



# INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, December 7, 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

<del>Dave Barrett</del> – Noncredit & ESL	Liz Sanchez – Part-time Faculty At-large
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Herman Singh – Social Sciences
<del>Amanda Best</del> - Art	Natalie Stone - Mathematics & Engineering
<del>Dawn Brooks</del> - Performing Arts	<del>Leah Walden Hurtgen</del> - Liberal Arts & Culture
Keisha Cosand - English	<del>Rachel Wegter</del> - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson - World Languages & Sign Language
<b>Kate Green - IPD Chair, Physical Sciences</b>	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

- The IPD Office is open during winter break and accepts applications from the preapproved list for conferences and SAC.
- Rep. Krause informed the “Asian American, Native Hawaiian, Pacific Islander (AANHPI) Library Guide” is available on the [library website](#).
- Congratulations to Paul Tayyar, Professor of English, and Denise Bon, part-time Counselor-DSPPS, who were awarded the November Faculty Excellence Award recognized by the ASGWC.

### II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – December 7, 2023. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Krause. Hearing no objections, the agenda was approved.
- B. Minutes – [November 16, 2023](#). **MOTION** by Rep. LaMantia to approve the minutes. Seconded by Rep. Krause. Hearing no objections, the minutes were approved.

### III. CONTINUING & UNFINISHED BUSINESS

- A. Fall 2023 IPD Budget (includes agenda items)  
Chair Green reviewed the remaining account balances.

### IV. NEW BUSINESS

- A. SALARY ADVANCEMENT CREDITS - CCCD Accessibility Course Review (ACR)  
Chair Green shared that faculty selected for the Accessibility Course Review (ACR) may possibly earn a stipend. She proposed whether the IPD would like to consider offering SAC in lieu of the stipend. Following a brief discussion, the IPD agreed to follow past practice with the Canvas trainings and approve (2) SAC for a max of (36) hours for completion of the ACR for the spring semester and also accept retro applications for Fall 2023. The IPD office will contact the Online Instruction office to request a list of faculty that completed the ACR. **MOTION** by Rep. Stone to approve the proposal. Seconded by Rep. LaMantia. Hearing no objections, the proposal to offer SAC was approved. Chair Green clarified the ACR would not qualify for Alternative Methods.

Addendum: Dean Miranda has since confirmed that a stipend was not offered.

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.

Review Application:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Stone)	Travis Vail	Biology	\$3,000	<a href="#">Society of Integrative Biologists Annual Meeting CAR</a>	Jan 2-5, 2024	Seattle, WA	\$670
2	Approved M (LaMantia) S (Stone)	Catherine Egan	Biology	\$3,000	<a href="#">Integrative Health Symposium CAR</a>	Feb 14-17, 2024	New York, NY	\$1,170
3	Approved M (LaMantia) S (Jennings)	Jeanette Adame	History	\$2,000	<a href="#">American Historical Association 127<sup>th</sup> Annual Meeting CAR</a>	Jan 4-7, 2024	San Francisco, CA	\$325

C. GENERAL EDUCATION/TEACHING CONFERENCES – 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 Applications:

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (LaMantia) S (Wilkinson)	Amy Jennings	Psychology	\$3,000	<a href="#">Teaching Engaged Brains CAR</a>	Feb 22-25, 2024	San Francisco, CA	\$699
2		Jennifer Bailly	Economics					

D. Alternative Methods - Review applications

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	PROGRAM	PROJECT	UNITS	PROJECT HOURS
1	Approved M (LaMantia) S (Stone)	Natalie Dalton	Nursing	Spring 2024	Educational Materials	<a href="#">Complete training (webinars and online courses) to be able to write NexGen style exam questions. This will enable students to take the NCLEX exam after completing the GWC Nursing Program</a>	1	18

E. **ACADEMIC RANK** – The AR work group reviewed the applications in advance and confirms they meet the AR criteria and are eligible for approval.

**MOTION** by Rep. LaMantia to approve the Academic Rank’s recommendation to approve the applications #1-20. Seconded by Rep. Cosand. Hearing no objections, the applications were approved.

	FACULTY	DISCIPLINE	APPLIED FOR RANK
1	Leslie Bitong	Dance	4 <sup>th</sup> year Tenure-track Instructor upgraded to Assistant Professor
2	Teresa Nguyen	ELL	4 <sup>th</sup> year Tenure-track Instructor upgraded to Assistant Professor
3	Joel Powell	Political Science	4 <sup>th</sup> year Tenure-track Instructor upgraded to Assistant Professor
4	Claudia Alcalá	Counseling	<a href="#">Associate Professor</a>
5	Natalie Dalton	Nursing	<a href="#">Associate Professor</a>
6	Kristy Ho	Counseling	<a href="#">Associate Professor</a>
7	Heather Kelley	Comm Studies	<a href="#">Associate Professor</a>
8	Gary Kirby	Math	<a href="#">Associate Professor</a>
9	Matthew Shimazu	Chemistry	<a href="#">Associate Professor</a>
10	Natalie Stone	Math	<a href="#">Associate Professor</a>
11	Nam Vu	Biology	<a href="#">Associate Professor</a>
12	Gita Alemansour	Math	<a href="#">Professor</a>
13	Heather Antunez	Counseling	<a href="#">Professor</a>
14	Erin Craig	Math	<a href="#">Professor</a>
15	Kay Dutz	Chemistry	<a href="#">Professor</a>
16	Nancy Fong	Counseling	<a href="#">Professor</a>
17	Monica Jovanovich	Art	<a href="#">Professor</a>
18	Amy Runyen	Art	<a href="#">Professor</a>
19	Michael Valinluck	Biology	<a href="#">Professor</a>
20	Leah Walden Hurtgen	Anthropology	<a href="#">Professor</a>

F. **PROFESSOR EMERITUS** – Review applications [[Eligibility](#)]

	IPD DECISION	FACULTY	DISCIPLINE	RETIRE DATE	YEARS OF SERVICE	CAMPUS INVOLVEMENT	ACADEMIC RANK
1	Approved M (LaMantia) S (Stone)	Victor Quiros	Criminal Justice	Dec 2023	Hire date: 4/1/2000	<a href="#">Application</a>	Professor

**V. INFORMATION ITEMS**

A. **ALTERNATIVE METHODS** – Preapproved course

	FACULTY	DISCIPLINE	SEMESTER	PROGRAM	PROJECT	UNITS	PROJECT HOURS
1	Keisha Cosand	English	Spring 2024	CONF/WKP	<a href="#">WebAIM Document Training</a>	0.5	10

B. SALARY ADVANCEMENT – Preapproved Gale courses

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Jeanette Adame	History	1.33 each	24 each	CONF/WKP	Gale – Achieving Success with Difficult Students	Spring 2024
2						Gale – A-Z Grant Writing II	
3						Gale – Creating the Inclusive Classroom	
4						Gale – Interpersonal Communications	
5						Gale – Teaching Students with ADHD	
6						Gale – Writing Essentials	
7						Gale – Differentiated Instruction in the Classroom	

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)

D. 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

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](#)