



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 3, 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

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

2. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – November 3, 2022. **MOTION by Rep. Barrett to approve the agenda.** Seconded by Rep. Vo. Hearing no objections, the agenda was approved.

B. [Minutes](#) – October 20, 2022. **MOTION by Rep. Krause to revise #3 Continuing & Unfinished Business Item C, Conference Funding – Teaching Conferences.** Seconded by Rep. LaMantia.

Hearing no objections, the minutes were amended as follows:

“Rep. Krause inquired whether faculty can apply for IPD conference funding for the California Great Teachers Conference and then 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”.

In reference to SAC, Rep. Caldwell inquired on the options for faculty already on the 5th column of the salary schedule to bank additional credits.

- Chair Green confirmed faculty may choose to bank SAC because the union has advocated on a possible future 6th column and those banked credits would automatically roll into the 6th column.
- She informed that the IPD office provides a copy of the SAC Notice of Completion Memo to the faculty for all earned credits. It is the faculty member’s responsibility to save those Memos and if and when a 6th column is approved, the faculty member can submit the Memo to district as confirmation of completing banked credits.
- Rep. Krause further reminded that (10) IPD credits are needed for horizontal movement, therefore, suggested that faculty carefully monitor their banked credits to ensure they do not exceed the required amount. She further noted that faculty on the 5th column are eligible to earn Alternative Methods funding.

3. CONTINUING & UNFINISHED BUSINESS

A. Conference Funding – Increase to \$3,000 annual allowance

Chair Best shared a proposal on behalf of Rep. Best (absent) to increase the annual conference allowance to \$3,000 due to inflation that has impacted not only travel but also local conferences. **MOTION by Rep. LaMantia to approve the increase.** Discussion highlights:

- Concern that increasing the annual allowance will exhaust available funds and faculty may be denied funding. Chair Green clarified that conference accounts are allocated separately by District as FT and PT funding; however, it is the IPD purview to move money between the accounts when needed.
- If the increase is approved, it was recommended that as we near the end of the academic year and notice the funds depleting, that the IPD not reduce the annual conference allowance. Chair Green acknowledged that it is the IPD purview to set the annual conference allowance at the beginning of each academic year and that it would not be reduced.
- It was noted that in addition to the annual funding for discipline conferences, faculty also has access to additional funding to attend teaching conferences which are funded using a separate IPD budget. Chair Green encouraged faculty to attend the annual teaching conference in Hawaii.

Motion was seconded by Rep. Jennings. Hearing no objections, the annual conference allowance was increased to \$3,000.

B. Alternative Methods

a. Review funding allowance

Chair Green reported on the need to amend the language on the recommended list of Alternative Methods courses.

- The previous IPD discussions referred to LHE, however, Alternative Methods funding is issued in units.
- **MOTION by Chair Green to amend the Alternative Methods list of recommended classes to indicate that faculty may earn up to two (2) units per academic year where one unit is equal to (18) hours of work.** Seconded by Rep. LaMantia. Hearing no objections, the motion was approved.

b. Review [Ideas List](#)

- Chair Green reviewed the AM course list and informed that the list was revised from “recommended” list to Alternative Methods “Ideas” list
- Although Chair Green thanked the committee for recommending including more courses, she reminded that in addition to IPD approval, Alternative Methods projects require additional administrative approval by the college president and therefore, discouraged adding courses with quick timelines.
- Chair Green shared that it takes (18) hours to earn (1) unit, therefore, faculty may not take a single Cornerstone course which is only (1.5) hours each. She suggested they complete a series of six Cornerstone Ally courses to earn (0.5) units.
- Faculty may not apply for AM for a project that is under (9) hours. It is not feasible for the amount of administrative work involved.
- Chair Green shared that “Go Rogue!” encourages faculty to apply for a project or courses not listed on the Ideas list.
- **MOTION to approve the Alternative Methods Ideas List as presented.** Seconded by Rep. Caldwell. Hearing no objections, the list was approved.
- Chair Green encouraged the IPD to submit new ideas and courses to add to not only the AM list, but to SAC and suggestions for any IPD service.
- For courses or other offerings that are not consistently available, Chair Green suggested adding hyperlinks to other options that faculty may apply for.

4. NEW BUSINESS

- A. Strategic Plan – Areas of Focus for IPD [[Memo from Planning Council](#)] [[Strategic Plan 2021-25](#)]

Chair Green reported that the Planning Council provided a copy of the Strategic Plan 2021-25 which highlighted the areas which are under the IPD’s purview. IPD was asked to (1) choose the areas on which they would like to focus for the remainder of 2022-23, (2) report those areas of focus to the Planning Council by December 2022, and (3) provide a progress report to Planning Council by April 2023.

