INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 17, 2026
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	
Bern Baumgartner – Business, Accounting, Computer Science	Evangelina Rosales - Cosmetology
~~Amanda Best~~ - Art	~~Tracy Sattler~~ (PT) – ELL/ESL/GED
Nicole Clement - Nursing/Health Professions	Natalie Stone - Mathematics & Engineering
Amy Douma (PT) - Psychology	Brian Thill - English
Doreen Fioretto – History & Education	Leah Walden-Hurtgen - Liberal Arts & Culture (ANTH, GEOG, PHIL)
Kate Green - IPD Chair, Physical Sciences	~~Rachel Wegter~~ - Communication Studies
~~Leilani Johnson~~ - Kinesiology, Health, Athletics	RC Wilkinson – World Languages & Sign Language/Interpreting
MaryLynne LaMantia - Biological Sciences	VACANT - Auto Tech, Digital Arts, Drafting
Tim Mueller – Performing Arts Senator (THEA, MUS, DANC)	VACANT – Criminal Justice
Jimmy Nguyen - Counseling & EOPS	VACANT - Library
Michelle Ohm (Art) – Part-time Faculty At-Large (Fall 2026)	VACANT - Social Sciences (ECON, PSCI, SOC, ETHS)

I. ANNOUNCEMENTS

A. Welcome new IPD member, Michelle Ohm, Art instructor and sub for Fall 2026, representing Part-time Faculty At-Large
B. IPD group photo will be taken at the start of the meeting.
C. Chair Green announced that Sacha Moore (English) and Minh Hoang (Part-time Accounting instructor) were selected for the September Faculty Excellence Award recognized by faculty.
D. Chair Green reported that, during the Academic Senate's report at the Academic Issues Council (AIC) meeting, it was raised that the Academic Senate and its standing committee's (CCI, IPD, DEAC) member attendance will be tracked to ensure compliance with the Senate Bylaws' attendance requirements.

Academic Senate Bylaws. Article 1:

Section 1. Duties and Attendance

A. Faculty elected and/or appointed by the Academic Senate to campus committees are to ensure that their constituent faculty voices and concerns are expressed and brought to the attention of the Academic Senate body.
B. All elected and/or appointed faculty are expected to regularly attend committee meetings.
C. Faculty members elected, appointed and/or consented to by the Academic Senate who remain eligible but cannot attend their assigned meeting(s) on a temporary basis shall notify the Academic Senate office.
   i. Faculty members may request a temporary (pro tempora/pro tem) replacement. "Temporary" is understood to be no more than two meetings in an academic semester and/or four meetings in an
   ii. "Excessive" as noted in these Bylaws is understood to be three or more meetings in an academic semester and/or five or more meetings in an academic year.
D. Voting Rights may be awarded to the absent faculty member (absentee vote) or their pro tem faculty representative (proxy vote). (See Proxy Vote, Absentee Vote, Article IV)
E. Failure to notify the Academic Senate office of a temporary absence may result in constituent faculty's' loss of its right of representation and/or vote for that meeting.
F. If a faculty representative elected, appointed and/or consented to by the Academic Senate anticipates an extended absence (beyond a temporary basis), the faculty member shall notify the Academic Senate EBoard. The Academic Senate EBoard shall consult with the constituent faculty to come to a resolve. (See Article IV)
G. Failure to perform the responsibilities described herein may result in the dismissal or recall of any faculty member elected, appointed and/or consented to by the Academic Senate (See Article IV)

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – September 17, 2026. MOTION by Rep. LaMantia to approve the agenda. Seconded by Rep. Rosales. Hearing no objections, the motion passed.
B. Minutes – September 3, 2026. Chair Green reported the minutes would be postponed until the next meeting.

III. CONTINUING BUSINESS

A. 2026-27 IPD Budget
Chair Green reported that the IPD Office met with the Director of Business Services recently to review the IPD allocations and an IPD budget update would be presented at the next IPD meeting.
B. Sabbatical Leave Update – Chair Best

Chair Best reported that the IPD had initially received four Intent to File but one was rescinded.

1. Sabbatical Leave Committee Meeting – TBD
   Chair Best informed the Sabbatical Leave Committee will convene on Thursday, September 24 at 1:15pm on Zoom. The IPD Office will distribute confidential copies of the sabbatical proposals and scoring instructions to the committee members. The IPD Office will follow up with Business Services to confirm the available 2027-28 sabbatical leave budget.

C. Mentoring Work Group – Chair Mueller
   1. Coordinate mentors for new faculty
   2. Confirm continued interest for Y2 faculty
   3. Obtain signatures of Mentor/Mentee Agreement
   4. Encourage mentors to apply for SAC, if eligible.

Chair Mueller reported that he will contact current mentors and mentees to confirm their intent to continue participating in the Mentoring Program.

- Chair Green reminded the committee that a mentor may not serve on a Tenure Review Committee.
- In response to an inquiry, Chair Green confirmed that part-time faculty are eligible to participate as mentees and may contact Chair Mueller or their IPD discipline representative to request a mentor.
- Chair Green reminded that faculty mentors on Columns 1–4 of the salary schedule are eligible to earn salary advancement credits for up to 18 hours per semester for mentoring services.
- Rep. Clement reported that Berlynn Ching has offered to serve as her mentor.

