



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 20, 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 Douma (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. Academic Rank Work Group to convene immediately following the IPD meeting.
- B. Chair Green announced the Online Teaching Conference and recommended that the IPD members encourage their constituents to attend this local conference.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – November 20, 2025. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.
- B. Minutes – November 6, 2025. **MOTION** by Rep. LaMantia to approve the minutes. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.

III. CONTINUING BUSINESS

A. Honors Program: Proposal for Alternative Methods

1. Q&A: Michael Tran, Transfer Center Coordinator

Counselor Tran responded to questions from IPD members regarding the proposed IPD program.

- Representative Wegter shared that she has previously taught hybrid honors courses and expressed her support for reinstating the Honors Program.
- Chair Green inquired whether it is within the IPD’s scope to support the faculty by offering professional development compensation for the Honors Program. She clarified that the proposal to offer AM funding is as an incentive and compensation to faculty interested in creating an honors course and is for the creation of Educational Materials, and not for creating curriculum. As stipulated under AM, teaching materials under the auspices of a IPD Educational Materials are to be shared with the college and to be publicly available to the department.
- Salary Advancement Credits will be offered to faculty on column I-IV of the salary schedule and can earn (1) credit for (18) hours of work up to (8) credits total per academic year. Alternative Methods would be capped at (18) hours for (1) LHE per academic year.
- Counselor Tran informed that the Academic Senate created an Honors Program Work Group and will work with the college to select which courses are eligible for the Honors Program. Rep. Wegter volunteered to serve on the Honors Program Work Group. Counselor Tran will submit her name to HPWG Chair Damien Jordan for consideration and consent.
- **MOTION** by Rep. LaMantia to approve offering (1) credit for (18) hours work and up to (8) credit per academic year for SAC for faculty on columns I to IV or (1) LHE for up to (18) hours

of AM for faculty on column V to create Educational Materials for an Honors class. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

B. IPD Budget.

Chair Green reported that she had notified VP Hicks and the Director of Business Services about the missing 2023–24 conference rollovers, and reported that the funds have since been deposited into the IPD accounts.

C. Sabbatical Leave Update

Chair Green announced that, following a review of available sabbatical leave funds, President Randall confirmed the college can approve all seven sabbatical applicants. This was made possible by cost savings from prior sabbatical rollovers; however, these approvals will fully expend the current budget, and future sabbaticals will depend on available funds at that time.

- Chair Green reported an issue involving a sabbatical project in which the faculty member proposed writing a book. She stated that President Randall expressed concerns regarding property rights and selling a book for profit due to a sabbatical leave falling under “substantial support” and that President Randall had recommended that the book component be removed from the proposal to prevent any issues.
- Chair Green informed that she reached out to the union, former IPD Chairs, and OCC and CCC PDI, who all agreed that the contract is clear that the faculty owns their intellectual property. Sabbatical is not the same as reassigned time. Sabbatical leave is just that - an absence/leave from load duties, not a reconfiguration/reassignment of it. Since the faculty member’s proposal included several projects, in the interest of time, while this was being researched, she reported having asked the faculty member to remove the book and resubmit her proposal.
- The IPD Office informed Chair Green that, per the Sabbatical Timeline, the President’s Office must submit sabbatical proposals for the board agenda by December 1st. Chair Green will remind the faculty to submit her revised proposal.

D. Academic Rank Update

Chair Wegter reported that she had reached out to faculty to encourage them to apply for a promotion in academic rank if they met the criteria.

- She noted that while the spreadsheet provided by the IPD Office lists each faculty member’s current rank, prior full-time teaching, counseling, or librarian experience at other institutions is not known; therefore, eligibility for rank promotion can only be determined by the individual faculty member.
- She reported that the work group had reviewed each application, noted their decision on the spreadsheet, and will convene following the IPD meeting to make their final decision.
- Due to the short holiday week, Chair Wegter will provide the AR Work Group’s final recommendations to the IPD Office by Monday, December 1st at 10am to meet the IPD agenda deadline.

E. 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:

Chair Singh reported that he has reached out to faculty members to request mentors and is currently awaiting their responses.

NEW FACULTY – 1st Year Temporary 1-year contracts	MENTOR	AGREEMENTS
Victoria Nelson, Nursing	TBD	
Claudia Ureno, Nursing	TBD	

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-LaMantia S-Wegter	Farzane Farazdaghi	Global Studies	Discipline	\$2,650 includes \$150 for presenters	The Gross Global Happiness Summit CAR	March 6-8, 2026	Costa Rica

B. Conference of a greater import to the college.

A separate \$2,500 fund for faculty members attending a conference of a greater import to the educational program of the college. Eligible faculty include those in a GWC or District leadership role, serving on a committee, faculty coordinators, or as requested by the college or District. CAR packet must include a written statement of support from their dean. Funding is based on available funds and is subject to one conference per academic year. The IPD Office will first contact the Office of Instruction to determine eligibility using other campus funding. IPD funding will be used only after confirming that no other campus funding is available. (Examples: Math Department Chair attending the CCEMC Dual Enrollment conference. Articulation Officer attending a curriculum conference).

Review Application:

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Approved M-LaMantia S-Wegter	Annette Park	Math	Greater Import DEAC committee member	\$2,500 = \$1,750 VPI \$750 IPD	Teaching Generation AI-Z CAR	Feb 13 – 15, 2025	San Francisco, CA

C. 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-Baumgartner	James Almy	Chemistry	Spring 2026	1	18	CONF/WKP	@ONE – Beyond Boundaries: OER and Universal Design for Learning Application
2	Approved M-LaMantia S-Wegter	Annette Park	Math	Spring 2026	1	18	CONF/WKP	@ONE – Navigating the Future: Open Education with Generative AI Application

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

Rep. Jennings will review the survey and propose revisions to align with the IPD Strategic Plan goals.

E. CIL Work Group update

Rep. Cosand reported on her and Rep. Sattler’s meeting with Erin Craig, CIL Coordinator. Erin suggested that IPD could support faculty by being more involved in the Knowledge Exchange. One idea is to create a directory to report on conferences attended, allowing others to see details and evaluations of those conferences. Additionally, the Knowledge Exchange could function like a “faculty science fair,” where participants share what they learned at conferences with the broader campus community, increasing the reach and impact of the information. The IPD shared ideas on how to support CIL. It was recommended to create a separate application for conferences of greater import to the college.

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	2.22 1.33	40 24	CONF/WKP	@ONE – Equity and Culturally Responsive Teaching Application	April 2026
Preapproved	Denise Bon	Counselor, DSPS	2.22 1.33	40 24	CONF/WKP	@ONE – 10-10-10 Communication Matters Application	March 2026

B. 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

C. 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**

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