



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 20, 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/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

IPD MEMBERS 2022 - 2023

Dave Barrett – Noncredit & ESL	Phuong Nguyen – Nursing/Health Professions
Amanda Best - Art	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

Chair Green expressed well wishes and congratulations to Rep. LaMantia. As the recipient of the 2022 GWC Teacher of the Year, Rep. LaMantia will be recognized at the OCDE Teacher of the Year Banquet held at the Disneyland Hotel and is also a contender for the OCDE Teacher of the Year.

2. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – October 20, 2022. MOTION by Rep. LaMantia to approve the agenda. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the agenda was approved.
- B. [Minutes](#) – October 6, 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. Mentoring Update for Sara Ghadami, Computer Science (1-yr temp)
Chair Green reported that Pete Bouzar agreed to mentor Sara Ghadami and they have submitted their Mentor Agreement.
- B. Conference Funding – Discipline Conferences
 - a. Encourage faculty to apply. Discuss methods to promote funding.
 - b. Assist faculty with the application approval process. Found on [IPD website](#)
 - Chair Green encouraged IPD members to research discipline conferences, encourage their colleagues to attend, and to provide support with the application process.
 - Attendance of conferences demonstrates participation in professional growth activities which is required of the faculty evaluation process.
 - Rep Vo informed of an English conference that he will announce to his colleagues.
 - Chair Green clarified that IPD funding supports full-time and part-time faculty assigned to 7.5+ LHE. The part-time faculty union, CoastCCA, provides conference funding for faculty assigned to less than 7.4 LHE.

C. Conference Funding - Teaching Conferences

The IPD provides a **separate** funding source that supports faculty attendance of *Teaching Conferences*. This fund is in addition to the \$2,500 annual allowance to attend discipline-related conferences.

- The IPD Office offers to prepay the registration fee if applications are submitted a minimum of 6-weeks prior to the event date.
- Follows the same conference application process
- Recommended Teaching Conferences (preapproved):
 - a. Online Teaching Conference
 - b. state Academic Senate conferences
 - c. @One Institutes
 - d. California Great Teachers Conference
 - e. OnCourse Workshops
 - f. OnCourse National Conferences

Chair Green requested that IPD members inform their departments that the IPD also provides funding for Teaching Conferences which is separate from their annual discipline-related annual allowance.

- To encourage professional growth, the IPD encourages faculty participation of teaching conferences and offers several options listed above that are preapproved. The CAR application is immediately processed by the IPD office.
- **MOTION by Rep. Krause to add 3CN to the list of preapproved teaching conferences.** Seconded by Rep. Jennings. Hearing no objections, the motion passed.
- Rep. Krause inquired whether faculty may receive IPD conference funding for the California Great Teachers Conference and pay out-of-pocket for the registration fees for the optional academic credits (two units of post-baccalaureate level credits from Sacramento State College of Continuing Education). IPD confirmed this is not considered double dipping and approved issuing conference funds.

Chair Green requested feedback from the IPD regarding a faculty member’s recent inquiry seeking conference/class funding for a monthly fee for courses that her scholarship does not cover. Chair Green will contact the faculty member and share the IPD’s recommendation to provide an itemized bill to confirm what the monthly fee covers and will include the item on the next IPD agenda for formal review.

4. NEW BUSINESS

A. CONFERENCE-TRAVEL/WORKSHOPS/MEETINGS/CLASSES – Review applications

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (M. A. Krause) / S (D. Barrett)	Dawn Brooks	Music	\$2,500	Jazz Education Network Annual Conference (CAR-85646)	Jan 4 – 7, 2023	Orlando, FL *includes signed Travel Ban Memo	\$250

B. WORKGROUP UPDATES

1. Academic Rank/Professor Emeritus
 - a. Review AR faculty list
 - b. Confirm # of submitted applications

Rep. Krause reported the AR workgroup divided the list and is contacting the faculty independently. Chair Green recommended the AR workgroup coordinate to ensure that all faculty has been contacted and they continue to follow up with them as well.

- Rep. Krause stated that the number of years of full-time teaching are not required to be tenured years of full-time teaching.

