



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 16, 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 2023-2024

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

- Part-time faculty can earn \$100 for every two-hour CIL session they complete. Contact Erin Craig, CIL Coordinator for additional information. Additional information is available in today’s CIL email to faculty.
- Chair Green reported on the increase in predatory conferences and states a faculty member rescinded their international conference as it was deemed a predatory conference.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – November 16, 2023. MOTION by Rep. LaMantia to approve the agenda. Seconded by Rep. Baumgartner. Hearing no objections, the agenda was approved.
- B. Minutes – [November 2, 2023](#). MOTION by Rep. LaMantia to approve the minutes. Seconded by Rep. Cosand. Hearing no objections, the minutes were approved.

III. CONTINUING & UNFINISHED BUSINESS

- A. IPD Budget update
Chair Green reviewed the current conference balances and budget transfers to subsidize the full-time conference account and general education conference account using funds from the part-time conference account. She reported there is enough alternative methods funding to approve five more applications.
- B. Professor Emeritus process
Chair Green informed she spoke to HR and confirmed the IPD Professor Emeritus designation differs from the HR process. They issue an emeritus designation to employees, and the IPD designates a “professor” emeritus designation. The IPD will continue to oversee their internal process.
- C. 2024-25 Sabbatical Leave update
Sabbatical Leave Chair LaMantia informed that all four applications received IPD and college president approval and will be submitted for board approval.

IV. NEW BUSINESS

- A. 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 [California STEAM Symposium](#), February 9-10, 2024 to preapproved Conferences. MOTION by Rep. LaMantia to add the conference to the preapproved list. Seconded by Rep. Wegter. Hearing no objections, the motion was approved.
2. Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Barrett)	Amy Thach	Nursing	\$3,000	National Nurse Educator Summit CAR-Amy CAR-Phuong CAR-Shawn	April 7-10, 2024	Salt Lake City, UT	\$995
2		Phuong Nguyen						
3		Shawn Hampton						
4	Approved M (Krause) S (Wegter)	Amanda Best	Art	\$3,000	National Conference on Education of Ceramic Art CAR	March 20-23, 2024	Richmond, VA	\$343
5	Approved M (LaMantia) S (Cosand)	Cathy Le	Librarian	\$3,000	American Library Association Annual Conference CAR-Cathy CAR-Alana	June 27-July 2, 2024 (2023-24 budget: returning June 30, 2024)	San Diego, CA	\$720
6		Alana Krause						
7	Approved M (LaMantia) S (Wegter)	Annette Park	Math	\$3,000	Teaching Engaged Brains CAR	Feb 22-24, 2024	San Francisco, CA	\$649

B. Alternative Methods - Review applications

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	PROJECT	REQUESTED UNITS	PROJECT HOURS
1	Approved M (Walden Hurtgen) S (LaMantia)	Damien Jordan	Counseling	Spring 2024	Based on the revision of the Early Childhood Academy coursework accepted by Los Amigos & agreed to by GWC, he will "map out" students' potential to complete their A-G requirements through Los Amigos and then transfer to GWC to complete an ADT or prepare for a TAG to a UC campus	2	36

- C. Proposal for preapproved Salary Advancement Credits and Alternative Methods
MOTION by Rep. Wilkinson to approve the proposed training for preapproved SAC and AM. Seconded by Rep. Barrett. Hearing no objections, the motion passed.
 - [CCCO – WebAIM Accessible Document Training](#) – December cohort (Normally \$125 registration but they are covering the cost for faculty and staff).
 - SAC = (0.56) credits; AM = (0.5) LHE
 - December 4, 2023 – March 1, 2024
 - Course consists of four modules, one released per week, and a bonus (optional) fifth module. Total time to complete to course is approximately 10 hours.
 - Will receive a certificate of completion.

V. **INFORMATION ITEMS**

A. Salary Advancement Credits - preapproved

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Nancy Nguyen	Counseling	1	N/A	Mentor	Mentoring Armando Garcia	2023-24

B. 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)

C. 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, 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

D. [2023-24 IPD Meeting schedule: Agendas and Minutes](#)

E. 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](#)