2026-27 TENURE-TRACK FULL-TIME FACULTY

FACULTY Y1	DISCIPLINE	MENTOR
Melissa Navarro	Communication Studies	
Joyce Nguy	Political Science	
Jose Gutierez	Ethnic Studies/ Chicano Studies	
Zaid Eltawil	Engineering & Physics	
FACULTY Y2	**DISCIPLINE**	
Samantha Harris	Ethnic Studies	Amy Jennings, Psychology *(Need to replace due to Fall 2026 Sabbatical)*
Denise Gonzalez Bon	Counselor-DSPS	Jeanette Adame, History
Robert Nguyen	Nursing	Phuong Nguyen, Nursing
Nicole Clement	Nursing	Berlynn Ching

Temporary One-Year Faculty Contracts

Veronica Gschweng Y1	Nursing	
Kenyon Callahan Y1	Political Science	
Claudia Ureno Y2	Nursing	Jason Sheley, Philosophy
Tori Nelson Y2	Nursing	Jessica Patapoff
Jessica Chavez Y2	Nursing	Evangelina Rosales, Cosmetology
Maria Tran	Counseling	

IV. NEW BUSINESS

A. Conference/Travel - Discipline/General Education Conferences, Workshops, Prof Meetings, and Classes.
   $3,000 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 determined based on available Full-time Faculty and Part-time Faculty Conference funds.

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	CONFERENCE DATES	LOCATION
1	Approved M-Stone S-Nguyen	**Armando Garcia**	Counselor EOPS	Discipline	$2,200	2026 Colegas Conference CAR	Nov 4-6, 2026	Los Angeles, CA
2	Approved M-LaMantia S-Rosales	**Karen Putnam**	Counselor	General Teaching	$3,000	Hawaii International Conference on Education CAR	Jan 7-10, 2027	Honolulu, HI
	Approved; however, the IPD Office reported that the processing of the CAR would be on hold pending the applicant's update of the travel dates and clarification of any travel occurring on personal time.							
3	Approved M-LaMantia S-Rosales	**Amy Thach**	Nursing	Discipline	$3,000	Elevating Nursing Education CAR	April 28-May 1, 2027	Salt Lake City, Utah
4	Tabled to the next IPD meeting M-Baumgartner S-LaMantia	**Criss Vo**	English - PT	Discipline	$3,000	American Educational Research Association CAR	April 14-18, 2027	Toronto, Ontario, Canada
	The committee recommended that the applicant provide a brief justification explaining the need to attend the international conference and why a comparable local or domestic conference would not adequately meet the professional development objectives. Moving forward, the IPD Office was asked to request detailed justification from all faculty requesting international travel. The CAR is pending Board Approval for international conferences.							

B. **Petitions for Academic Rank**
Chair Green encouraged the faculty to apply for a promotion in academic rank. Academic rank advancement recognizes faculty members' professional growth and contributions to the college. She noted that increasing the number of faculty holding the title of Professor would contribute to the college's prestige by demonstrating the depth of faculty expertise and accomplishment.

Chair Green called for a volunteer to chair the Academic Rank Work Group. Rep. Baumgartner offered to serve as Chair.

1. Applications are due November 6, 2026, at 11:59 pm
2. Eligibility
3. List of Faculty Academic Rank titles

V. INFORMATION ITEMS

Chair Green reminded members that they are required to serve on at least two work groups, allowing work groups to specialize in the various professional development services provided by the IPD and to review applications and participate in related work. Work groups serve as recommending bodies to the full IPD Committee. Returning members confirmed their workgroup assignments, and new members selected their workgroups.

A. **WORKGROUP ASSIGNMENTS 2026-27** (New or returning members to select TWO assignments)

1. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.
   Members: Best (Chair), LaMantia, Clement, Nguyen, Stone, Wegter, Mueller, Fioretto, 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.
2. **ACADEMIC RANK/PROFESSOR EMERITUS** (Sept-Nov)
   Members: Baumgartner (Chair), Wegter, Fioretto, Johnson, LaMantia, Ohm, Nguyen, Thill, Walden-Hurtgen, and Wilkinson.
   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.

3. **FACULTY EXCELLENCE AWARDS**
   Members: ~~Jennings~~ (on sabbatical) (FEA Liaison), ~~Cosand~~ (on sabbatical), Clement, Douma, Green, Mueller, Ohm, 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.
4. **MENTORING**
   Members: Mueller (Chair), Fioretto, ~~Jennings~~ (on sabbatical), Rosales, Thill, and Wilkinson.
   Tasks: Assist in the recruitment of mentors and provide support to faculty in the mentoring program. Responsible for maintaining the Mentoring Handbook current.
5. **CIL/PDAC**
   Members: ~~Cosand~~ (on sabbatical), ~~Jennings~~ (on sabbatical), 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.
6. IPD Meeting schedule: Agendas and Minutes
   IPD Application Deadlines