



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, May 1, 2025

1:15PM – 2:15PM

LOCATION: LRC 250 Community Room

Meeting documents are also available in the [IPD SharePoint](#) (Employee log-in required)

IPD MEMBERS 2024 - 2025	
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Herman Singh – Social Sciences
Amanda Best - Art	Natalie Stone - Mathematics & Engineering
Keisha Cosand - English	Leah Walden-Hurtgen - Liberal Arts & Culture
Amy Douma (Psychology) – Part-time Faculty At-large	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	VACANT - Auto Tech, Digital Arts, Drafting
Kate Green - IPD Chair, Physical Sciences	VACANT - Computer Science
Amy Jennings - Psychology	VACANT – Criminal Justice
MaryLynne LaMantia - Biological Sciences	VACANT – ELL & ESL
Barbara Miyadi – Nursing/Health Professions (<i>pending AS consent</i>)	VACANT – Kinesiology, Health, Athletics
Tim Mueller – Performing Arts	VACANT - Library
Jimmy Nguyen - Counseling & EOPS	VACANT – World Languages & Sign Language
Evangelina Rosales - Cosmetology	

I. ANNOUNCEMENTS

- A. Application deadline for the last Spring IPD meeting agenda is noon on Friday, May 9, 2025, for:
 - CARs for conferences during June through October.
 - SAC courses taken during the summer if the class is not on the preapproved list.
 - Alternative Methods – September/October Fall 2025 projects. Due to limited funding, the 2025-26 annual allowance is not to exceed (1) unit for up to (18) hours of work.
 - Department Symposium – September/October Fall 2025 symposiums
- B. CIL Updates [[Email dated 5/28/25](#)]:
 1. RSVP for The Knowledge Exchange – Friday, May 9th [[RSVP form](#)]
 2. 2025-26 Cohort PD Opportunities for Faculty
 3. CIL Sessions this week

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – May 1, 2025
- B. Minutes – [April 17, 2025](#)

III. CONTINUING BUSINESS

- A. Faculty Excellence Awards – May: Teaching Excellence recognized by the ASGWC.
- B. 2025-26 ACADEMIC RANK – AR Work Group Bios and photos for faculty approved to full Professor for AR website [[2025-26 Professors](#)]

IV. NEW BUSINESS

- A. **2024-25 Budget**
- B. **2025-26 Conference Annual Allowance**
- C. **Conferences**

Review Applications - Discipline/General Education Conferences, Workshops, Prof Meetings and Classes. \$2,200 maximum annual funding allowance can be used to fund a single conference or multiple conferences per academic year. First come, first served, contingent on available Full-time Faculty and Part-time Faculty Conference funds. [[CAR form](#)] [[CAR reimbursement form](#)]

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1		Amy Jennings	Psychology	Discipline	\$1,200	Psychology One Conference CAR	June 21-22, 2025	Durham, NC
2		Julie Terrazas	Library	Discipline	\$2,200	REFORMA National Conference CAR	2025-26 Budget Sept 18-21, 2025	Long Beach, CA

D. Department Symposium - Review application

	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM TITLE	# FACULTY
1	Keisha Cosand	English	\$1,250	Fall 2025 September 12, 2025	English Symposium Gain information from experts in the use of AI, debate the use of AI in college-level writing, literature, and critical thinking courses, and explore ethical uses and best practices concerning AI in teaching, curriculum design, and student work.	25

E. Salary Advancement Credits – Review application

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Supply Chain Management	May 30, 2025

F. Conference/Class Survey Results

G. Strategic Plan

H. Mentoring

1. Workgroup to remind Mentors that applied for SAC to submit their time log.
2. Mentoring Survey – Review drafts [[Mentees](#)] [[Mentors](#)]

