



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, September 4, 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 2025 - 2026 [ <del>Strikethrough</del> = absent ]	
Bern Baumgartner – Business, Accounting, Mngt, Marketing	<del>Evangelina Rosales</del> - Cosmetology
<del>Amanda Best</del> - Art	Herman Singh – Social Sciences
Keisha Cosand - English	Natalie Stone - Mathematics & Engineering
Amy Douma (Psychology) – Part-time Faculty At-large	Leah Walden-Hurtgen - Liberal Arts & Culture
Doreen Fioretto – History & Education	Rachel Wegter - Communication Studies
<b>Kate Green - IPD Chair, Physical Sciences</b>	VACANT - Auto Tech, Digital Arts, Drafting
Amy Jennings - Psychology	VACANT - Computer Science
Leilani Johnson - Kinesiology, Health, Athletics	VACANT – Criminal Justice
<del>MaryLynne LaMantia</del> - Biological Sciences	VACANT – ELL & ESL
Barbara Miyadi – Nursing/Health Professions	VACANT - Library
Tim Mueller – Performing Arts	VACANT – World Languages & Sign Language
Jimmy Nguyen - Counseling & EOPS	Recorder – Patty Fonseca

### I. ANNOUNCEMENTS

- A. Nominations for the Faculty Excellence Award – Peer Excellence in Teaching are due Friday, September 12. Nominate a deserving colleague. [\[Nomination Form\]](#)

### II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – September 4, 2025. Request to amend the agenda New Business, C-2 Alternative Methods, to replace the application with the correct course. **MOTION** by Rep. Cosand to approve the agenda as amended. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.
- B. Minutes – [May 15, 2025](#). **MOTION** by Rep. Fioretto to approve the minutes as presented. Seconded by Rep. Douma. Hearing no objections, the motion passed.

### III. NEW BUSINESS

#### A. 2025-26 IPD Anticipated Budget

- Reminder - New 2025-26 funding model [\[LINK\]](#)
- Alternative Methods – Faculty Special Rates [\[LINK\]](#)

Chair Green presented the anticipated budget. The adopted budget is pending board approval.

- She reviewed the new funding model, which will pool all conference and alternative methods allocation to provide a \$2,500 annual maximum to eligible faculty (7.75+ LHE).
- Those on column V of the salary schedule may select one of two options: apply for conference funding or apply for alternative methods funds.
- Faculty on columns 2-4 may apply for conference funding.
- Funds are first-come, first-served.

#### B. Discipline/General Education Conferences, Workshops, Prof Meetings, and Classes.

\$2,500 maximum annual funding allowance, which can be used to fund a single conference or multiple conferences per academic year – OR – an Alternative Methods project. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Approved M-Baumgartner S-Cosand	<b>Avery Caldwell</b>	Digital Arts	Discipline	\$2,650 Includes presenter funds	<a href="#">American Institute of Graphic Arts Design Conference</a>  <a href="#">CAR</a>	Oct 9-11, 2025	Los Angeles, CA
2	Approved M-Fioretto S-Nguyen	<b>Denise Gonzalez Bon</b>	Counselor-College Autism Program	Discipline	\$500	<a href="#">UCLA PEERS for Young Adults Training Seminar</a>  <a href="#">CAR</a>	Sept 17-19, 2025	Virtual
3	Tabled to the next meeting M-Douma S-Baumgartner	<b>Laiyin Tiffany Lao</b>	ESL (PT)  (8) LHE	Discipline	\$2,500	<a href="#">International Conference on Conversation Analysis and Language Teacher Education</a>  <a href="#">CAR</a>	Feb 13-15, 2026	Ankara, Turkey
<ul style="list-style-type: none"> <li><b>Conference Request:</b> Tabled to the next meeting. The IPD will research whether the event may be a predatory conference. The IPD Office will also contact Alana Krause for assistance.</li> <li><b>LHE and Conference Funding:</b> In response to an inquiry regarding changes to LHE in future semesters, the IPD Office confirmed that conference approvals are based on the part-time faculty member's LHE at the time of application. Approval will not be revoked if the LHE decreases after approval.</li> <li><b>CARs and Substitute Requests:</b> Chair Green clarified that substitute approvals are determined by the Dean, while final CAR approval is determined by the College President and the Board. She also noted that IPD members may encourage colleagues to consider local conference opportunities.</li> </ul>								

### C. Alternative Methods [[Application form](#)]

\$2,500 maximum annual funding allowance, which can be used to fund an AM project for an annual maximum of (1) LHE for (18) hours of work – OR - for conference funding. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

#### 1. Review applications:

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	UNIT	HOURS	AM TYPE	PROJECT
1	Approved M-Walden Hurtgen S-Wegter	MaryLynne LaMantia	Biology	Spring 2026	1	18	Educational Materials	Create flashcards using Quizlet for BIO G180 - Cell and Molecular Biology  <a href="#">Application</a>
2	Approved M-Walden Hurtgen S-Wegter	Justin Smith	History	Fall 2025	1	18	CONF/WKP	<p><del>Arizona State University: IAL 501 International Affairs and Leadership class – Principles of Character Driven Leadership</del></p> <p><del><a href="#">Course link</a> — <a href="#">Application</a></del></p> <p>Arizona State University: IAL 503 International Affairs and Leadership class – Applied International Leadership: Case Studies</p> <p><a href="#">Course link</a>   <a href="#">Application</a></p>
Chair Green noted that although this is a 3-unit course, the 2025-26 AM funding model pays a maximum of 1 unit for 18 hours of work.								

