



# INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 6, 2022  
1:15PM – 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 in SharePoint

| IPD MEMBERS 2022 - 2023                               |   |
|---|---|
| Dave Barrett – Noncredit & ESL                        | Phuong Nguyen – Nursing/Health Professions              |
| Amanda Best - Art                                     | <del>Edward Reyna</del> - Cosmetology                   |
| Dawn Brooks - Performing Arts                         | Alice Rivera – Business, Accounting, Computer Science,  |
| Ruth Calcanas - Social Sciences                       | Management, Marketing                                   |
| Avery Caldwell - Auto Tech, Digital Arts, Drafting    | <del>Natalie Stone</del> - Mathematics & Engineering    |
| Keisha Cosand - English                               | Criss Vo - Part-time Faculty At-large                   |
| Kate Green - IPD Chair, Physical Sciences             | <del>Leah Walden-Hurtgen</del> - Liberal Arts & Culture |
| Monique Henderson - Kinesiology, Health Ed, Athletics | <del>Derrick Watkins</del> - 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

Chair Green informed that Academic Rank applications are due November 11<sup>th</sup> and thanked the Academic Rank Workgroup for their efforts encouraging faculty to apply.

## 2. APPROVAL OF THE AGENDA AND MINUTES

A. **Agenda** – October 6, 2022. **MOTION by Rep. Barrett to approve the agenda.** Seconded by Rep. LaMantia. Hearing no objections, the agenda was approved.

B. **Minutes** – September 15, 2022. **MOTION by Rep. LaMantia to approve the minutes.** Seconded by Rep. Barrett. Hearing no objections, the minutes were approved.

## 3. CONTINUING & UNFINISHED BUSINESS

### A. 2022-23 IPD Budget

Chair Green reviewed the 2022-23 budget which includes 2021-22 carryover funds for conferences and alternative methods/overload.

#### 1. Funding Allowances

District travel restrictions during the pandemic resulted in large conference carryover balances and a 2022-23 budget surplus. Chair Green proposed increasing the annual conference allowance due to inflation and the rising cost of travel. **MOTION by Rep. Wilkinson to increase the annual conference allowance from \$2,000 to \$2,500 for 2022-23.** Seconded by Rep. Barrett. Hearing no objections, the motion passed.

##### a. Conference - How to increase conference attendance

IPD conference funds supports full-time and part-time faculty (7.5+ LHE) to attend conferences, workshops, and classes. Part-time faculty ( $\leq 7.4$  LHE) are referred to access funding through their part-time faculty union CoastCCA.

- A single conference/workshop/class can be funded up to 100% of allowable expenses or the annual allowance may be used to fund multiple conferences/classes per academic year (July to June).

- Most departments are aware of annual discipline conferences. Faculty are encouraged to apply early to secure their funding and at least 6-weeks in advance of the event. IPD members were encouraged to assist their colleagues by sharing upcoming conference information and assisting them with the application process.
- Attendance at an IPD-approved conference/professional meeting/class must serve a professional development need which includes the expanding of one's knowledge in their field of concentration, the continual mastering of the teaching/learning process, and/or contributing to the improvement of the total instructional program of the college.
- The GWC IPD website directs faculty to a [list of discipline conferences](#).
- Funding does not cover courses associated with a doctorate program.
- Additional IPD funding is provided for teaching conferences. The IPD has preapproved funding for the [Online Teaching Conference](#), [state Academic Senate conferences](#), [@One Institutes](#), [California Great Teachers Conference](#). This fund is in addition to and separate from a faculty member's \$2,500 discipline-related conference allowance. The IPD office will prepay the registration fee if applications are submitted a minimum of 6-weeks prior to the event date.
- Conference reimbursement forms are submitted directly to Bursars. The IPD office provides instructions on the conference approval email and it is also noted on the conference board letter.

**b. Alternative Methods/Overload**

Chair Green reviewed the Alternative Methods/Overload budget. To encourage faculty to participate in the alternative methods program, she **proposed increasing the funding from one (1) annual LHE to two (2) annual LHE. MOTION by Rep. Barrett to increase the Alternative Methods funding as proposed.** Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

- Rep. Cosand informed she recently completed an Alternative Methods project and shared that she completed a UCLA Extension course Feature Film 1, an introduction to screenwriting, and how she was able to increase her knowledge of screenwriting to better serve students interested in English 281 or the new recently CCI approved screenwriting course.
- A [list of IPD recommended Alternative Methods projects](#) is available on the IPD website.

