



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 1, 2022

1:00PM – 2:00PM

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

<https://ccd-edu.zoom.us/j/85336531400>

Meeting ID: 853 3653 1400 ■ Refer to the last page for further details.

IPD Microsoft TEAMS – employee log-in required to access agenda documents

2022 - 2023 IPD MEMBERSHIP (Italics – Absent)

Dave Barrett – Noncredit & ESL (2020-2023)	<i>Edward Reyna – Cosmetology (2022-2025)</i>
Amanda Best - Arts (pending AS consent 9/13/2022) (2022-2023)	Alice Rivera – Business, Accounting, Computer Science,
Dawn Brooks - Performing Arts (2021-2024)	Management, Marketing (2021-2024)
Avery Caldwell - Auto Tech, Digital Arts, Drafting (2021-2024)	Natalie Stone - Mathematics & Engineering (2022-2025)
Keisha Cosand – English (2020-2023)	Criss Vo - Part-time Faculty At-large (2022-2025)
Kate Green - IPD Chair (2021-2023), Physical Sciences (2021-2024)	Leah Walden-Hurtgen - Liberal Arts & Culture (2022-2025)
Monique Henderson - Kinesiology, Health Ed, Athletics (2020-2023)	Derrick Watkins - Criminal Justice (2022-2025)
Amy Jennings – Psychology (2022-2025)	Rachel Wegter - Communication Studies (2022-2025)
Alana Krause – Library (2021-2024)	<i>RC Wilkinson - World Languages & Sign Language (2022-2025)</i>
MaryLynne LaMantia - Biological Sciences (2021-2024)	<i>VACANT - Social Sciences (2021-2024)</i>
Jimmy Nguyen - Counseling & EOPS (2022-2025)	Patty Fonseca - Recorder/Administrative Assistant
Phuong Nguyen – Nursing/Health Prof (pending AS consent 9/13/2022)	

1. ANNOUNCEMENTS

Chair Green welcomed returning and new IPD members and informed on the vacancy in Social Sciences.

2. APPROVAL OF THE AGENDA AND MINUTES

- A. **Agenda** – September 1, 2022. MOTION by Rep. Barrett to approve the agenda as presented. Seconded by Rep. Walden-Hurtgen. The committee documented their Ayes in the chat. Hearing no objections, the agenda was approved.
- B. **Minutes** – May 19, 2022. MOTION by Rep. Krause to approve the minutes as presented. Seconded by Rep. LaMantia. The committee documented their Ayes in the chat. Hearing no objections, the minutes were approved.

3. CONTINUING & UNFINISHED BUSINESS

4. NEW BUSINESS

A. **IPD Purpose and Member Roles**

Chair Green reviewed the IPD's purpose of providing professional development opportunities to eligible faculty in accordance with the faculty contract. IPD provides support to the Center for Innovation and Learning, the Professional Development Advisory Committee, and Flex Day. She addressed the role of the IPD member is to execute that purpose for GWC faculty, promote IPD professional development opportunities, and assist their colleagues with the application process.

B. **Attendance Policy – Academic Senate Bylaws: Attendance will be taken at meetings and reported in Minutes as public record.**

Chair Green reported on the Academic Senate's recent revision of the Bylaws which also governs its standing committees and includes the IPD. Members were informed of their contractual committee service requirement and advised that absences will be tracked, and further action taken on third unexcused absences.

C. Zoom Etiquette - Cameras ON, please. Stay engaged. Be prepared to vote to have a public record of committee decisions.

Chair Green emphasized committee engagement and encouraged cameras on and active participation. She informed that meetings will continue online pending further notice from the Academic Senate regarding changes to the Brown Act/State Emergency Health provisions.

D. IPD Microsoft TEAMS – GWC committee restructure. District IT created Teams sites for all campus governance committees. Teams will be used for internal committee business. IPD members will access agendas, minutes, and supporting documents. CCCD employees may access public records in each committees’ new SharePoint sites. IPD members may download applications to share with their colleagues.

E. Conference/Workshops (courses)/Travel - Requests (e-attachment)

1. 2022-23 Funding amount – TBD at next meeting pending budget allocation
2. Funds may be used to take a course (workshop).
 - Chair Green reported that it was recently clarified that that the annual conference allowance may also be used to pay for registration fees of classes, workshops, and professional meetings as per the contract. Faculty may only receive funding if they are not receiving salary advancement credits or academic credits for salary advancement or receiving District funding

1. Review applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (M. LaMantia) / S (K. Cosand)	Stephanie Hoon (PT)	Business	\$350 \$509 Revision Request	Online Teaching Conference	6/29-7/1/22	Long Beach, CA	\$299.00
Revision request: Increase total funding to \$509. Applicant underestimated expenses.								

