



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 21, 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	Phuong Nguyen – Nursing/Health Professions
Bern Baumgartner – Business, Accounting, Mngt, Marketing (Pending AS consent on 9/26/23)	Herman Singh – Social Sciences
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 - Computer Science
Amy Jennings - Psychology	VACANT – Cosmetology
Alana Krause - Library	VACANT – Criminal Justice
MaryLynne LaMantia - Biological Sciences	VACANT – Part-time Faculty At-large
Jimmy Nguyen - Counseling & EOPS	[Patty Fonseca - Recorder]

I. ANNOUNCEMENTS

- Congratulations to Keisha Cosand, English, and Stacy Morrow, Mathematics (part-time faculty), recipients of the September Faculty Excellence Award for Peer Excellence in Teaching recognized by GWC faculty.
- Sabbatical Leave Committee will meet on Zoom on Thursday, October 28 to review and score four Sabbatical Leave Applications. Check the IPD Teams for all documents.
- Rep. Krause informed of the [Lexicomp Online database](#) used primarily by nursing and pharmacology students. It is database that provides information about drugs and their usage, dosage, and adverse reactions. Users can also find patient education, drug interactions, toxicology, natural products, and drug identification based on shape, color, and dosage form. [Video Tutorial: Lexicomp Online \(2 minutes\)](#)
[Quick Reference Guide: Lexicomp \(PDF\)](#)
- Rep. Cosand informed that she worked on a series of DIY [Grammar Tutorials](#) as part of her Alternative Methods project and the GWC library will be hosting them on a Research Guide with links to more grammar resources, in the library, and on the web.
- Welcome new member Bern Baumgartner; representing the Business, Accounting, Management & Marketing department.
- The IPD group picture will take place at the next meeting at 1:55pm.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – September 21, 2023. MOTION by Rep. LaMantia to approve the agenda as presented. Seconded by Rep. Best. Hearing no objections, the agenda was approved.
- B. Minutes – [September 7, 2023](#). MOTION by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Best. Hearing no objections, the minutes was approved.

III. CONTINUING & UNFINISHED BUSINESS:

- A. Professor Emeritus – [BP 7802](#) Update from District HR regarding application process
Chair Green confirmed with District that there is not a time limit for faculty to receive the distinction of Professor Emeritus. The designation of Professor Emeritus is not in the contract. The GWC faculty must apply with the IPD while other campuses may award the title differently. Patty will follow up with District to confirm if presenting Professor Emeritus recognition at a BOT meeting is an option.

B. Mentoring

1. Mentoring Handbook

The Mentoring work group will continue to review and provide their feedback to Rep. Cosand. A suggestion was made to include appendices and resources.

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

IPD members will contact the new faculty and second-year tenure-track faculty in their disciplines to confirm their desire for a Mentor, assist with the recruitment of a Mentor, ask both parties to sign the Mentor/Mentee agreement form, and offer SAC to eligible Mentors.

Mentoring does not qualify for Alternative Methods.

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, Anthro	Declined
Ruth Calcanas	Sociology	Jessica Patapoff, English	
Matthew Carlson	Chemistry	Matthew Shimazu, Chemistry	Matthew Shimazu, Chemistry
Doreen Fioretto	Education	Rachel Wegter, Comm Studies	
Shatarupa Ray	Biology	Michael Valinluck, 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	Declined

IV. NEW BUSINESS

A. 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:

Chair Green encouraged faculty to apply early to reserve their funding for annual conferences. Faculty may use last year’s details to apply but will have to provide confirmation of current pricing before the IPD can move the CAR forward for board approval. May apply up to a year in advance.

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
a	Approved M (LaMantia) S (Brooks)	M. Reza Mirbolooki	Biology (part-time 7.7 LHE)	\$3,000	Harvard Medical School - Certificate Program: Training to Teach in Medicine CAR 89850	Nov 2, 2023 - June 2, 2024	Virtual	\$6,900

B. Department Symposium

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:
 Chair Green and Rep. Best reviewed what types of faculty meetings qualify for symposium funding. IPD Office will fix the application on the website and SharePoint. An exception was made to accept Symposium applications submitted less than the normal 6-week lead time as long as they utilize Alonti Foods for catering services since a PO is already approved or pay out of pocket. Rep. Nguyen will finalize the details for the Counseling symposium and submit his application as soon as possible.

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM TITLE	# FACUTY
a	Approved M (LaMantia) S (Barrett)	Julie Terrazas	Library	\$250	Sept 25, 2023	Library Program Review	5

C. SALARY ADVANCEMENT CREDITS (SAC) & ALTERNATIVE METHODS (AM)

1. [Proposal for 2023-24 CIL Preapproved Trainings](#)
2. SAC for completion of CIL Trainings:
 - (1) hour = (0.06) credits
 - (2) hours = (0.12) credits, etc.
3. Alternative Methods proposal: complete (9) hours of CIL Trainings to earn (0.5) units of AM or (18) for (1) unit.

Chair Green raised concern that CIL trainings earn a very small amount of SAC since most are only one hour sessions. The amount of work by District HR and the IPD office personnel to process CIL applications may not be worth the earned credits, therefore, Chair Green asked the IPD to brainstorm other possibilities to support CIL trainings. Can they require a minimum number of courses to earn half a credit? Or continue to accept applications per training? Retro authorization is not an option. The discussion will be continued at the next meeting.

V. INFORMATION ITEMS

- A. 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)
 - Computer Science
 - Cosmetology (2023-25)
 - Criminal Justice (2023-25)
 - Part-time Faculty At-large
- B. WORKGROUP ASSIGNMENTS 2023 – 2024 (New or returning members to select an assignment)

Rep. Baumgartner will follow up with Chair Green with his two work group choices.

 1. ALTERNATIVE METHODS - ongoing applications
 Members: A. Best, K. Cosand, K. Green, M. Henderson, A. Krause, A. Rivera, 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; 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 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

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.

6. Mentoring Work Group:

Members: Chair K. Cosand; D. Fioretto, K. Green, A. Jennings, P. Nguyen, H. Singh, and R. Wegter.

Tasks:

- Provide support to faculty in the Mentor program.
- Create a Mentoring Handbook

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

D. 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](#)