



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 17, 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

- Rep. Best announced the annual Holiday Art Sale will take place November 29 and 30 in the Art Gallery.
- Chair Green announced Travis Vail, Biology, was nominated by students as the November Faculty Excellence Award recipient.

2. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – November 17, 2022. MOTION by Rep. Watkins to approve the agenda as presented. Seconded by Rep. LaMantia. Hearing no objections, the agenda was approved.
- [Minutes](#) – November 3, 2022. MOTION by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Vo. Hearing no objections, the minutes were approved.

3. CONTINUING & UNFINISHED BUSINESS:

- Strategic Plan – Areas of Focus for IPD [[Memo from Planning Council](#)] [[Strategic Plan 2021-25](#)]
Chair Green requested monthly feedback from the IPD workgroups that she can present at AIC and submit the IPD's report to the Planning Council in April 2023.
 - CIL Workgroup update – Goal #6, Strategy #2
 - Rep. Jennings reported that the CIL Workgroup has not met and will provide an update at the next meeting.
 - Alternative Methods (AM) Workgroup update – Goal #2, Strategy #5
 - Chair Green indicated that since 80% of faculty are on the fifth column of the salary schedule and therefore qualify for Alternative Methods, that the idea would be to provide equity training and encourage faculty to apply for Alternative Methods.
 - A proposed idea was to offer a Flex Day breakout session on Alternative Methods.
 - Chair Green acknowledged that the IPD is meeting Strategy 5, Goal #2 by providing salary advancement units for CIL offerings.
 - Goal #3, Strategy 6 - The committee noted that the IPD does not directly provide student services.

- Rep. Cosand acknowledged that an Alternative Methods projects can be student-centered and student based. Creation of classroom materials and/or creation of curriculum outside of faculty's regular responsibilities for curriculum are helping students reach their academic goals in a practical way.
 - Rep. LaMantia indicated that Sabbatical Leave may also contribute to meeting this goal by way of redirection.
4. Goal #6, Strategy 1 – Centralize PD opportunities for all college personnel to have one resource. This would include opportunities on and off campus.
 - The IPD will collaborate with the CIL and PDAC to answer this goal and will reach out to Erin Craig and Pete Bouzar for clarification.
 5. Goal #6, Strategy 3 – Increase awareness of funding opportunities available and seek additional funding sources for those opportunities.
 - The committee agreed that the IPD provides funding opportunities for conferences, Department Symposiums, and Alternative Methods.
 - Chair Green mentioned it would be helpful to understand all the available funding sources on campus to refer faculty to inquire on secondary funding sources to help subsidize their conference expenses.
 - Rep. Brooks offered to reach out to Martie Ramm Engle, Co-Chair of the Budget Council to inquire on available funding sources for conferences.

B. Conferences (Linked items below are available to faculty on the [IPD website's](#) Conference section)

1. Budget Update

- Chair Green reviewed the conference accounts and recommended the IPD focus on encouraging eligible part-time faculty (7.5+ LHE) to apply to the IPD for conference funding. Part-time faculty teaching less than 7.4 LHE may submit their conference applications to CoastCCA to request funding.
- Each IPD member was asked to contact the part-time faculty in their department and to reach out to the department chair for a list of emails.
- Former IPD Chair Best noted that should either the full-time or part-time faculty conference accounts exhaust their funds, that the IPD would move to approve a budget transfer from the other account.
- Chair Green reminded that faculty may attend discipline conferences and that the IPD has a separate funding source to support eligible faculty attendance of general educational and teaching conferences.
- Chair Green confirmed the annual conference allowance is \$3,000 per academic year.

Chair Green reviewed Items 2-5 and asked the IPD to provide guidance to faculty with questions on the conference application process and to refer faculty to these helpful resources available on the IPD website. All conference/travel is in accordance with board policy.

2. [AP 7400 Travel PDF](#) (District policy for all conference/travel)
3. [CAR Instructions](#)
4. [CAR Example](#)
5. List of Teaching Conferences
 - Rep. Krause shared the [General Education and Teaching Conferences webpage](#) she designed for the Librarians. IPD members may refer faculty to this website for the list of recommended conferences which are also preapproved for funding.
 - Chair Green encouraged the IPD to send Rep. Krause the names of discipline conferences to include on this website.
 - Chair Green indicated that teaching conferences on the recommended list are preapproved for funding which means that faculty may submit a CAR at any time and automatically receive IPD approval. This includes applying during winter break and summer.

- Chair Green expressed appreciation to Rep. Krause for her hard work designing this great resource for faculty.

4. NEW BUSINESS

A. Proposed Preapproved Teaching Course:

- [InstructureCon](#) (next one July 2023) is the conference hosted by the makers of Canvas LMS.
- MOTION by Rep. Jennings to approve and add InstructureCon to the list of recommended teaching conferences. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

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

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (R. Wilkinson) / S (K. Cosand)	Sara Ghadami	Computer Science	\$1,495	Certified Scrum Professional ScrumMaster Course CAR 85653	Dec 28, 2022	Online	\$1,495
2	Approved M (R. Wegter) / S (M. LaMantia)	Sarah Ghadami	Computer Science	\$995	Certified ScrumMaster Course CAR 85654	Nov 29 – Dec 30, 2022	Online	\$995

5. INFORMATION ITEMS

A. Salary Advancement Credits – Preapproved/Recommended List

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Teaching Adult Learners	Feb 3, 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, M.LaMantia, 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

- The FEA workgroup agreed to hold the TOTY Selection Committee meeting on Tuesday, November 29th at 2pm.

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

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