



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 7, 2023

1:15PM – 2:15PM

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	Herman Singh – Social Sciences (pending AS consent on 9/12/23)
Amanda Best - Art	Natalie Stone - Mathematics & Engineering
Dawn Brooks - Performing Arts	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
Monique Henderson - Kinesiology, Health Ed, Athletics	VACANT – Business, Accounting, Mngt, Marketing
Amy Jennings - Psychology	VACANT - Computer Science
Alana Krause - Library	VACANT – Cosmetology
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
Jimmy Nguyen - Counseling & EOPS	VACANT – Part-time Faculty At-large
Phuong Nguyen – Nursing/Health Professions	[Patty Fonseca - Recorder]

1. ANNOUNCEMENTS

- A. ASCCC Fall Plenary – IPD funds and prepays registration. Funding for full-time faculty is separate from their discipline and general education/teaching funding.
 - November 16 – 18, 2023 in Costa Mesa and a virtual option.
 - Registration: \$550 in-person and \$385 virtual
 - Application deadline for prepaid registration: September 22, 2023

2. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – September 7, 2023. Chair Green requested to amend the agenda to cancel New Business Item: B. Conferences application #2 for Fran Farazdaghi. Fran rescinded her application. **MOTION by Rep. LaMantia to approve the agenda as amended.** Seconded by Rep. Walden-Hurtgen. Hearing no objections, the agenda was approved.
- B. Minutes – [May 18, 2023](#). **MOTION by Rep. Krause to approve the minutes as presented.** Seconded by Rep. LaMantia. Hearing no objections, the minutes were approved.

3. CONTINUING & UNFINISHED BUSINESS:

4. NEW BUSINESS

A. 2023-24 IPD Budget

Chair Green reviewed the budget and informed that the full General Education account is encumbered with conferences that were submitted early and approved last year.

1. Review 2022-23 roll overs and 2023-24 anticipated starting balances.
2. Conference Funding: First come, first served and based on available funds.
 - Full-time Faculty = \$3,000 annual max for discipline conferences plus an additional \$3,000 annual max for general education/teaching conferences.

Chair Green encouraged faculty to reserve their hotel early to qualify for reduced conference group rates. There is a chance that they may not be fully reimbursed if they reserve at a higher rate per the travel board policy.

- Part-time Faculty (≥ 7.5 LHE) = \$3,000 annual max towards either a discipline or general education/teaching conference. Paid from Part-time Conference account.

Chair Green noted the change aligns similarly with the \$2,800 annual max provided by the part-time union. The committee was asked to encourage their part-time colleagues to apply for conference funding.

- General Education/Teaching = account is depleted. Encumbered conferences include ASCCC Curriculum Conference from July, OnCourse ChatGPT Workshop in September, and Hawaii International Conference in January 2024. Proposal to subsidize using other conference accounts.

After reviewing the anticipated roll over and new allocation for the part-time conference budget, Chair Green proposed subsidizing the General Education account on an as needed basis using Part-time faculty conference funds. **MOTION by Rep. LaMantia to transfer funds from the Part-time faculty conference funds to subsidize the General Education account on an as needed bases.** Seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.

- Academic Senate for California Community Colleges = A \$10,000 reserve using General Education funds to subsidize the Academic Senate Conference account for attendance of Fall Plenary, Spring Plenary, Faculty Leadership, Curriculum Institute, and other available conferences. Full funding of approved expenditures. Available to all full-time and IPD eligible part-time faculty. Must apply by designated deadlines to qualify for advanced payment of the registration fee.

Chair Green stated the Academic Senate encourages all faculty to attend state Academic Conferences. Patty added that to increase attendance of ASCCC conferences, the Academic Senate reimburses full eligible expenditures as well as assists to pay for the registration in advance. The committee discussed the option to cap the ASCCC budget at \$10,000 or subsidize the Academic Senate's account on an as needed basis using the Part-time faculty funds. **MOTION by Rep. Stone to subsidize the ASCCC budget on an as needed basis using the Part-time faculty conference funds.** The IPD was in favor of supporting the motion. Hearing no objections, the motion passed.

- Conference Presenter funding – on 4/20/2023 the IPD approved an additional \$250 in funding for faculty presenting at conferences for 2023-24.