NEW FACULTY	MENTOR	MENTOR - APPLIED FOR SAC
Jacob Hamrick, Auto Tech (1-yr temporary FT faculty)		
Michael McCarthy, CJ	Derrick Watkins, CJ	
Nicole Clement, Nursing	Diep Pham & Barbara Miyadi, Nursing	
Teresa Roston, Cosmetology (1-yr temporary FT faculty)	Tasha Chambliss, Cosmetology	SAC (to bank credits)
Armando Garcia, Counseling-EOPS (2 nd year mentee)	Nancy Nguyen, Counseling	SAC (States she was unsure if they'd connect enough to claim hours)
Shawn Hampton, Nursing (2 nd year mentee)	Phuong Nguyen, Nursing	

V. INFORMATION ITEMS

A. Recommended Conferences - Discipline/General Education, Workshops, Prof Meetings, Classes, and ASCCC conferences.

\$2,200 maximum annual funding allowance which can be used to fund a single conference or multiple conferences per academic year. First come, first served contingent on available Full-time Faculty and Part-time Faculty Conference funds. [[CAR form](#)] [[CAR reimbursement form](#)]

	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Michelle Veyette	English (PT) (8 LHE)	General Teaching	\$1,100	Online Teaching Conference + Pre-conferences: RSI Workshop & Distance Education Coordinator Organization Annual Retreat	June 16-18, 2025	Long Beach, CA
2	Damien Jordan	Counselor & AS President	General Education	\$900	ASCCC Spring Plenary	April 24-26, 2025	Irvine, CA
3	Pete Bouzar	Math & AS Vice President	General Education	\$425	ASCCC Spring Plenary	April 24-26, 2025	Virtual
4	Justin Smith	History & AS Vice President	General Education	\$425	ASCCC Spring Plenary	April 24-26, 2025	Virtual
5	Jennifer Bailly	Economics & CCI Chair	General Education	\$425	ASCCC Spring Plenary	April 24-26, 2025	Virtual
6	Jennifer Bailly	Economics & CCI Chair	General Education	\$400	ASCCC Curriculum Institute	July 9 – 12, 2025	Virtual
7	Rachel Zacharia	Business & CCI member	General Education	\$2,200	ASCCC Curriculum Institute	July 9 – 12, 2025	Ontario, cA
8	Annamaria Crescimanno	Biology & 2025-27 AS Vice President	General Education	\$2,200	ASCCC Faculty Leadership Institute	June 12-14, 2025	San Francisco, CA
9	Teresa Nguyen	ELL & Academic Senator	General Education	\$2,200	ASCCC Faculty Leadership Institute	June 12-14, 2025	San Francisco, CA
10	Julie Terrazas	Librarian & Academic Senator	General Education	\$2,200	ASCCC Faculty Leadership Institute	June 12-14, 2025	San Francisco, CA
11	Damien Jordan	Counselor & AS President	General Education	\$425	ASCCC Fall Plenary	Nov 7-9, 2024	Virtual
12	Pete Bouzar	Math & AS Vice President	General Education	\$425	ASCCC Fall Plenary	Nov 7-9, 2024	Virtual
13	Justin Smith	History & AS Vice President	General Education	\$425	ASCCC Fall Plenary	Nov 7-9, 2024	Virtual
14	Jennifer Bailly	Economics & CCI Chair	General Education	\$425	ASCCC Fall Plenary	Nov 7-9, 2024	Virtual

B. Recommended Classes - Salary Advancement Credits

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Matthew Shimazu	Chemistry	1.33	24	CONF/WKP	Gale – Introduction Microsoft Outlook 2019	Aug 30, 2025
2	Matthew Shimazu	Chemistry	1.33	24	CONF/WKP	Gale – Introduction PowerPoint 2019/Office 365	Aug 30, 2025

3	Matthew Shimazu	Chemistry	1.33	24	CONF/WKP	Gale – Introduction Microsoft Excel 2019	Aug 30, 2025
4	Matthew Shimazu	Chemistry	1.33	24	CONF/WKP	Gale - Intermediate Microsoft Excel	Aug 30, 2025
5	Matthew Shimazu	Chemistry	1.33	24	CONF/WKP	Gale – Introduction Microsoft Word 2019	Aug 30, 2025

