



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 2, 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. Best announced the Holiday Art Sale will be held on November 28 & 29 in Fine Arts 108 from 8:30am to 4:30pm.
- Chair Green announced the October Faculty Excellence Award, Excellence in Leadership and Service was awarded to Rep. Cosand, English, and Michelle Veyette, English part-time faculty.
- Academic Rank deadline was extended to November 6. Biography statements and photos will be needed for Professors.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – November 2, 2023. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the agenda was approved.
- B. Minutes – [October 19, 2023](#). **MOTION** by Rep. Fioretto to approve the minutes. Seconded by Rep. Best. Hearing no objections, the minutes were approved.

III. CONTINUING & UNFINISHED BUSINESS:

A. Mentoring.

Chair Green informed the following Mentors were confirmed for the new faculty. The IPD office will follow up on any outstanding agreements and SAC applications.

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

| Faculty | Discipline | 1 st year Mentor |
|----------------|----------------------------------|-----------------------------|
| Armando Garcia | Counseling EOPS | Nancy Nguyen, Counselor |
| Chad Ponciano | Counseling-Athletics (1-yr Temp) | Matthew Flesher, Athletics |

B. [BP 7910 Professor Emeritus](#) - Review IPD application procedure

Chair Green informed of the District’s board policy regarding the designation of Emeritus for employees. She states to have contacted HR for clarification on their process but has not received a reply.

- In question was whether HR would be responsible for handling this on behalf of faculty due to the redundancy of the IPD office having to contact them to confirm eligibility by verifying their years of full-time teaching.
- It was noted to confirm if District had an administrative policy and to bring to the attention of the Academic Senate representatives on the DCC BP/AP Subcommittee if needed.

- It was requested to ask District to define the eligibility of those “resigning from the District”.
- Chair Green will follow up with HR and provide an update at the next meeting.

IV. NEW BUSINESS

- A. Strategic Plan Committee Areas of Focus – [IPD goals and action report Updated Fall 2023](#)
 Chair Green reviewed the IPD’s Strategic Plan Committee Goals and Action Report which included data from Fall 2022 to the present including the number of processed applications and the number of faculty served. She will submit this update to the Office of Instruction and another update is due Spring 2024.
- B. 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.
1. Proposal to add [The Learning Ideas Conference](#) to the Conference General Education preapproved list. MOTION by Rep. LaMantia to include the proposed conference in the list of preapproved conferences. Seconded by Rep. Wegter. Hearing no objections, the motion passed.
 2. Review Applications:

| | IPD DECISION | FACULTY | DISCIPLINE | AMOUNT REQUESTED | CONFERENCE | DATES | LOCATION | REG FEE |
|---|--|-----------------|-----------------------------|---|--|-------------------|-------------------|---------|
| 1 | Approved M (Best) S (LaMantia) | Erin Craig | Math & CIL/Flex Coordinator | \$3,000 | The Learning Ideas Conference CAR | June 12-14, 2024 | New York | \$895 |
| 2 | Approved M (Best) S (LaMantia) | Shawn Taylor | Math | \$3,000 | The Learning Ideas Conference CAR | June 12-14, 2024 | New York | \$895 |
| 3 | Approved M (Best) S (LaMantia) | Gita Alemansour | Math | \$3,000 | International Conference on Applied Science, Math & Stats CAR | Dec 25, 2023 | Tokyo, Japan | \$179 |
| 4 | Approved M (Krause) S (Walden-Hurtgen) | Amy Jennings | Psychology | \$3,000 | Western Psychological Association Annual Convention 2024 CAR | April 24-28, 2024 | San Francisco, CA | \$225 |
| 5 | Approved M (LaMantia) S (Best) | Teresa Nguyen | ELL | \$3,250 (Includes presenter funding) | TESOL International Convention & Expo CAR | March 21-23, 2024 | Tampa, FL | \$395 |

C. Alternative Methods - Review applications

| | IPD DECISION | FACULTY | DISCIPLINE | SEMESTER | PROJECT | REQUESTED UNITS | PROJECT HOURS |
|---|--------------------------------|---------------------|--------------|-------------|--|-----------------|---------------|
| 1 | Approved M (Cosand) S (Krause) | Leah Walden-Hurtgen | Anthropology | Summer 2024 | Research storage/display options for the Anthropology department’s museum quality skulls, skeletons, and other materials. Will create museum quality labels for display. | 2 | 36 |

| | | | | | | | |
|---|---|----------|---------------------|-----------|--|---------------------|--------------------|
| 2 | Approved M (LaMantia) S (Baumgartner) | Kay Dutz | Physical Science | Fall 2023 | CIL Workshop: Inclusive Instructional Innovations – Equitable Pedagogies and Practices for Latinx students | 1 0.5 | 18 9 |
| Application was approved but revised to application must complete (9) hours of CIL trainings to earn 0.5 units. | | | | | | | |

V. 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 | Matthew Shimazu | Chemistry | \$3,000 | STEM/STEAM & Education Conference CAR | June 6-8, 2023 | Hawaii | \$400 |
| 2 | Bill Nguyen | Math (Part-time 10 LHE) | \$1,500 | 64 th CMC South Annual Math Conference CAR | Nov 3-4, 2023 | Palm Springs, CA | \$285 |

B. Salary Advancement Credits - preapproved

| | FACULTY | DISCIPLINE | CREDIT | HOURS | PROGRAM | PROJECT | COMPLETE BY |
|---|------------------|------------|--------|-------|---------|---|-------------|
| 1 | Jessica Patapoff | English | 1 | N/A | Mentor | Mentoring Ruth Calcanas | 2023-24 |
| 2 | Phuong Nguyen | Nursing | 1 | N/A | Mentor | Mentoring Shawn Hampton | 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)

VI. 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)
Rep. Jennings will follow up with ASGWC to check their progress and provide oversight.
Members: A. Jennings – FEA Liaison, D. Brooks, K. Green, P. Nguyen, L. Sanchez
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](#)