



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, December 1, 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

- Alana reported that she presented to the New Faculty Academy on Library Services for Faculty [[website link](#)] and has met with faculty to provide assistance with salary advancement.

2. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – December 1, 2022. Request to amend the agenda and revise New Business Item B -4 to New Business Item E – Salary Advancement Request. **MOTION by Rep. Barrett to approve the agenda as amended.** Seconded by Rep. Nguyen. Hearing no objections, the agenda was approved.
- [Minutes](#)– November 17, 2022. **MOTION by Rep. Krause 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](#)]
 - CIL Workgroup update – Goal #6, Strategy #2
 - Rep. Jennings informed that the workgroup’s scheduled meeting with CIL was postponed, and she will provide an update to the IPD at the next meeting.
 - Alternative Methods Workgroup update – Goal #2, Strategy #5 (no report)

4. NEW BUSINESS

- [Sabbatical Report](#) – Karen Putnam, Counseling
Karen Putnam presented on her sabbatical leave:
 - Created a new noncredit course COUN G166 which is an introduction to resources needed for a successful college and transfer experience for students pursuing a major in nursing.
 - Created a Canvas shell for nursing students which is accessible by Counselors.
 - MOTION by Rep. Krause to accept the sabbatical report as presented.** Seconded by Rep. Nguyen. Hearing no objections, the motion passed.

- Conference/Travel/Workshops/Prof Meetings/Classes – Review applications

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	CONFERENCE	DATES	LOCATION	REG FEE
1	Approved M (D. Barrett) / S (M. LaMantia)	Sara Ghadami	Computer Science	\$910 (This is the balance of her \$3,000 annual max)	Advanced Certified ScrumMaster Course CAR 85656	Dec 19-20, 2022	Online	\$1,295
2	Approved M (A. Jennings) / S (J. Nguyen)	Monica Jovanovich	Art	\$3,000	College Art Association Annual Conference CAR 43285	Feb 15 – 18, 2023	New York, NY	\$249
3	Approved M (M. LaMantia) / S (R. Wilkinson)	Annette Park	Mathematics	\$3,000	Teaching Behaved Brains: Strategies for Challenging, Disruptive Behaviors, Autism, ADHD, and Executive Function CAR 84394	Feb 17-19, 2023	San Francisco, CA	\$599
4	Revised to New Business Item E - SALARY ADVANCEMENT APPLICATION							
		Farzane Farazdaghi	Global Studies	\$3,000	Peace Leadership Forum CAR	Jan 19 – 26, 2023	Ghana, West Africa	\$2,900

C. ACADEMIC RANK – Review applications

MOTION by Rep. LaMantia to approve Items 1-11 as recommended by the Academic Rank workgroup. Seconded by Rep. Krause. Hearing no objections, the motion passed.

	FACULTY	DISCIPLINE	APPLIED - RANK	AR WORKGROUP RECOMMENDATION	COMMENTS
1	Bud Benneman	Geology	Professor	Approve	
2	Max Brinkman-Marheine	Auto Tech	Professor	Approve	
3	Dawn Brooks	Music	Associate Professor Revised: Professor	Approve	Two members recommended revising to Professor. Tenured, nine years full-time teaching, doctorate, and scale V
4	Annamaria Crescimanno	Biology	Professor	Approve	
5	Matthew Flesher	Athletics	Associate Professor	Approve	
6	William Lawler	Athletics	Professor	Approve	
7	Mike Miles	Counseling	Professor	Approve	
8	Cristian Racataian	Computer Science	Professor	Approve	
9	Brian Thill	English	Professor	Approve	

10	Cristina Tiernes-Cruz	Spanish	Professor	Approve	
11	Ayesha Zia	English	Professor Revised: Associate Professor	Approve	Does not meet the years of full-time teaching criteria for Professor. Revised to Associate Professor.

D. PROFESSOR EMERITUS – review application

1. Eva Potts, Nursing [[Application](#)] [[Eligibility & Privileges](#)]

MOTION by Rep. LaMantia to approve the application. Seconded by Rep. Barrett. Hearing no objections, the motion passed. The committee reviewed the privileges granted to Professor Emeritus in accordance with the faculty contract. Currently, retired employees are not able to retain their email addresses, however, Rep. LaMantia shared that District was looking into providing a new email address to allow retirees to receive important retirement benefits updates. The IPD office will contact District to confirm.

E. SALARY ADVANCEMENT CREDIT – review application

	IPD DECISION	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Approved M (R. Wegter) / S (M. LaMantia)	Farzane Farazdaghi	Global Studies	3	56	CONF/WKP	Global Peace Leadership Forum, Jan 19-26, 2023, in Ghana, West Africa	June 30, 2023
	<p>Chair Green inquired whether the applicant was eligible to earn SAC since she was receiving SEAP funds to attend the conference. She informed that after the trip Farzane would be investing approximately (56) additional hours during the spring semester to create a presentation document of the trip.</p> <p>MOTION by Rep. LaMantia to approve the application with a recommendation to present at Flex Day. Seconded by Rep. Wegter. Hearing no objections, the application was approved.</p>							

6. INFORMATION ITEMS

A. 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:
 - o 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

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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