F. MENTORING – Mentor may apply for SAC ([Contract language](#))

1. Determine # of credits per semester (1 credit=18 hours is current limit per semester)
 - The IPD approved (1) Mentoring SAC credit per semester. (2) total for 2022-23.
 - Chair Green proposed including Mentoring as a preapproved item on the SAC Recommended List. Hearing no objections, the proposal was approved.
2. IPD members are **expected** to coordinate that their new faculty member in their representative area has a mentor and report to IPD by next meeting. This is contractual, so it is important to get the mentors/mentees at the top of the semester. One is completed, 11 more to go!
 - Chair Green encouraged the following IPD members to coordinate the assignment of a Mentor for the new faculty and ask them to complete the Mentor/Mentee Agreement. Mentors in Column I-IV of the salary schedule may apply for SAC.
 - IPD may contact the Department Chairs or Deans to confirm the Tenure Review membership. (Mentor may not be on the Tenure Review Committee).
 - Rep. Walden-Hurtgen offered to coordinate mentors on behalf of Rep. Powell (resigned).
 - Alice Rivera: Accounting, Aleksandra Uchlik
 - Alice Rivera: Business, Rachel Zacharia
 - Alice Rivera: Computer Science, Sara Ghadami (1-yr FT temp)
 - MaryLynne LaMantia: Biology, Rupa Ray
 - Kate Green: Chemistry Matt Carlson
 - Jimmy Nguyen: Counseling, Michael Tran

- Jimmy Nguyen: Counseling, Maria Tran (1-yr FT temp)
- Amy Jennings: Psychology, Byron Smith
- Leah Walden-Hurtgen: History, Jeanette Adame
- Joel Powell: Economics, Herman Singh
- Joel Powell: Sociology, Ruth Calcanas
- Rachel Wegter: Education, Doreen Fioretto
- Volunteer???: Nursing, Anh Nguyen

3. Review applications:

	IPD DECISION	DISCIPLINE	FACULTY MENTOR	CREDIT	HOURS	FACULTY MENTEE	DISCIPLINE	AGREEMENT	COMPLETE BY
1	Approved M (M. LaMantia) / S (D. Barrett)	Chemistry	Matthew Shimazu	2 credits (1) each Fall 2022 & Spring 2023	N/A	Matthew Carlson	Chemistry	LINK	May 30, 2023

G. SALARY ADVANCEMENT CREDITS

1. [SAC Recommended Classes](#)
2. [District process for Horizontal Salary Advancement](#)
3. [Proposal: CIL collaboration – Preapproved items](#)
4. Canvas Level 1 & 2: New faculty were Canvas summer trained. Proposal to approve Canvas Level 1 & Level 2 applications retroactively as a one-time courtesy.
 - MOTION by Rep. Krause. Seconded by Rep. Walden-Hurtgen to accept retro application from new faculty who were Canvas summer trained. Hearing no objections. The motion was approved.

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Computer Science (FT temp 1-yr)	Sara Ghadami	2.78	50	CONF/WKP	Canvas Level 1	Retro – summer trained
2	Computer Science (FT temp 1-yr)	Sara Ghadami	3.33	60	CONF/WKP	Canvas Level 2	Retro – summer trained
3	Accounting	Aleksandra Uchlik	2.78	50	CONF/WKP	Canvas Level 1	Retro – summer trained
4	Accounting	Aleksandra Uchlik	3.33	60	CONF/WKP	Canvas Level 2	Retro – summer trained
5	Business	Rachel Zacharia	2.78	50	CONF/WKP	Canvas Level 1	Retro – summer trained

5. List of eligible faculty on Column I-IV eligible for Salary Advancement Credits [[LINK](#)] and Column V eligible for Alternative Methods/Overload Funding [[LINK](#)]
 - a. IPD members were asked to review the list of faculty in their departments who are eligible for SAC and Alternative Methods and encourage them to apply and provide support with the application process.
6. Review applications:
 - a. Due to time constraints, the following two items were tabled to the next meeting.

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Global Studies	Farzane Farzadaghi	TBD	TBD	TBD	EPIC Fellowship	5/30/2023
2	Global Studies	Farzane Farzadaghi	TBD	TBD	TBD	EPIC Fellowship	5/30/2023

IPD Chair Green informed the IPD will form workgroups for the following professional development services and requested volunteers. (The names of the workgroup members are listed in the Information Items).

H. SABBATICAL LEAVE 2023 - 2024

- [Timeline](#)
- [Intent to File form](#) - Deadline: September 9, 2022
- [Sabbatical Leave Application PACKET](#) - Deadline: September 16, 2022

I. ACADEMIC RANK & PROFESSOR EMERITUS

1. Determine the application deadline
2. List of faculty [2022-23 Academic Rank](#)
3. Seeking three (3) IPD members for an AR Workgroup (Sept-November) to ensure all eligible faculty will get AR application in by November. Ed Reyna has already volunteered.

