



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 19, 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

- Welcome new member Liz Sanchez, Part-time Faculty At-large.
- Sabbatical Committee will meet on Thursday, October 26 at 1:30pm on zoom to review revised proposals and final scoring.

II. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – October 19, 2023. MOTION by Rep. Wegter to approve the agenda as presented. Seconded by Rep. Cosand. Hearing no objections, the agenda was approved.
- Minutes – [October 5, 2023](#). MOTION by Rep. Cosand to approve the minutes as presented. Seconded by Rep. Wilkinson. Hearing no objections, the minutes were approved.

III. [SABBATICAL REPORT](#) – 2022-23 Sabbatical Leave, Elizabeth Remsburg Shiroishi, English Professor Shiroishi presented highlights from her sabbatical leave.

IV. CONTINUING & UNFINISHED BUSINESS:

A. Mentoring

Chair Green will assist in recruiting mentors for the two Counselors. She will check with the IPD office if SAC eligible Mentors have submitted their applications as well as confirm that all faculty have signed the Mentoring Agreement.

1. 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 | |
| Shawn Hampton | Nursing | Phuong Nguyen, Nursing |
| Chad Ponciano | Counseling-Athletics (1-yr Temp) | |

2. 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 |

V. NEW BUSINESS

- A. IPD Budget update – Received 2022-23 conference carryover balances. Alternative Methods carryover funds are still pending. 2023-24 allocation to all IPD accounts is still pending.
 - Chair Green reviewed the IPD Budget.
- B. Conference Travel Ban – From CCCD Chancellor’s Cabinet: Per Senate Bill 447, Assembly Bill 1887 (travel ban) is no longer in effect, and the State of California’s restriction on state-funded travel has been eliminated.
 - Chair Green announced that District has lifted the travel ban.
- C. 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 (Barrett) S (Krause) | Amy Runyen | Art | \$70 | Building with Light class CAR | Fall 2023 | Online | \$70 |

D. Salary Advancement Credits –Review applications

| | IPD DECISION | FACULTY | DISCIPLINE | CREDIT | HOURS | PROGRAM | PROJECT | COMPLETE BY |
|---|--|----------------|------------|--------|-------|-----------|--|-------------|
| 1 | Approved M (Walden-Hurtgen) S (Wegter) | Jeanette Adame | History | 1.28 | 23 | CONF/WKSH | Lund University – Coursera African Development-from past to present course | 12/1/2023 |

E. Alternative Methods

1. Review annual academic year maximum units allowed. (AM 2022-23 carryover balance and 2023-24 allocation are pending).
 - After reviewing the budget, Chair Green proposed that there was enough AM funding for 5-6 more Alternative Methods Projects at the current cap of (2) LHE (36 hours) per academic year. Did we want to change the cap for the upcoming year? After discussion, it was decided that the current cap would remain for the 2023-24 year. **MOTION** by Rep. Walden-Hurtgen to approve keeping the current cap at max (2) LHE per academic year. Seconded by Rep. Cosand. Motion was approved.
2. Review application.

| | IPD DECISION | FACULTY | DISCIPLINE | SEMESTER | PROJECT | REQUESTED UNITS | PROJECT HOURS |
|---|------------------------------------|------------|------------|-----------|---|-----------------|---------------|
| 1 | Denied M (Krause) S (Nguyen) | Kate Green | Chemistry | Fall 2023 | ACUE Designing Learner-Centered and Equitable Course Design | 2 | 36 |

Tabled from previous meeting. Completed (2) units in Summer 2023 Chemistry display project. Denied – has met the max AM earned units with her Summer 2023 AM project.

| | | | | | | | |
|---|--------------------------------------|-------------|---------|-------------|--|---|----|
| 2 | Approved M (Krause) S (Nguyen) | Travis Vail | Biology | Spring 2024 | La Brea Tar Pits – fossil preparator training and Los Angeles Museum of Natural History – floor interpreter training | 1 | 18 |
|---|--------------------------------------|-------------|---------|-------------|--|---|----|

F. 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 |
|---|--------------------------------------|--------------|------------|------------------|--------------|---|-----------|
| 1 | Approved M (Cosand) S (Wegter) | Jimmy Nguyen | Counseling | \$800 | Nov 17, 2023 | Counseling-Cal-GETC Counseling Course/New Tech Training | 16 |

G. [BP 7910 Professor Emeritus](#) - review IPD application procedure

Tabled to the next meeting due to time constraints.

VI. 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 |
|---|-----------------|------------|------------------|---|---------------|------------------|---------|
| 1 | Amy Jennings | Psychology | \$525 | Annual Hawaii International Conference on Education | Jan 3-6, 2024 | Waikoloa, Hawaii | \$3,000 |
| 2 | Jennifer Bailly | Economics | | CAR-Jennings CAR-Bailly | | | |

B. Salary Advancement Credits

| | FACULTY | DISCIPLINE | CREDIT | HOURS | PROGRAM | PROJECT | COMPLETE BY |
|---|-----------------|--------------|--------|-------|---------|--|-------------|
| 1 | Heather Kelley | Comm Studies | 1 | N/A | Mentor | Mentoring Aleksandra Uchlick | 2023-24 |
| 2 | Rachel Zacharia | Business | 1 | N/A | Mentor | Mentoring AJ Edmonds | 2023-24 |

- 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)
 - Computer Science
 - Cosmetology (2023-25)
 - Criminal Justice (2023-25)
 - Kinesiology, Health, Athletics (2023-26)
- D. 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, 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. 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.
 5. 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
- E. [2023-24 IPD Meeting schedule: Agendas and Minutes](#)
- F. 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](#)