2. Review revised [\[AM Handbook\]](#)

Chair Green requested that the IPD review the AM Handbook, which will be placed on the next agenda for a vote of approval. She encouraged IPD members to make course recommendations for AM and SAC.

- Proposal to include ASCCC Participatory Governance course to earn AM and possibly SAC.  
**MOTION** by Rep. Cosand to include the ASCCC Participatory Governance course on the list of recommended AM projects, designated for the Academic Senate Executive Board. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.

**D. Department Symposiums**1. Call for Fall 2025 and Spring 2026 Department Symposiums [\[Application\]](#)

- Department Symposium Funding: Chair Green encouraged faculty to apply for department symposium funding, which may cover costs such as food, snacks, materials, and Graphics work orders.
- Interdisciplinary Participation: In response to an inquiry, Chair Green confirmed that other disciplines may be invited to attend a department symposium since funding is approved for the host discipline.
- CORRECTION** – Revise # of Attendees: To increase the number of faculty attendees on a previously approved symposium application, the faculty member must submit a request to revise the application. Since additional attendees increases funding, all changes require prior IPD approval.

## 2. Review application

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM OBJECTIVES	# FACULTY
1	Approved M-Wegter S-Walden Hurtgen	<b>Amy Jennings</b>	Psychology	\$550	Fall 2025 October 17, 2025	<a href="#">Psychology Department Symposium</a> Discuss how the department can redesign and reimagine course assignments and assessments for all class types and sizes in the time of AI.	11

**E. Salary Advancement Credits**

- Approval of SAC Recommended Courses [\[SAC Handbook LINK\]](#)  
Chair Green requested that the IPD review the SAC Handbook, which will be placed on the next agenda for a vote of approval. She encouraged IPD members to make course recommendations for AM and SAC.
  - Updates to institutions offering Gale courses:
    - OC Library is now Ed-2-Go (no longer Gale) and charges a fee to enroll in classes.
    - LA County Library - Gale courses are limited to six per calendar year
    - LA Public Library – Gale courses are free. No limit.
- Rep. Nguyen recommended accessing Gale courses through the Huntington Beach Library. It was noted that the SAC Recommended List is not limited to Gale courses and Chair Green encouraged the IPD to explore similar course offerings from other institutions to add to the IPD AM and SAC lists.

**F. Sabbatical Leave Update 2026-27 - Application Forms [\[LINK\]](#)**

Chair Green reported an error in the IPD's posted Sabbatical Leave Timeline. Per the contract, sabbatical applications and proposals are due at the end of the third week of the semester (September 12). However, the IPD will honor the September 19 deadline as posted. The IPD Office will notify all faculty who submitted Intent to File forms of the discrepancy.

- Due to a conflict of interest, Reps. Mueller and Walden-Hurtgen recused themselves from the Sabbatical Leave Committee, as they intend to apply for sabbatical leave.
- Chair Green opened the floor for additional membership. The Sabbatical Leave Committee will consist of Reps. LaMantia (Chair), Best, Nguyen, Stone, Wegter, Miyadi, Fioretto, Singh, and Baumgartner.

## Timeline:

- September 5 – Intent to File deadline [\[LINK\]](#)
- September 19 – Applications and Proposal are due to the IPD Office
- **September 25 – First meeting of the Sabbatical Leave Committee at 1:15pm on Zoom**
- October 3 – Proposal requiring revision will be returned to applicant
- Oct 17 – Deadline for submission of revised proposals
- November 3 – IPD reports acceptable sabbatical to the college president

**G. Academic Rank & Professor Emeritus**

- Call for Applications – Deadline: Thursday, November 6, 2025
- The AR Workgroup's application approval recommendations will be due to the IPD Office by Nov 13

Chair Green noted that once the IPD receives the updated faculty column placement list, it will be shared with the AR Work Group, who are responsible for contacting faculty to encourage applications for promotion in Academic Rank.

The AR & Professor Emeritus Work Group will consist of Reps. Wegter (Chair), Baumgartner, Fioretto, LaMantia, Nguyen, Singh, Walden-Hurtgen, and Johnson.