B. Conferences

1. Proposal for a Pre-approved General Education/Teaching conference:
 - [Strengthening Student Success](#), October 11-13, 2023, in Burlingame, CA. \$865 registration fee.

MOTION by Rep. Stone to add the Strengthening Student Success to the list of preapproved General Education conferences. Seconded by Rep. Krause. Hearing no objections, the motion passed.

2. CAR form Adobe Sign workflow – The IPD Office is collaborating with the President's Office to streamline the CAR process and developing a new electronic CAR form. The sequence number will soon be added by the board approval personnel. We are currently testing the signature workflow with a great response from faculty and administrators.
3. Travel Ban – [list of prohibited states](#) and [Travel Ban Statement](#)
Chair Green reminded of the travel ban and informed that since conferences are a professional development contractual item, the faculty may choose to travel to a prohibited state but must submit a signed a travel ban statement with their conference application.

4. DISCIPLINE CONFERENCES - Includes 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 Applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Nguyen)	Damien Jordan	Counselor	\$345	OnCourse ChatGPT Workshop CAR 89840 (Preapproved as discipline funds; Gen Ed funds are encumbered for the Hawaii conference)	Sept 8, 2023	Virtual	\$345
2	CANCELLED	Fran Farazdaghi	Global Studies	\$3,000	Global Learning To Empower Local Action CAR 89846	Oct 29 – Nov 12, 2023	Vietnam & Cambodia	\$4,950
3	Approved M (LaMantia) S (Wegter)	Dawn Brooks	Music	\$3,000	Jazz Education Network 2024 Conference CAR 89848	Jan 3-6, 2024	New Orleans, LA (Travel Ban statement on file)	\$275
4	Approved M (Nguyen) S (LaMantia)	Amy Thach	Nursing Nursing	\$3,000	Innovate, Disseminate, Educate, Advocate (IDEA) CAR 89845 CAR 84811 CAR 84812	Jan 20-24, 2024	San Diego, CA	\$965
5		Phuong Nguyen						
6		Natalie Dalton						

C. Salary Advancement Credits –Review applications

	IPD DECISION	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Approved M (LaMantia) S (Barrett)	Gary Kirby	Math	10	180	Educational Materials	Math G180 Calculus 1 – create OER course notes	Fall 2023
2		Gary Kirby	Math	10	180	Educational Materials	Math G185 Calculus 2 – create OER course notes	Fall 2023

D. Sabbatical Leave - [link to access documents](#)

- Intent to File – due September 8, 2023. (Two Three faculty members have currently filed).
- Application and Proposal – due September 15, 2023. IPD Office will upload applications to the IPD Sabbatical Subcommittee in Teams for the members to review.
 - Sabbatical Leave Work Group to convene on September 28, 1-2pm in LRC 461-250 for Sabbatical Ranking.

E. Academic Rank [\[application\]](#) & Professor Emeritus [\[application\]](#)

Chair Green asked the committee to encourage their colleagues to apply for a change in rank. Rep. Walden-Hurtgen agreed to co-chair the Academic Rank work group. New IPD members Fioretto and Singh volunteered to serve on the Academic Rank work group.

1. Call for Applications - deadline: October 31, 2023, at 5pm
2. Honoring Faculty Members Promoted to Professor [webpage](#)
3. Retiree email addresses process.

Per HR: the retiree must email the HR Director to request a retiree email address. A Helpdesk ticket will be issued. IT and District HR will work behind the scenes and create the email address. IT will connect with the retiree directly to provide the new email address and password.

F. Department Symposium

Chair Green acknowledged that faculty will be meeting to discuss their Program Review. This is a perfect opportunity to apply for symposium funds and encouraged the committee to notify their departments.

1. Open call for [applications](#) - Funding: \$50 pp = \$30/lunch, \$15/snack, \$5/materials per full-time faculty and 7.5+ LHE part-time faculty.
2. Review application:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM TITLE	# FACULTY
1	Approved M (LaMantia) S (Walden-Hurtgen)	Amanda Best	Art	\$150	Jan 26, 2024	Art Symposium	3

G. Mentoring

Chair Green requested that IPD members contact the new faculty in their disciplines to notify of the mentoring program and assist in recruiting a mentor. They were also asked to contact 2nd year faculty to confirm their interest in the mentor program and whether to keep their current mentor or request a new one. Mentor and Mentees are to sign a [Mentoring Agreement](#). Per the faculty contract, the mentor cannot be a member of the faculty tenure review committee.

