



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 6, 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

Bern Baumgartner – Business, Accounting, Computer Science (MNGT, MKTG)	Evangelina Rosales - Cosmetology
Amanda Best - Art	Tracy Sattler (PT) – ELL/ESL/GED
Keisha Cosand - English	Herman Singh – Social Sciences Senator (ECON, PSCI, SOC, ETHS)
Amy Duma (PSYC) – Part-time Faculty At-large	Natalie Stone - Mathematics & Engineering
Doreen Fioretto – History & Education	Leah Walden-Hurtgen - Liberal Arts & Culture (ANTH, GEOG, GLST, PHIL)
Kate Green - IPD Chair, Physical Sciences	Rachel Wegter - Communication Studies
Amy Jennings - Psychology	RC Wilkinson – World Languages & Sign Language/Interpreting
Leilani Johnson - Kinesiology, Health, Athletics	VACANT - Auto Tech, Digital Arts, Drafting
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
Barbara Miyadi – Nursing/Health Professions	VACANT - Library
Tim Mueller – Performing Arts Senator (THEA, MUS, DANC)	
Jimmy Nguyen - Counseling & EOPS	Recorder - Patty Fonseca

I. ANNOUNCEMENTS

- A. CIL Spring Summit – Thursday, February 19 [[CIL Announcement](#)] [[Call for Proposals](#) – due November 21]
Chair Green noted that the IPD may submit proposals for breakout sessions.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – November 6, 2025. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.
- B. Minutes – [October 16, 2025](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Fioretto. Hearing no objections, the motion passed.

III. CONTINUING BUSINESS

A. IPD Budget update

Chair Green reviewed the conference, general fund, and Alternative Methods balances. She reported that she contacted VP Hicks for assistance in confirming the IPD account balances, as the 2024–25 conference carryover funds have not yet been received. She noted a decline in conference applications this semester despite a \$300 increase in available funding. IPD members offered the following possible explanations:

- Accreditation-related workload and general overwhelm.
- Previous delays and perceived “nit-picking” with the Business Services reimbursement process, which have discouraged faculty from applying.
- The growing number of on-campus professional development opportunities including offerings from the CIL, RSI training, Flex Day, and discipline-specific District training.
- Decreased interest in the Hawaii International Conference on Education.
- Questions about the overall quality of conferences.
- Increased availability of online conference options that eliminate the need for travel.

B. Academic Rank Work Group update

Chair Green expressed appreciation to the AR Work Group for their efforts in encouraging faculty to apply for a promotion in rank. 14 applications have been submitted. The deadline is November 13.

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:

Rep. Miyadi confirmed that Victoria and Claudia are both requesting a mentor. Chair Singh to follow up.

NEW FACULTY – 1 st Year <i>Temporary 1-year contracts</i>	MENTOR	AGREEMENTS
Victoria Nelson, Nursing		
Claudia Ureno, Nursing		

IV. NEW BUSINESS

A. 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-Walden-Hurtgen S-Baumgartner	Cathy Le	Librarian	Discipline	\$2,500	American Library Association 2026 Annual Conference & Exhibit CAR	June 25-29, 2026	Chicago, IL
2	Approved M-LaMantia S-Walden-Hurtgen	Tri Tran	Nursing (PT) 7.77 LHE	Discipline	\$2,500	MER Primary Care Conferences – Neurology for Primary Care CAR	Dec 12-14, 2025	Las Vegas, NV

B. Alternative Methods – Review application

\$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-LaMantia S-Walden-Hurtgen	Katherine Green	Chemistry	Spring 2026	1	18	CONF/WKP	@ONE – Navigating the Future: Open Education with Generative AI Application

2. Proposal to provide AM for Creating Honors Classes

Chair Green informed that Michael Tran, Transfer Center Coordinator and VPI Kalfsbeek-Goetz recently presented to the Academic Senate requesting their feedback on creating an honors program at GWC. As an incentive and an IPD exception to the alternative methods eligibility, Chair Green proposed the idea of offering 18 hours of Alternative Methods funds to faculty who complete the curriculum process to create an honors course. The IPD had a thorough discussion and expressed concerns and requested further

insight into the rigor of the honors courses. Chair Green informed that she will reach out to Counselor Tran with an invitation to attend an IPD meeting for a Q&A. IPD concerns:

- Who is monitoring rigor of Honors courses?
- How is it possible to be a rigorous honors course AND a regular course at the same time?
- How many honors courses are expected?
- Are there limits/requirements for what constitutes an honors class?
- Are there targeted classes that would be desired?
- Can ANY class be honors? PE? Dance? Auto? Cosmo? CJ? Nursing?
- Is there a max of honors classes per field of study?
- Who is in charge /monitoring the Honors Program?

Chair Green tabled the proposal until the following meeting.

C. Department Symposium – Review application

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM OBJECTIVES	# FACULTY
1	Approved M-LaMantia S-Stone	Julie Terrazas	Librarian	\$250	Spring March 23, 2026	Geeking Out at the Huntington The librarians will visit The Huntington Library and Botanical Gardens to explore its library collection, including the Gutenberg Bible, Shakespeare's First Folio, and original letters from George Washington and Benjamin Franklin. The trip will inspire GWC library collections.	5
2	Approved M-Stone S-Fioretto	Julie Terrazas	Academic Senator	\$3,500	Spring March 13, 2025	Host ASCCC Area D Meeting at GWC Hosting an ASCCC hybrid meeting provides a professional development opportunity for all GWC faculty; provides networking and collaboration opportunities for faculty in Area D; strengthens faculty's participation in governance and on academic and professional matters per 10+1; provides an opportunity to stay informed/provide feedback on upcoming plenary resolutions.	~ 70

D. Part-time Faculty LHE – Applying for conference funding

Chair Green informed that after conferring with CCC and OCC PDI, it was agreed that part-time faculty should apply for conference funding to the college where the majority of their load exists.

E. [Conference Survey](#) – Revise to meet [IPD Strategic Plan 2025-26 Goals](#).

Chair Green tabled the discussion for the next meeting. Reps. Jennings and Douma are assisting with the survey, but are not present at today's meeting due to their scheduled psychology event on campus.

F. ASGWC Faculty Excellence Awards for November

Chair Green reported that the ASGWC collected approximately 60 nominations of 33 full-time and part-time faculty members recognized by students.

V. INFORMATION ITEMS

A. 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 – WebAIM Accessible Document Training	02/02/2026

B. Preapproved Conferences

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Preapproved	Heather Antunez	Counselor	General Teaching	\$750	Online Teaching Conference CAR	June 23-24, 2026	Anaheim, CA

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

1. Automotive Technology, Digital Arts, Drafting | 2024-27
2. Criminal Justice | 2025-28
3. Library | 2024-27

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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| ▪ <u>IPD website</u> – services and applications | ▪ <u>Faculty & Staff webpage</u> |
| ▪ <u>Academic Senate website</u> | ▪ <u>DEAC website</u> |
| ▪ <u>CCI website</u> | ▪ <u>Academic Senate Faculty Resources</u> |
| ▪ <u>GWC Canvas Support Site</u> | |