**H. Mentoring**

1. Coordinate Mentors, collect signatures on the Mentoring Agreement, recommend SAC for Mentors that qualify, and provide a copy of the Mentoring Handbook.
  - Chair Green thanked Mentoring Chair Singh who has begun reaching out to faculty to coordinate mentoring services.
  - Rep. Miyadi offered to reach out to the new Nursing faculty members.
  - Chair Green will ask Rep. Rosales to assist with coordination mentoring for the Cosmetology faculty.
  - The IPD was asked to share their updates at the next meeting.
  - The Mentoring Work Group will consist of Reps. Singh (Chair), Fioretto, Jennings, Miyadi, Mueller, and Rosales.

NEW FACULTY – 1 <sup>st</sup> Year	MENTOR
<b>Denise Gonzalez Bon</b> Counselor – College Autism Prog Coord	
<b>Samantha Harris</b> , Ethnic Studies	
<b>Robert Nguyen</b> , Nursing	

NEW FACULTY – 1 <sup>st</sup> Year <i>Temporary 1-year contracts</i>	MENTOR
<b>Jessica Chavez</b> , Nursing	
<b>Victoria Nelson</b> , Nursing	
Claudia Ureno, Nursing	
<b>Regina Halchishak</b> , Cosmetology <i>Fall 2025 only – Temp during T. Chambliss Sabbatical Leave</i>	

FACULTY – 2 <sup>nd</sup> Year	1 <sup>st</sup> Year MENTOR	2 <sup>nd</sup> Year MENTOR
<b>Jacob Hamrick</b> , Auto Tech	?	
<b>Nicole Clement</b> , Nursing	Diep Pham & Barbara Miyadi, Nursing	
<b>Michael McCarthy</b> , CJ	Derrick Watkins, CJ	
<b>Teresa Roston</b> , Cosmetology	Tasha Chambliss, Cosmetology (on Fall 2025 Sabbatical Leave)	

#### IV. INFORMATION ITEMS

##### A. Preapproved Conferences – Academic Senate (ASCCC) conferences

All faculty are encouraged to attend state Academic Senate conference [ASCCC website]. Priority will be given to the Academic Senate Executive Board attendance of Fall and Spring Plenary and the Curriculum Institute.

- The IPD Office will provide prepayment of registration fees for applications received at least 8 weeks prior to the conference.

	IPD DECISION	FACULTY	DISCIPLINE	PD TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Preapproved	Justin Smith	History AS President	General	\$2,500 each	ASCCC – Fall Plenary	Nov 5-8, 2025	La Jolla, CA
2	Preapproved	Damien Jordan	Counselor & AS Vice Pres					
3	Preapproved	Annamaria Crescimanno	Biology & AS Vice Pres	“	“	“	“	“
4	Preapproved	Jennifer Bailly	Economics & CCI Chair					
5	Preapproved	Teresa Nguyen	ELL & Senator					

##### B. Salary Advancement Credits – Recommended Classes

	IPD DECISION	FACULTY	DISCIPLINE	CREDITS	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Preapproved	Claudia Alcala	Counseling	1.33	24	CONF/WKP	Gale – Advanced Microsoft Excel 2019	10/31/2025
2	Preapproved						Gale – Certificate in Stress Management	11/7/2025

##### 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 | 2025-28
4. ELL/ESL/GED | 2023-26
5. Library | 2024-27
6. World Languages & Sign Language | 2025-28

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

Chair Green recommended disbanding the SAC & AM Work Group, as the IPD body as a whole is performing the work of researching new courses and reviewing and approving applications. **MOTION** by Rep. Cosand to disban the SAC & AM Work Group. Seconded by Rep. Miyadi. Hearing not objections, the motion passed.

##### ~~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.~~

The work groups were revised as follows:

2. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.  
Members: LaMantia (Chair), Best, Nguyen, Stone, Wegter, Miyadi, Fioretto, Singh, and Baumgartner.  
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: Wegter (Chair), Baumgartner, Fioretto, LaMantia, Nguyen, Singh, Walden-Hurtgen, and Johnson.  
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), Douma, Cosand, Green, Mueller, Rosales, Walden-Hurtgen, Johnson, Best, and Stone.  
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: Singh (Chair), Fioretto, Jennings, Miyadi, Mueller, and Rosales.  
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: Cosand, Jennings, Rosales, and Sattler  
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.

V. [2025-26 IPD Meeting schedule: Agendas and Minutes](#)  
[IPD Application Deadlines](#)

VI. **E-links**

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| <ul style="list-style-type: none"> <li>▪ <a href="#">IPD website</a> – services and applications</li> <li>▪ <a href="#">Academic Senate website</a></li> <li>▪ <a href="#">CCI website</a></li> <li>▪ <a href="#">GWC Canvas Support Site</a></li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">Faculty &amp; Staff webpage</a></li> <li>▪ <a href="#">DEAC website</a></li> <li>▪ <a href="#">Academic Senate Faculty Resources</a></li> </ul> |
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