



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 16, 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 (Strikethrough = absent)

Bern Baumgartner – Business, Accounting, Mngt, Marketing	Evangelina Rosales - Cosmetology
Amanda Best - Art	Tracy Sattler (PT) – ELL/ESL/GED
Keisha Cosand - English	Herman Singh – Social Sciences
Amy Douma (Psychology) – Part-time Faculty At-large	Natalie Stone - Mathematics & Engineering
Doreen Fioretto – History & Education	Leah Walden-Hurtgen - Liberal Arts & Culture
Kate Green - IPD Chair, Physical Sciences	Rachel Wegter - Communication Studies
Amy Jennings - Psychology	VACANT - Auto Tech, Digital Arts, Drafting
Leilani Johnson - Kinesiology, Health, Athletics	VACANT - Computer Science
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
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

- Faculty Excellence Award recipient/s for October's Excellence in Leadership & Service Award (ELSA). Rep. Jennings and the IPD team surprised and congratulated Chair Green on receiving the ELSA Award. Ed Harris, Drafting instructor, was also recognized as the part-time faculty honoree.
- Chair Green congratulated Rep. Mueller and the Theatre Arts Department on the outstanding recognition and multiple awards received for their production of *The Diviners*. [[GWC Press Release](#)]

II. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – October 16, 2025. Amend the agenda New Business Item D to include contract language Article XI. Hours of Service, Section 11.1.a. Work Week. **MOTION** by Rep. LaMantia to approve the agenda as amended. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.
- Minutes – [October 2, 2025](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.

III. CONTINUING BUSINESS

A. IPD Funding “double-dipping”

IPD website: “District policies prohibit receiving IPD and any other District funds for the same professional development activity, including Flex credit, IPD salary advancement credit, or IPD Alternative Methods funding.”

- Update IPD guidelines
- Should it include Sabbatical Leave and OER?

The IPD engaged in a productive debate about whether to include Sabbatical Leave and OER in the IPD double-dipping statement. The committee discussed the fact that there is OER funding available and it is important to let faculty know they cannot get both OER funding and sabbatical leave for the same project. It was also discussed that you cannot use the same project for both OER funding and AM.

MOTION by Rep. LaMantia to approve adding both Sabbatical leave and OER to the double-dipping statement on the IPD website. Seconded by Rep. Baumgartner. A vote ensued with the majority approving the motion. Rep. Rosales voted against the motion.

B. CIL Workgroup update: Proposed [Committee Goals & Action Report 2025-26](#)

Chair Green reviewed the proposed IPD Strategic Plan Goals & Action Report.

IPD DECISION	GOAL
Approved M-LaMantia S-Walden-Hurtgen	Goal 1 - Monitor # faculty who use IPD for professional development, including SAC, AM, conferences, ASCCC, mentoring, and dept symposiums. While there are many sources of PD funding. IPD will continue to maximize faculty usage of IPD funding.
Approved M-LaMantia S-Wegter	Goal 2 - Use the IPD post-conference survey to determine if faculty are actively making changes to their practice based on conference learnings
Approved M-LaMantia S-Cosand	Goal 3 - Add more Diversity & Equity courses promoting racial equality in teaching to the Salary Advancement Credit recommended courses list. Faculty on SAC tend to take courses on the recommended list.

C. Mentoring update

Coordinate Mentors, collect signatures on the Mentoring Agreement, recommend SAC for Mentors that qualify, and provide a copy of the Mentoring Handbook.

Outstanding items:

NEW FACULTY – 1 st Year <i>Temporary 1-year contracts</i>	MENTOR	AGREEMENTS
Victoria Nelson, Nursing		
Claudia Ureno, Nursing		
Regina Halchishak, Cosmetology <i>Fall 2025 only – Temp during T. Chambliss Sabbatical Leave</i>	Tim Mueller, Theater Arts	Completed

Chair Green reported on behalf of Mentoring Chair Singh that the Nursing faculty have not responded despite multiple attempts. Chair Green recommended reaching out to Nursing Rep. Miyadi for her assistance.