- An application was received for a rank of Professor for which it was confirmed that the faculty member does not currently qualify. The committee informed that the faculty member does not need to submit a new application and advised the AR workgroup to modify the application to the appropriate title of Associate Professor.
- Chair Green reminded that workgroups do not have the authority to approve applications nor modifying IPD procedures. Their role includes reporting their recommendations to the IPD for final review and approval by the main body. Following the IPD project application deadline, workgroups are to report their recommendations to the IPD office to be included on the following agenda.

2. Alternative Methods

- a. How to promote?
- b. Review AM Recommended List
- c. Contact eligible faculty (those on Column V of the salary schedule)

Chair Green acknowledged that although there is a large budget for Alternative Methods, the projects must meet the contractual requirement to be of sufficient value. How to promote AM to faculty since the majority are on Column V and eligible?

- Chair Green reminded that IPD has a list of preapproved courses. It was reported that there is continued confusion on how to apply, what type of verification of completion is required and it was suggested to provide a list of examples of past projects to help faculty understand how they can also earn AM funding.
- A suggestion was made to offer an AM session at Flex Day or an AM workshop at CIL.
- Chair Green acknowledge there is confusion with the recent increase of AM funding since the Recommend List also included a dollar amount cap.
- **MOTION by Chair Green to clarify that (1) LHE is available to every faculty member on Column V of the salary schedule with an annual maximum of (2) LHE for 2022-2023.** Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

3. Center for Innovation and Learning (CIL)

- a. Enrollment status of CIL classes?
- b. How many SAC applications received for CIL classes?
- c. Inform faculty they may apply for SAC for CIL preapproved classes
- d. Future class offerings?

Rep. Jennings reported the CIL workgroup had their first meeting with Erin Craig, CIL Coordinator, where ideas and suggestions were discussed. The second meeting was to discuss content, but it was cancelled.

- It appears CIL is currently focusing on the New Faculty Academy and the Leadership Academy.
- Attendance for the sessions has been minimal.
- Chair Green requested the CIL workgroup contact Erin to reschedule their next meeting.
- Chair Green informed two faculty members recently completed CIL courses approved for SAC. The CIL workgroup was asked to inform Erin that the IPD requires some kind of evidence of completion which may be in the form of a certificate and to recommend that CIL provide this verification to all that complete CIL sessions. The faculty would then be responsible to submit that proof to the IPD office as verification of having completed the course they applied for SAC.
- IPD discussed on how to provide AM for completion of CIL classes since they typically meet for 1-1.5 hours.

4. Faculty Excellence Awards

- a. Update on the ASGWC nomination process
- b. Prize Patrol coordination
- c. Social media and marquee
- d. TOY - status of proposed campus “prize” (e.g., parking stall)

Rep. Jennings reported that ASGWC is currently collecting nominations. The nomination form was posted on the ASGWC app and emailed to students in Canvas.

- ASGWC will provide the FEA workgroup with the list of nominations and their full-time and part-time finalists. Rep. Jennings will request that they not announce the final winners until after review by the FEA workgroup and VPI Office.
- FEA workgroup will coordinate the Prize Patrol and invite IPD members, the division dean, VPI, AS Eboard, and other campus personnel.
- FEA finalists are announced via the marquees, GWC social media, and VPI email to the faculty.
- Chair Green reported that the GWC Executive Team was not in support of a dedicated annual parking stall for the TOY and they also expressed concerns with hanging banners on campus announcing the winner.
- FEA workgroup to continue to brainstorm how to improve the nominations process and Prize Patrol.

5. INFORMATION ITEMS

A. Salary Advancement Credits – Preapproved/Recommended List

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Kyle Smith	Psychology	3.33	60	CONF/WKP	Canvas Level 2	Aug 2023
2	Ruth Calcanas	Sociology	2.78	50	CONF/WKP	Canvas Level 1	Aug 2023
3	Ruth Calcanas	Sociology	3.33	60	CONF/WKP	Canvas Level 2	Aug 2023

B. WORKGROUP ASSIGNMENTS 2022 – 2023 (New or returning members to select an assignment)

1. ALTERNATIVE METHODS - ongoing applications
Members: R. Calcanas, 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: R. Calcanas, A. Caldwell, 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, 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 ******

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