



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, October 5, 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	Liz Sanchez – Part-time Faculty At-large
Bern Baumgartner – Business, Accounting, Mngt, Marketing	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
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	[Patty Fonseca - Recorder]

I. ANNOUNCEMENTS

- Rep. Krause informed of the [library's database](#) which includes a full set of Consumer Reports.
- Rep. Nguyen informed on the [GWC Transfer Fair](#) on Wednesday, October 18 from 10am-1pm in front of the Student Services Center.
- Chair Green invited attendance of the [Science Showtime at GWC](#) on Friday, October 6 from 5-8pm

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – October 5, 2023. Chair Green requesting to amend the agenda:

1. Remove Monique Henderson from the roster (resigned).
2. New Business Item A - B, Amy Runyen's registration to \$2,930. Will be applying for another discipline conference and will use those funds towards registration.
3. Revise New Business Item B-a for Monica Jovanovich, total amount requested to \$2,705 (her General Education balance after the reimbursement of her first conference cleared).

MOTION by Rep. LaMantia to approve the agenda as amended. Seconded by Rep. Cosand. Hearing no objections, the minutes were approved.

B. Minutes – September 21, 2023. MOTION by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Nguyen. Hearing no objections, the minutes were approved.

III. CONTINUING & UNFINISHED BUSINESS:

A. CIL Trainings – Designation of Salary Advancement Credits (SAC) & Alternative Methods (AM)

- Chair Green stated that the IPD office had distributed a list of SAC eligible faculty members to the IPD members of their disciplines. They were asked to follow up and encourage their colleagues to apply for SAC.
- Chair Green proposed that faculty may submit a blanket SAC application for CIL trainings for the academic year. They won't be required to list the names of each class, but have the academic year to complete and submit verification of completion certificates to the IPD for all the trainings prior to the SAC contractual deadline (Sept 1st). Flex Coordinator would be asked to confirm that the CIL trainings were not taken for Flex Credit. CIL trainings must be taken for a minimum of (9) hours.
- MOTION by Rep. Walden-Hurtgen to approve the proposal for a blanket SAC application for CIL training. Hearing no objections, the proposal was approved.

B. Mentoring

1. [Mentoring Handbook](#) - The Mentoring Handbook was approved. Chair Green expressed appreciation to Rep. Cosand for her hard work in creating the Mentoring Handbook. It was suggested to include the Mentor/Mentee Agreement form.
2. Mentors needed for 1st year new Tenure-track full-time faculty:

Faculty	Discipline	1 st year Mentor
AJ Edmonds	Computer Science	Rachel Zacharia, Business
Armando Garcia	Counseling EOPS	Rep. Nguyen to follow up
Shawn Hampton	Nursing	Phuong Nguyen, Nursing
Chad Ponciano	Counseling-Athletics	Rep. Nguyen to follow up

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	Jessica Patapoff, English
Matthew Carlson	Chemistry	Matthew Shimazu, Chemistry	Matthew Shimazu, Chemistry
Doreen Fioretto	Education	Rachel Wegter, Comm Studies	Declined
Phuong Nguyen	Nursing	Diep Pham, Nursing	Declined
Shatarupa Ray	Biology	Michael Valinluck, Biology	Declined
Herman Singh	Economics	Declined	Declined
Kyle Smith	Psychology	Martie Ramm Engle, Theater Arts	Declined
Michael Tran	Counselor - Transfer	Jimmy Nguyen, Counseling	Declined
Aleksandra Uchlik	Accounting	Heather Kelley, Comm Studies	Heather Kelley, Comm Studies
Rachel Zacharia	Business	Sunshine McClain, History	Sunshine McClain, History

4. 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:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
a	Approved M (LaMantia) S (Barrett)	Monica Jovanovich	Art	\$3,000	College Art Association Annual Conference CAR CAR	Feb 14 – 17, 2024	Chicago, IL	\$249*
b		Amy Runyen		\$2,930 (Amy)				
(* Approvals will be contingent upon confirmation and submission of 2024 registration rates)								
b	Approved M (LaMantia) S (Wilkinson)	Wayne Chang	Biology (part-time (8.4) LHE)	\$2,500	Anatomy Connected 2024 CAR	March 22-25, 2024	Toronto, Canada	\$420

- b. 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.

Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
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a	Approved M (Wegter) S (Krause)	Monica Jovanovich	Art History	\$2,705 Gen Ed balance	National Conference on Race & Ethnicity in Higher Education CAR	May 28 – June 1, 2024	Honolulu, Hawaii	\$795*
(* Approval will be contingent upon confirmation and submission of 2024 registration rates)								
b	Approved M (LaMantia) S (Cosand)	Marilyn Brock	English (part-time (8) LHE)	\$3,250 Includes presenter funding	ERAS-WERA International Conference “Forging Ahead: Transforming Education in a Rapidly Changing World” CAR	Nov 21-24, 2023	Singapore	\$400

- c. Salary Advancement Credits – Proposal for a Pre-approved Class
MOTION by Rep. Walden-Hurtgen to approve including the following courses in the SAC and AM pre-approved list. AM cap is (2) units for (36+) hours. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.
 - 1. [Chancellor’s Office – Online ACUE Micro-Credential Courses](#)
 - a. Creating an Inclusive and Supporting Learning Environment
 - b. Designing Learner-Centered and Equitable Courses
- d. Alternative Methods – Review Applications
 - Chair Green informed the minimum units permitted for an AM project is (.5) for (9) hours of work. She requested IPD members encourage faculty not on the SAC list to apply for AM.

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	PROJECT	REQUESTED UNITS	PROJECT HOURS
1	Approved M (LaMantia) S (Barrett)	Pete Bouzar	Mathematics	Fall 2023	ACUE Effective Online Teaching Practices Course	2	36
2	Tabled to the next meeting. Pending review of annual cap for AM. M (LaMantia) S (Wegter)	Kate Green	Chemistry	Fall 2023	ACUE Designing Learner-Centered and Equitable Course Design	2	36

E. Department Symposium
Funding: \$50 pp = \$30/lunch, \$15/snack, \$5/materials per full-time faculty and 7.5+ LHE part-time faculty.

Review application:

IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM TITLE	# FACULTY
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a	Approved M (LaMantia) S (Wegter)	Cristina Tiernes Cruz (Chair Green advised faculty member to contact Dean/Department Chair regarding her request for a sign language interpreter. Not a covered item under IPD symposium funding).	World Languages	\$400	Oct 27, 2023	Learning about TracData and CurricUNET	8
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5. INFORMATION ITEMS

- a. PRE-APPROVED 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.

Review Application

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
a	My Thanh Vo Luong	Chemistry (part-time (9.3) LHE	\$3,000	STEM/STEAM & Education Conference	June 6-8, 2023	Oahu, Hawaii	\$400

- b. 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
- c. WORKGROUP ASSIGNMENTS 2023 – 2024 (New or returning members to select an assignment)
 1. ALTERNATIVE METHODS - ongoing applications
Members: B. Baumgartner, A. Best, K. Cosand, K. Green, M. Henderson, A. Jennings, A. Krause, 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; 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. 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.

6. 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.
- 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](#)