



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 15, 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/83556495496>

Meeting ID: 835 5649 5496 ■ Refer to the last page for further details.

[IPD Microsoft Teams](#) – employee log-in required to access agenda documents in SharePoint

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

1. ANNOUNCEMENTS

- IPD Chair Green reported the IPD is fully represented by all academic areas.
- She announced the PDAC is seeking one full-time faculty member at-large.

2. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – September 15, 2022.
- [Minutes – September 1, 2022](#). Chair Green requested to amend the minutes to include Mentoring as a preapproved item on the SAC Recommended List. MOTION by Rep. Krause to approve the agenda as presented and minutes as amended. Seconded by Rep. LaMantia. Hearing no objections, the agenda and minutes were approved.

3. CONTINUING & UNFINISHED BUSINESS

- Conference/Travel/Meetings/Classes
 - 2022-23 Funding allowance – Chair Green tabled the item pending an update from Fiscal Services.
- Mentoring Update
 - Chair Green reviewed the list of Mentors. Updates noted in red below.
 - Following review of the faculty contract, it was determined that Mentors are optional and not required for new tenure-track faculty.

NEW FACULTY	DISCIPLINE	MENTOR	DISCIPLINE	AGREEMENT	SAC APPLICATION
Jeanette Adame	History	Leah Walden-Hurtgen	Anthropology	X	X
Ruth Calcanas	Sociology	Jessica Patapoff	English	X	X
Matthew Carlson	Chemistry	Matthew Shimazu	Chemistry	X	X
Doreen Fioretto	Education	Rachel Wegter	Comm Studies	X	X
Anh Nguyen	Nursing	Berlynn Ching	Nursing		

Shatarupa Ray	Biology	Michael Valinluck	Biology	X	
Herman Singh	Economics	Declined			
Kyle Smith	Psychology	Martie Ramm Engle	Theater Arts	X	
Michael Tran	Counselor	Jimmy Nguyen	Counseling	X	X
Aleksandra Uchlik	Accounting	Heather Kelley	Comm Studies	X	X
Rachel Zacharia	Business	Sunshine McClain	History	X	
Maria Tran (1-yr temp)	Counselor	Nicole Diamond	Counseling	X	
Sara Ghadami (1-yr temp)	Computer Science	VACANT			
Phuong Nguyen (1-yr temp)	Nursing	Diep Pham	Nursing	X	

C. Salary Advancement Credits

1. Canvas (summer trained) – follow-up with New Faculty to submit applications
The IPD agreed to provide retro approval to tenure-track faculty who were summer trained in Canvas Level 1 and 2..
2. Review tabled applications:
 - Following a brief discussion, MOTION by Rep. Stone to issue a blanket Fellowship SAC approval for Farzane Farazdaghi as a lower division project to receive academic credits. Final designation of credits is contingent upon review of documents of completed work and hours/unit analysis. Seconded by Rep. Krause. Hearing no objections, the application was approved.

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

D. [Academic Rank](#) – Proposal for automatic change of rank after receiving Tenured status

- Chair Green proposed an automatic designation to an Assistant Professor after a tenure-track faculty member is awarded tenure. They would automatically move from Instructor to Assistant Professor, but will have the opportunity to apply for a higher rank, if applicable. MOTION by Rep. LaMantia to approve the proposal. Seconded by Rep. Wegter. Hearing no objections, the proposal was approved. The Academic Rank Workgroup will encourage faculty to apply for a change in Academic Rank.

4. NEW BUSINESS

A. CONFERENCE/TRAVEL/MEETINGS/CLASSES:

- Review applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (M. LaMantia) / S (J. Nguyen)	Denise Bon (PT)	Counseling	\$2,000	CAPED (California Association for Postsecondary Education & Disability)	Oct 23-26, 2022	Marina Del Rey, CA	\$625

B. SALARY ADVANCEMENT CREDITS

- Review applications:

- The following applications were preapproved for Mentoring (2) SAC credits for the academic year (one per semester).
- Mentors that applied for SAC will be asked to submit a log of hours as evidence of completion. The IPD will review the hours and average to determine if an increase in the number of preapproved SAC credits is needed.

	DISCIPLINE	FACULTY	CREDIT	SAC PERIOD	PROGRAM	MENTEE
1	Anthropology	Leah Walden-Hurtgen	2	2022-2023	Mentoring	Jeanette Adame, History
2	Counseling	Nicole Diamond	2	2022-2023	Mentoring	Maria Tran, Counseling (1-yr temp)

C. WORKGROUPS

1. Academic Rank/Professor Emeritus (A. Krause, J. Nguyen, E. Reyna)
 - a. Determine the application deadline
 - b. List of faculty [2022-23 Academic Rank](#)
2. Center for Innovation & Learning (CIL) – (A. Caldwell, K. Cosand, A. Jennings, N. Stone)
 - a. Proposal: new CIL class for SAC Recommended List.
 - How to Read Your Load Sheet and Paycheck, Friday October 7th, 10:00 - 11:30 am
Facilitator: Betty Rodriguez. Location: Zoom. *Sign Up: TBD.*
Faculty: we know you have questions about out your load sheet, LHE, paychecks, pay dates, overload pay, and more! Betty Rodriguez will lead this session to help faculty understand the details, schedules, and everything else related to your load sheet and pay. Please bring your questions!
 - Chair Green moved to approve the new proposed CIL class. Hearing no objections, the proposal was approved.
3. Faculty Excellence Awards (FEA) – (D. Brooks, K. Green, A. Jennings, P. Nguyen, C. Vo)
 - a. FEA nomination and award procedures

5. INFORMATION ITEMS

A. SALARY ADVANCEMENT CREDITS – Preapproved/Recommended List

	DISCIPLINE	FACULTY	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
4	Psychology	Kyle Smith	2.78	50	CONF/WKP	Canvas Level I	10/7/2022
5	Comm Studies	Heather Kelley	1.33	24	CONF/WKP	Gale – Get Assertive	12/30/22
	Comm Studies	Heather Kelley	1.33	24	CONF/WKP	Gale – Leadership	10/28/2022
	Comm Studies	Heather Kelley	1.33	24	CONF/WKP	Gale – Keys to Effective Communication	11/25/2022

B. 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, P. Nguyen, 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
Sabbatical Subcommittee will convene on September 22, 2022 to review applications.

3. ACADEMIC RANK/PROFESSOR EMERITUS (Sept-Nov)

List of faculty [2022-23 Academic Rank](#)

Members: A. Krause, J. Nguyen, E. Reyna, R. Wegter, L. Walden-Hurtgen.

- Task: Encourage faculty to apply for Academic Rank

4. 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 CIL proposals for SAC Recommended 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

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

G. 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 ***

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