C. IPD Vacancies - Click [HERE](#) to submit your nomination. Open until filled.

1. Auto Automotive Technology, Digital Arts, Drafting | 2024-27
2. Computer Science | 2023-26
3. Criminal Justice | Spring 2025 & 2025-28
4. Kinesiology, Health, PE, Athletics | 2023-26
5. ELL/ESL/GED | 2023-26
6. Library | 2024-27
7. World Languages & Sign Language | Spring 2025 & 2025-28

VI. WORKGROUP ASSIGNMENTS 2024-25 (New or returning members to select TWO assignments)

1. **SALARY ADVANCEMENT CREDITS & ALTERNATIVE METHODS** – (ongoing applications)
Members: B. Baumgartner, A. Best, K. Green, B. Miyadi, and N. Stone
Task: Research institutional professional development programs and propose classes that serve the professional, educational, and training needs of GWC faculty that can be used towards earning salary advancement credits and alternative methods funding.
2. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.
Members: M. LaMantia (Chair), A. Best, T. Mueller, J. Nguyen, N. Stone, and L. Walden-Hurtgen
Task per the CCCD/CFE AFT CBA Article XXI, Section 21.3.h. Sabbatical Leave: Shall forward to the college president a list containing the names of those faculty members whose sabbatical leave applications have been reviewed indicating those approved for recommendation.
3. **ACADEMIC RANK/PROFESSOR EMERITUS** (Sept-Nov)
Members: R. Wegter (Chair); B. Baumgartner, D. Fioretto, M. LaMantia, J. Nguyen, H. Singh, and L. Walden-Hurtgen
Task: Promote and assist their faculty with the application process. The work group shall forward to the IPD a list containing the names of those faculty members whose Academic Rank and Professional Emeritus applications have been reviewed and recommended for approval. Collect biographies and photos to highlight in the IPD Academic Rank webpage honoring faculty members promoted to full professor.
4. **FACULTY EXCELLENCE AWARDS**
Members: A. Jennings (FEA Liaison), A. Douma, K. Cosand, K. Green, T. Mueller, and E. Rosales
Task: FEA Liaison - will notify monthly recipients via email, coordinate the marquee and social media announcement with the Marketing staff. Work Group – is the selection committee for the monthly awards and participates in prize patrol. Monthly recipients and TOTY will be honored at the Academic Senate's Teacher Appreciation & Awards Luncheon in May.
5. **MENTORING**
Members: H. Singh (Chair); D. Fioretto, A. Jennings, and B. Miyadi
Tasks: Assist in the recruitment of mentors and provide support to faculty in the mentoring program. Responsible for maintaining the [Mentoring Handbook](#) current.
6. **CIL/PDAC**
Members: K. Cosand, A. Jennings, and T. Mueller

Task: Aligns with Goal #3 of the IPD's Strategic Plan goals to centralize professional development opportunities for all college personnel to have one resource. This would include opportunities for on and off campus. Collaborate with CIL Coordinator and the Professional Development Advisory Committee:

- To develop and promote PD opportunities to the faculty including reporting Flex Day initiatives to the IPD.
- Review CIL and PDAC trainings to determine eligibility to earn SAC/AM and report initiatives to the IPD.
- Collaborate with CIL and PDAC to streamline the respective websites to create a cohesive professional development system.

VII. [2024-25 IPD Meeting schedule: Agendas and Minutes](#)

VIII. E-links

- [IPD website](#) – services and applications
- [Academic Senate website](#)
- [CCI website](#)
- [GWC Canvas Support Site](#)
- [Faculty & Staff webpage](#)
- [DEAC SharePoint](#)
- [Academic Senate Faculty Resources](#)