- Chair Green reviewed the highlighted areas of the Strategic Plan and affirmed that IPD is responsible to report on each item.
- Chair Green proposed reporting on Goal #6, Strategy #2: “Provide new PD opportunities for all college personnel including workshops that unite the campus community (faculty, staff, and administration), mentoring and leadership opportunities.”
 - Chair Green informed an example is the IPD’s coordinated efforts to ensure that all new faculty were matched with a mentor.
 - Chair Green announced the CIL Workgroup is charged with completing Goal #6, Strategy #2.
- Chair Green reviewed Goal #6, Strategy 3 “increase awareness of funding opportunities available and seek additional funding sources for those opportunities”.
 - Chair Green provided an example of the IPD increasing the annual conference allowance to \$3,000 and the efforts to market that to the faculty.
 - Are we receiving more CAR and SAC applications as compared to last year? If not, the IPD must improve outreach of their services.
- Chair Green reported that the Planning Council is holding committees responsible for their contributions to the Strategic Plan. She affirmed that each IPD member represents their academic areas are responsible to promote IPD professional development services to their colleagues and ensure that they apply for services.
 - It was noted that the IPD members should not be held responsible for faculty that do not apply. They should continue to promote the services and document their outreach. Chair Green acknowledged that the numbers of applications will naturally increase if the IPD increased their outreach efforts.
 - It was proposed making 2022-23 the baseline year as it would be unfair to compare this year’s efforts to last year due to COVID impact.
- Chair Green reviewed Goal #2, Strategy 5 “incorporate equity-minded decision making to create, promote, and maintain activities, programs, committees, planning documents, college decisions, and instruction that welcome, celebrate, and encourage respect for all”.
 - Chair Green provided an example of the equity-minded courses available to faculty through Alternative Methods.
 - Chair Green announced the Alternative Methods Workgroup is charged with completing Goal #2, Strategy 5.

Chair Green indicated this topic will be a standing item on the IPD agendas with a goal of reporting the findings to the Planning Council in April.

B. Conference/Travel/Workshops/Prof Meetings/Classes – Review applications

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (M. A. Krause) / S (M. LaMantia)	Amy Runyen	Art	\$2,500 (increase to \$3,000)	College Art Association (CAR-85647)	Feb 15-18, 2023	New York, NY	\$324
2	Approved M (M. LaMantia) / S (D. Barrett)	Diep Pham	Nursing	\$2,500 (increase to \$3,000)	Update in Sports Med, Chest, Wellness, and GI ... (CAR-85648)	Jan 2-5, 2023	Honolulu, HI	\$695

3	Approved M (J. Nguyen) / S (M. LaMantia)	Michael Tran	Counselor	\$1,400 IPD to subsidize balance. CCCO primary funding source.	CCCO Transfer Director Training (CAR-85648)	Dec 7-8, 2023	Sacramento, CA	\$0
4	Approved M (M. LaMantia) / S (D. Barrett)	Amanda Best	Art	\$2,500 (increase to \$3,000)	National Conference for the Advancement of Ceramic Art	March 15-18, 2023	Cincinnati, OH	\$220
5	Approved M (M. LaMantia) / S (A. Jennings)	Teresa Nguyen	ELL	\$2,500 (increase to \$3,000) plus extra \$100 presenter funds	TedxBachKhoa [presenter]	Jan 8, 2022	Hanoi Univ of Science & Tech, Vietnam	\$0
International conference – funding will be based on District policy for allowable items/fees for International Travel. IPD approves funding, however, faculty member will be referred to District to Travel to confirm all travel requirements/restrictions for international travel include personal time for extended dates.								
6	Approved M (M. LaMantia) / S (K. Cosand)	Cecelia Galassi	English	\$2,500 (increase to \$3,000)	Association of Writers and Writing Programs	March 8 – 11, 2023	Seattle, WA	\$300

C. Salary Advancement Credits – Review applications

	IPD DECISION	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Approved M (D. Barrett) / S (A. Krause)	Farzane Farzadaghi	Global Studies	1.33	24	CONF/WKP	2022 Forge Center Peacebuilding Conference	Dec 15, 2022

5. INFORMATION ITEMS

A. Salary Advancement Credits – Preapproved/Recommended List

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Jeanette Adame	History (new hire)	2.78	50	CONF/WKP	Canvas Level 1	Oct 2022 (Retroactive)
2	Jeanette Adame	History (new hire)	3.33	60	CONF/WKP	Canvas Level 2	Oct 2022 (Retroactive)

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
 - Applications are due November 11th.
 - Rep. Krause noted that faculty stated having submitted applications but the AR Workgroup has not received them from the IPD office. IPD office will be asked to post all applications to the AR workgroup Teams.
 - Rep. Nguyen informed the application deadline on the NextGen form states November 12, 2021 and should be revised to November 11, 2022 (campus holiday). Chair Green will follow up with the IPD office to confirm the deadline.

- 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
 - Rep. Jennings invited the IPD to join the upcoming Prize Patrol and asked IPD to complete the Doodle poll to determine the time. Additional information is forthcoming.

7. [2023-23 Meeting schedule](#)

- 8. 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

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