



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, April 18, 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)	
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

1. Application Deadline for last Spring IPD meeting is noon on Friday, May 10, 2024:
 - CARs for conferences during May through October.
 - SAC, if course is not on the preapproved list.
 - Alternative Methods – Fall 2024 projects.
 - Department Symposium – Fall 2024
2. Conference reimbursement forms are due within ten days from returning from the event. Remind colleagues attending a June conference to submit asap due to year-end fiscal deadlines.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – April 18, 2024. MOTION by Rep. LaMantia to approve the agenda as presented. Seconded by Rep. Nguyen. Hearing no objections, the agenda was approved.
- B. Minutes – April 4, 2024. Chair Green moved to table the minutes to the next meeting.

III. GUEST REPORTS

- A. Accreditation update – Kay Nguyen, Acting Vice President of Instruction or designee (1:20 p.m.)
 - Review the survey [2024 Accreditation Survey \(alchemer.com\)](https://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](#)

Dean Lauren Sosenko presented on Accreditation and the IPDs role. She reviewed the accreditation standards and received feedback from the committee.

IV. CONTINUING & UNFINISHED BUSINESS

- A. IPD Conference Budget update
Chair Green reviewed the conference balances. The balances will continue to change and may increase as more faculty submit their reimbursement claim forms.
- B. Mentoring survey update
A gentle reminder will be sent to Mentors/Mentees requesting their participation in the Mentoring survey. Results will be presented at the next meeting.

- C. Alternative Methods – Status of President Randall’s approval of [Leah Walden-Hurtgen application](#). (IPD approved application on 10/30/2023).
Rep. Walden-Hurtgen discussed the circumstances surrounding the delay in the approval of her AM project by the college president. President Randall is asking to first confirm that funding was secured for the display case before she will approve the application.
 - The committee agreed that time spent researching funding options should count towards project hours.
 - Chair Green recommended that Rep. Walden-Hurtgen rewrite the intention of the project and resubmit her AM application.
 - Rep. LaMantia recommended she email all the full-time faculty members in Biology with a request for Biology Foundation Funds.

- D. Academic Rank – Status of Professor bios.
Rep. Walden-Hurtgen will resend the email to the faculty requesting their bios. If no response, she will use the information from the college catalog.
 - 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

V. NEW BUSINESS

- A. 2025-26 Sabbatical Leave
Chair Green reviewed the Sabbatical Leave timeline and process. The IPD Office will send an information email to the full-time faculty.
 - [Timeline](#)
 - [Intent to File](#) due September 6, 2024
 - [Application Packet](#): Proposal due September 13, 2024
 - Proposal examples in [IPD SharePoint](#)

- B. 2024-25 New Faculty. Mentors will be needed for:
 - Criminal Justice
 - Nursing

Chair Green informed the college will be hiring in these disciplines and the IPD will assist in coordinating their mentors during the first meeting in Fall.

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:

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Heather Antunez	Counseling	\$2,200	Hawaii International Conference on Education CAR	Jan 4-7, 2025	Honolulu, HI	\$495

- B. SALARY ADVANCEMENT – Preapproved Gale courses

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Jeanette Adame	History	1.33	24	CONF/WKP	Gale – Grammar Refresher	June 5, 2024
2	Jeanette Adame	History	1.33	24	CONF/WKP	Gale – Grammar Refresher II	June 5, 2024
3	Jeanette Adame	History	1.33	24	CONF/WKP	Gale – Leadership	June 5, 2024
4	Jeanette Adame	History	1.33	24	CONF/WKP	Gale – Spanish in the Classroom	June 5, 2024
5	Jeanette Adame	History	1.33	24	CONF/WKP	Gale – Solving Classroom Discipline Problems	June 5, 2024
6	Jeanette Adame	History	1.33	24	CONF/WKP	Gale – Solving Classroom Discipline Problems II	June 5, 2024
7	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Survival Kit for New Teachers	June 7, 2024
8	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Teaching Students with ADHD	June 7, 2024
9	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Individual Excellence	June 7, 2024
10	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Teaching Students with Disabilities	June 7, 2024
11	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Writing Essentials	June 7, 2024
12	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Grammar Refresher II	June 7, 2024
13	Heather Kelley	Comm Studies	0.11	2	CONF/WKP	CIL – Inclusive Instructional Innovations: Grading, Evaluation & Rubric	April 12, 2024
14	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale – Get Assertive!	Aug 30, 2024
15	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale – Get Funny!	Aug 30, 2024
16	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale – Mastering Public Speaking	Aug 30, 2024
17	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale – Math Refresher	Aug 30, 2024

- C. 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.
- Auto Automotive Technology, Digital Arts, Drafting (2024-2027)
 - Computer Science (Spring 2024-2026)
 - Cosmetology (Spring 2024-2025)
 - Criminal Justice (Spring 2024-2025)
 - Library (2024-2027)
- D. WORKGROUP ASSIGNMENTS 2023 – 2024 (New or returning members to select TWO assignments)
- ALTERNATIVE METHODS - ongoing applications
Members: B. Baumgartner, A. Best, K. Cosand, K. Green, A. Jennings, A. Krause, N. Stone
 - 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
 - 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](#)