IV. NEW BUSINESS

A. Department Symposium – Review application

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM OBJECTIVES	# FACULTY
1	Approved M-LaMantia S-Rosales	Jimmy Nguyen	Counseling	\$850	Fall 2025 12/5/2025	Open to Change: Advancing Curriculum with OER The Counseling Division is in the process of updating the OPE for Counseling G104: Career and Life Planning. To better understand how various programs operate, we would like to tour several Career Education facilities such as Automotive, Cosmetology, Criminal Justice, Nursing, and Music.	17

B. GWC Faculty Column Placement – Encourage faculty to apply for SAC, Academic Rank, and AM

- [SAC application](#)
- [Academic Rank application](#) – deadline: November 13, 2025
- [AM application](#)
- Chair Green presented the list of faculty column placements. She requested that the IPD encourage the faculty within their IPD discipline representation to apply for SAC and AM.
- Rep. Wegter, Academic Rank Work Group Chair, will connect with the IPD office for a copy of the Academic Rank spreadsheet and will lead the work group to begin encouraging faculty to apply for a promotion in Academic Rank. Applications are due by November 13.
- [[SAC Proposal](#)] - Chair Green reviewed her proposal of classes for the SAC list of recommended classes. She noted that several classes would meet Goal 2 of the IPD's Strategic Plan Goals and Action Report to add more diversity and equity courses promoting racial equality in teaching. The IPD was encouraged to recommend additional diversity and equity-minded courses.
- To streamline the application process for SAC Recommended Courses, the IPD office will develop a blanket SAC application with space to enter multiple courses on a single application.

MOTIONS:

IPD DECISION	INSTITUTION
Approved for SAC M-LaMantia S-Rosales	CCCO @one
Approved for SAC M-Walden-Hurtgen S-LaMantia	Gale and UniversalClass
Approved for SAC & AM M-LaMantia S-Cosand	University of San Diego Professional and Continuing Education

C. Retiree Benefits – [How to access campus services](#) | Retiree Card ID

Chair Green reported that District has established a process for retirees to access their contractual retiree benefits. Retirees may contact District Benefits Office to begin the process. They can request a retiree email and be issued a Retiree Card, which provides access to college libraries and fitness centers, free admission for the retiree and one guest to college athletic events and performing arts productions, and an annual parking permit at no cost.

D. Defining contract rules regarding activities expected of permanent faculty per CFE Contract,

Article XI. Hours of Service, Section 11.1.a. Work Week

- (4) Faculty Members who have less than 23 hours per week of required posted office hours and scheduled classes, exclusive of overload, shall serve on at least one College/District committee, District subcommittee, program advisory committee, or student advisory group each semester, or serve as a student club advisor. Assignments to Federation and/or Academic Senate committees dealing with College/District matters will meet this requirement.

Article VII, Section 8.5d.3 (3.d) - Criteria for Evaluating Contract Faculty. (Tenure Track & Temporary)

(d) The following standards are illustrative of the activities expected of permanent faculty. Tenure-track faculty after their first probationary year are expected to show participation in professional growth activities as evidence of continued professional growth and leadership. Examples include the following professional activities:

- participation in self-initiated professional activities such as course work, attendance at workshops, seminars, professional meetings;
- conference presentation, artistic exhibit, classroom research, development of new curriculum, participation in publications and related work experience;
- active participation in collegial governance and campus life, including College or District committees, and community activities.

Chair Green reported on her recent discussions with the Academic Senate Executive Board regarding faculty confusion about what fulfills the contractual committee service obligation. She reviewed the contract language, noting that faculty are required to serve on at least one college or District committee. Examples of qualifying service include participation on committees, subcommittees, work groups, task forces, CFE committees, search committees, or serving as a student club advisor. She clarified that serving on a Tenure Review Committee alone does not meet the annual committee service requirement, as this work occurs primarily in the fall semester and must be supplemented with additional service.

To support this process, the Senate Office will create a master list of faculty representation on committees, etc, sorted by faculty member to easily verify their committee service. The link to this spreadsheet is available here:

<https://www.goldenwestcollege.edu/senate/fsoc/index.html>

V. INFORMATION ITEMS

A. Preapproved Conferences

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT	EVENT	DATES	LOCATION
1	Preapproved	Julie Terrazas	Librarian	\$2,500	ASCCC Fall Plenary	Nov 6-8, 2025	San Diego, CA
2	Preapproved	Tracy Sattler	ELL		CAR-JT CAR-TS		
3	Preapproved	Julie Terrazas	Librarian	\$75	ASCCC Area D Fall Meeting CAR	Oct 10, 2025	Irvine, CA

B. Preapproved Salary Advancement Credits – Courses listed in the SAC Handbook

	IPD DECISION	FACULTY	DISCIPLINE	CREDITS	HOURS	PROGRAM	PROJECT	COMPLETION DATE
1	Preapproved	Denise Bon	Counselor, DSPS	1.33	24	CONF/WKP	Gale – Teaching Students with ADHD	09/01/26
2	Preapproved	Denise Bon	Counselor, DSPS	1.33	24	CONF/WKP	Gale – Skills for Making Great Decisions	09/01/26

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. Library | 2024-27

5. World Languages & Sign Language | 2025-28

D. WORKGROUP ASSIGNMENTS 2024-25 (New or returning members to select TWO assignments)**1. 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.

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

VII. E-links

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