



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, December 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	
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

Chair Green welcomed Nicole Clement representing Nursing.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – December 4, 2025. Amended the agenda to move New Business Item B-2-b Great Import Conference fund for Jennifer Bailly to New Business Item A-2 under the regular conference fund. **MOTION** by Rep. LaMantia to amend the agenda as recommended. Seconded by Rep. Cosand. Hearing no objections, the motion passed.
- B. Minutes – [November 20, 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. **[Proposed Conference Survey](#)** – Revised survey to meet IPD Strategic Plan 2025-26 Goals. Rep. Jennings presented draft questions for the conference survey. Following a brief review, the committee decided to approve questions 1-3, and 7. **MOTION** by Rep. LaMantia to approve the proposed questions. Seconded by Rep. Baumgartner. Hearing no objections, the questions will be incorporated into the current survey and distributed to the faculty in the spring semester.

B. 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	Jessica Patapoff, English	Pending
Claudia Ureno, Nursing	Jason Sheley, Philosophy	Pending

Chair Singh stated he will check in with all mentors next week and at the beginning of the spring semester. Chair Green informed that the CIL believes there is redundancy with the mentoring program, the New Faculty Academy and Orientation. Rep. Best reminded that mentoring is a faculty contractual professional development service.

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-Cosand Amy Jennings	Psychology	Discipline	\$2,650 includes \$150 for presenters	Western Psychological Association Annual Convention 2026 CAR	April 30-May 3, 2026	Tacoma, CA
2	Approved M-Best S-Walden- Hurtgen Jennifer Bailly	Economics	Greater Import	\$2,500	Teaching Generation AI-Z CAR	Feb 13-15, 2026	San Francisco, CA

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.

1. Revise the criteria description for “greater import” conference funding.

Current conference options:

- AM or conference choice for all faculty, this does NOT require a Flex or Knowledge Exchange (KE) presentation, though faculty are encouraged to share at the KE. This type of conference is often used as discipline topics.
- Greater Import (Change the name of this?) Conference. This REQUIRES Flex or KE sharing to provide a greater import to the college and to share with other faculty who are not able to attend conferences.
- Chair Green presented a proposed new form [\[LINK\]](#) that faculty applying for Greater Import funding will be required to complete in addition to the CAR. **MOTION** by Rep. LaMantia approved the form. Seconded by Rep. Cosand. Hearing no objections, the motion passed.

2. Review Application:

IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
a	Approved M-LaMantia S-Wegter Amy Jennings	Psychology	Greater Import	\$2,000 Revised to \$2,500	Teaching Generation AI-Z CAR	Feb 13-15, 2026	San Francisco, CA
b	MOVED TO NEW BUSINESS ITEM A Jennifer Bailly	Economics	Greater Import	\$2,500	Teaching Generation AI-Z CAR	Feb 13-15, 2026	San Francisco, CA

C. SALARY ADVANCEMENT CREDIT

	IPD DECISION	FACULTY	DISCIPLINE	CREDITS	HOURS	PROGRAM	PROJECT	CONFERENCE DATE
1	Approved M-Best S-LaMantia	Phuong Nguyen	Nursing	1	18	CONF/WKP	Pri-Med West – Medical Conference Application	April 9-11, 2026

Rep. Jennings informed that she was assisting a colleague to apply for SAC and discovered that the CCCCCO is no longer offering ACDE courses free of charge. The IPD SAC Handbook and AM Handbook will be updated to reflect this change.

D. ACADEMIC RANK – AR Work Group recommendations to the main body.

The AR Work Group reviewed the applications in advance, confirmed they meet the rank criteria, and recommends them for **APPROVAL**:

MOTION by Rep. LaMantia to approve the AR Work Group’s recommendations for promotion in rank. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

	FACULTY	DISCIPLINE	APPLIED FOR RANK
a	Bern Baumgartner	Business	Professor
b	Monique Henderson	Kinesiology	Professor
c	Bill La	Counseling	Professor
d	Lindsay Lewis	Mathematics	Professor
e	Teresa Nguyen	ELL	Professor
f	Natalie Stone	Mathematics	Professor
g	Ayesha Zia	English	Professor
h	Doreen Fioretto	Education	Assistant Professor
i	Leslie Bitong	Dance	Associate Professor
j	Phuong Nguyen	Nursing	Associate Professor
k	Herman Singh	Economics	Associate Professor
l	Kyle Smith	Psychology	Associate Professor
m	Shawn Taylor	Mathematics	Associate Professor
n	Mark Thomason	Physics	Associate Professor

E. The following Y4 Tenure-track faculty are recommended for automatic APPROVAL to Assistant Professor:

Chair Green informed that the following 4th-year tenure-track faculty qualify for an automatic promotion in academic rank to Assistant Professors effective 2026-27.

a	Jeanette Adame	History	Assistant Professor
b	Ruth Calcanas	Sociology	Assistant Professor
c	Matthew Carlson	Chemistry	Assistant Professor
d	Shatarupa Ray	Biological Sciences	Assistant Professor
e	Michael Tran	Counseling	Assistant Professor
f	Aleksandra Uchlik	Accounting	Assistant Professor
g	Rachel Zacharia	Business	Assistant Professor

F. The following applications are recommended to be **DENIED**:

MOTION by Rep. LaMantia to approve the AR Work Group’s recommendations to deny promotion in rank. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

	FACULTY	DISCIPLINE	APPLIED FOR RANK	REASON
a	Jason Sheley	Philosophy	Professor	Does not meet criteria: Less than 9 years of teaching
b	Nam Vu	Biology Faculty	Professor	Does not meet criteria: Less than 9 years of teaching

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	Counseling	2.22	40	CONF/WKP	@One-Online College Counseling	9/30/2026
2	Preapproved	Denise Bon	Counseling	0.56	10	CONF/WKP	WebAIM Accessible Document Training	2/2/2026
3	Preapproved	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	@One-10-10-10 Communication that Matters	4/12/2026
4	Preapproved	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	@One-Advanced Teaching Techniques with Canvas	5/2/2026
5	Preapproved	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	@One-Equity & Culturally Responsive Teaching	5/6/2026
6	Preapproved	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	@One-Assessment in Digital Learning	5/6/2026
7	Preapproved	Phuong Nguyen	Nursing	2.22	40	CONF/WKP	@One-Creating Accessible Course Content	5/2/2026
8	Preapproved	Robert Nguyen	Nursing	2.22	40	CONF/WKP	@One-Equitable Grading Strategies	8/31/2026
9	Preapproved	Robert Nguyen	Nursing	2.22	40	CONF/WKP	@One-10-10-10 Communication that Matters	8/31/2026
10	Preapproved	Robert Nguyen	Nursing	2.22	40	CONF/WKP	@One-Creating Accessible Course Content	8/31/2026

11	Preapproved	Robert Nguyen	Nursing	2.22	40	CONF/WKP	@One-Assessment in Digital Learning	8/31/2026
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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, Mueller, 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, Johnson, LaMantia, Nguyen, Singh, 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.

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, Rosales, 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.

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](#)