**c. Department Symposiums**

IPD Chair Green reviewed the Symposium budget and proposed increasing the funding allowance due to inflation and rising catering costs. **MOTION by Rep. LaMantia to increase the symposium funding to \$50 per person (full-time faculty and part-time faculty with 7.5+ LHE) with an allocation of \$5/materials, \$15 snack, and \$30 lunch.** Seconded by Rep. Wegter. Hearing no objections. The motion passed.

**B. Mentoring Update**

**1. Sara Ghadami, Computer Science (1-yr temp) – Mentor: \_\_\_\_\_**

Rep. Rivera stated she will contact the faculty member recommended by Chair Green to confirm if they would be interested in serving as a mentor.

**4. NEW BUSINESS**

**A. Sabbatical Leave update**

Sabbatical Leave Chair LaMantia reported the subcommittee recommended the two sabbatical applications to President McGrath and were both forwarded to District for board approval.

Chair Green reminded that President McGrath had requested faculty present their sabbatical report to a faculty body. At that time faculty presented to the Academic Senate, however, since Sabbatical Leave is IPD purview, Chair Green opened discussion to recommend how faculty returning from sabbatical leave should present their report.

- Ideas included a brief video presentation that could be posted to the IPD website, a brown bag luncheon, and organizing a Sabbatical Leave Symposium through the CIL.
- As a member of the CIL workgroup, Rep. Jennings offered to present the proposal to Erin Craig, CIL Coordinator, and confirm that IPD would support with Symposium funding. Rep. Jennings will update at the next IPD meeting.

**B. Department Symposium Requests**

1. **Alana Krause: [Library – Dual Enrollment Courses](#).**

**MOTION by Rep. LaMantia to approve the Library Symposium and revise to the new funding allowance. The application was revised to \$200.** Seconded by Rep. Jennings. Hearing no objections, the motion passed.

**C. Salary Advancement Credits**

1. **Proposal for SAC Recommended List:**

- a. [OnCourse National Workshops](#)
- b. [OnCourse – National Conferences](#)

Rep. Krause proposed a blanket approval for OnCourse workshops and conferences to receive SAC credits and add them to the SAC Recommended List.

- Applicant would be asked to provide their conference badge, a time log and a copy of the agenda/program as evidence of completion.
- Final designation of credits is contingent upon review of evidence of completed work and a hours/credit analysis.
- Hearing no objection, the proposal to add OnCourse workshops and conferences to the SAC Recommended list was approved.

**5. INFORMATION ITEMS**

**A. Salary Advancement Credits – Preapproved/Recommended List**

|   | DISCIPLINE   | FACULTY           | CREDIT | HOURS | PROGRAM  | PROJECT  | COMPLETE BY |
|---|--------------|-------------------|--------|-------|----------|--|-------------|
| 1 | Comm Studies | Heather Kelley    | 2      | N/A   | CONF/WKP | Mentoring 2022-23  | 5/31/2022   |
| 2 | Counseling   | Jimmy Nguyen      | 2      | N/A   | CONF/WKP | Mentoring 2022-23  | 5/31/2022   |
| 3 | Comm Studies | Rachel Wegter     | 2      | N/A   | CONF/WKP | Mentoring 2022-23  | 5/31/2022   |
| 4 | English      | Jessica Patapoff  | 2      | N/A   | CONF/WKP | Mentoring 2022-23  | 5/31/2022   |
| 5 | Comm Studies | Heather Kelley    | 1.33   | 24    | CONF/WKP | Gale – Creating the Inclusive Classroom                                    | 1/27/2023   |
| 6 | Accounting   | Aleksandra Uchlik | 1.33   | 24    | CONF/WKP | Gale – Creating the Inclusive Classroom                                    | 12/1/2022   |
| 7 | Chemistry    | Kay Dutz          | 0.083  | 1.5   | CONF/WKP | CIL – Snap Judgements: Exploring Implicit & Explicit Bias in the Workplace | 9/30/2022   |

|    |           |            |       |     |          |  |                           |
|----|-----------|------------|-------|-----|----------|--|---------------------------|
| 8  | Chemistry | Katy Dutz  | 0.083 | 1.5 | CONF/WKP | CIL – A Thousand Paper Cuts: Understanding and Addressing Microaggressions | 10/21/2022                |
| 9  | Nursing   | Anh Nguyen | 2.78  | 50  | CONF/WKP | Canvas Level 1   | New hire - Summer trained |
| 10 | Nursing   | Anh Nguyen | 3.33  | 60  | CONF/WKP | Canvas Level 2   | New hire - Summer trained |

**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, 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, J. Powell, 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, 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 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, C. Vo
  - Task: Create a FEA procedure, timeline, and schedule for nominations & awards

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

D. 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  
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