J. CENTER FOR INNOVATION & LEARNING (CIL)

1. CIL Support Workgroup – Seeking three (3) IPD members. Will meet twice a month with Erin Craig, CIL Coordinator, to brainstorm and provide support and IPD resources to the New Faculty Academy and other CIL initiatives. Meets from September through December.

K. FACULTY EXCELLENCE AWARDS – [Nomination website](#)

1. FEA Workgroup – Seeking three (3) IPD members. Will coordinate, advertise, announce the nominees. Meets from September through December.
2. September Award is Peer Excellence in Teaching

5. INFORMATION ITEMS

- A. CONFERENCE/WORKSHOP/TRAVEL – ASCCC Preapproved (Funded by a separate IPD Workshop/Conference budget and does not impact a faculty member’s discipline-related conference annual allowance.

Summer 2022:

	DISCIPLINE	FACULTY	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Comm Studies	Kristine Clancy	\$2,000	2022 ASCCC Curriculum Institute	July 6-9, 2022	Riverside, CA	\$650
2	Counseling	Nicole Diamond	\$650	2022 ASCCC Curriculum Institute	July 6-9, 2022	Virtual	\$650
3	Counseling	Damien Jordan	\$650	2022 ASCCC Faculty Leadership Institute	June 16-18, 2022	Virtual	\$650

B. SALARY ADVANCEMENT CREDITS – “Preapproved” - Recommended List

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Counseling (FT 1-yr temp)	Maria Tran	0.44	8	CONF/WKP	ASCCC – Curriculum (5) part series	8/31/2023

2	Counseling (FT 1-yr temp)	Maria Tran	2.78	50	CONF/WKP	Canvas Level 1	10/9/2022
3	Counseling (FT 1-yr temp)	Maria Tran	3.33	60	CONF/WKP	Canvas Level 2	12/4/2022
4	Cosmetology	Jon Holland	3.33	60	CONF/WKP	Canvas Level 2	8/31/2023
5	ELL	Teresa Nguyen	3.33	60	CONF/WKP	Canvas Level 2	Summer 2022 – certificate on file
6	ELL	Teresa Nguyen	1.33	24	CONF/WKP	Grammar Refresher II	Summer 2022 – certificate on file
7	Counseling	Michael Tran	3.33	60	CONF/WKP	Canvas Level 2	Summer 2022 – certificate on file
8	Counseling	Michael Tran	1.39	25	CONF/WKP	COBRA – Black Minds Matter	Summer 2022 – certificate on file
9	Counseling	Michael Tran	1.33	24	CONF/WKP	Gale – Skills for Making Great Decisions	Summer 2022 – certificate on file
10	Counseling	Michael Tran	1.33	24	CONF/WKP	Gale – Spanish In The Classroom	Summer 2022 – certificate on file
11	Counseling	Michael Tran	1.33	24	CONF/WKP	Gale - Speed Spanish	Summer 2022 – certificate on file
12	Counseling	Michael Tran	1.33	24	CONF/WKP	Gale - Teaching Students with Autism	Summer 2022 – certificate on file

C. IPD CALL FOR NOMINATIONS: Term begins Fall 2022. (Positions are open until filled):

1. Social Sciences (Economics, Political Science, Sociology) ([Nomination website.](#))

D. WORKGROUP ASSIGNMENTS 2022 – 2023 (New or returning members to select an assignment)

1. ALTERNATIVE METHODS - ongoing applications
Members: K. Cosand, K. Green, M. Henderson, A. Jennings, E. Reyna, 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. Caldwell, A. Jennings, J. Nguyen, and L. Walden-Hurtgen
3. ACADEMIC RANK/PROFESSOR EMERITUS (Sept-Nov)
List of faculty [2022-23 Academic Rank](#)
Members: A. Krause, J. Nguyen, E. Reyna
 - Task: Contact faculty to apply for Academic Rank
5. CIL Workgroup (Sept-Dec): (3)
Members: A. Caldwell, K. Cosand, A. Jennings, N. Stone
Are also members of CIL’s IPD Workgroup: to provide PD opportunities to faculty.
 - Tasks:
 - Review proposals for SAC Recommend List and report initiatives to the IPD
 - Promote SAC for CIL classes
6. 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

- E. [2023-23 Meeting schedule](#)
- F. E-links
 - [IPD website](#)
 - [Academic Senate website](#)
 - [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

*** IPD MEETINGS WILL BEGIN AT 1:15PM ***

Join Zoom Meeting
<https://cccd-edu.zoom.us/j/85336531400>

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