1. Mentoring Handbook

Rep. Cosand agreed to Chair the Mentoring work group. She will forward her draft of the Mentoring Handbook for the work group to review and present at the next IPD meeting.

2. Mentors needed for 1st year new Tenure-track full-time faculty:

Faculty	Discipline	1 st year Mentor
AJ Edmonds	Computer Science	
Armando Garcia	Counseling EOPS	
Shawn Hampton	Nursing	
Phuong Nguyen	Nursing	
TBA - Pending board approval Sept 20	Counseling-Athletics	

3. Mentors needed for 2nd year Tenure-track full-time faculty:

Faculty	Discipline	1 st year Mentor	2 nd year Mentor:
Jeanette Adame	History	Leah Walden-Hurtgen, Anthropology	
Ruth Calcanas	Sociology	Jessica Patapoff, English	
Matthew Carlson	Chemistry	Matthew Shimazu, Chemistry	
Doreen Fioretto	Education	Rachel Wegter, Comm Studies	

Shatarupa Ray	Biology	Michael Valinluck, Biology	
Herman Singh	Economics	Declined	
Kyle Smith	Psychology	Martie Ramm Engle, Theater Arts	
Michael Tran	Counselor - Transfer	Jimmy Nguyen, Counseling	
Aleksandra Uchlik	Accounting	Heather Kelley, Comm Studies	
Rachel Zacharia	Business	Sunshine McClain, History	

5. INFORMATION ITEMS

A. GENERAL EDUCATION/TEACHING CONFERENCES – Includes preapproved Conference/Travel, Workshops, Prof Meeting, and Classes. Full-time faculty: \$3,000 annual max in addition to their discipline-related conference allowance. 7.5+ LHE part-time faculty: option to use a \$3,000 annual allowance to fund discipline-related or general educating/teaching conference/s. First come, first served contingent on available funds.

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Avery Caldwell	Digital Arts	\$2,000	Online Teaching Conference CAR 89481	June 21 – 23, 2023	Long Beach, CA	\$548
2	Summer Wagner	Comm Studies (part-time 9 LHE)	\$3,000 each	Hawaii International Conference on Education CAR 89483 CAR 89485 CAR 89494 CAR 89847		Hawaii	Up to \$565
3	Nicole Diamond	Counselor					
4	Erin Craig	Math					
5	Shawn Taylor	Math	\$3,250 (presenters)				
6	Dibakar Barua	English (part-time 8 LHE)	\$345 each	OnCourse ChatGPT Workshop CAR 89484 CAR 89486 CAR 89487 CAR 89488	Sept 8, 2023	Virtual	\$345
7	Monica Jovanovich	Art History					
8	Michelle Veyette	English (part-time 8 LHE)					
9	Jeanette Adame	History					

B. Salary Advancement Credits – Preapproved. Review applications

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Fran Farazdaghi	Global Studies	1.33	24	CONF/WKP	Gale – Beginners Guide to Getting Published	Summer completed &

2	Fran Farazdaghi	Global Studies	1.33	24	CONF/WKP	Gale – Grammar Refresher	credits report to District
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C. IPD Elections for terms starting Fall 2023. 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 (F2023-SP2026) unless otherwise indicated.

- Automotive Technology, Digital Arts, Drafting (SP2023 - SP2024)
- Business, Accounting, Management (SP2023-SP2024)
- Computer Science
- Cosmetology (2023-25)
- Criminal Justice (2023-25)
- Part-time Faculty At-large

D. WORKGROUP ASSIGNMENTS 2023 – 2024 (New or returning members to select an assignment)

1. ALTERNATIVE METHODS - ongoing applications
Members: 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, 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; 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. CIL Workgroup (Sept-Dec): Chair Green announced this work group is disbanded for 2023-24.
Members: 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
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.

Rep. Jennings informed she will be meeting with the Marketing Director tomorrow to review the coordination of the marquee, social media, and pictures.
6. Mentoring Work Group:
Members: Chair K. Cosand; D. Fioretto, K. Green, A. Jennings, H. Singh, and R. Wegter.
Tasks:
 - Provide support to faculty in the Mentor program.
 - Create a Mentoring Handbook

F. [2023-24 IPD Meeting schedule: Agendas and Minutes](#)

G. 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](#)