spring 2024 AM applications](#). Verification of completion documents and time log due Friday, May 3, 2024. Follow up with faculty.
  - Natalie Dalton, Nursing | (1) unit
  - Kay Dutz, Chemistry | (0.5) units
  - Damien Jordan, Counseling | (2) units
  - Shatarupa Ray, Biology | (2) units
  - Evangelina Rosales, Cosmetology | (2) units
  - Travis Vail, Biology | (1) unit

**C. Salary Advancement Credits.** (Link to [List of FT Faculty Column Placement](#). Eligible for SAC/AM).

Chair Green will contact eligible faculty to remind they may apply for preapproved Gale courses.

**VI. INFORMATION ITEMS**

- A. **2024-2025 PREAPPROVED CONFERENCES** - Includes Travel/Workshops/Prof Meetings/Classes. \$2,200 maximum funding allowance which can be used to fund a single conference or multiple conferences per academic year. \$150 extra for presenters. First come, first served contingent on available funds.

Review Application:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATIO N	REG FEE
1	Preapproved	Karen Putnam	Counseling	\$2,200	<a href="#">Hawaii International Conference on Education CAR</a>	2024-25 Budget Jan 4-7, 2025	Honolulu, HI	\$415

- 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. Computer Science (Spring 2024-2026)
  - c. Cosmetology (Spring 2024-2025)

- d. Criminal Justice (Spring 2024-2025)
- e. Library (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](#)