



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, September 5, 2024
1:15PM – 2:15PM

LOCATION: LRC 250 Community Room
Meeting documents are also available in the [IPD SharePoint](#) (Employee log-in required)

IPD MEMBERS 2024 - 2025	
Bern Baumgartner – Business, Accounting, Mngt, Marketing	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	Leah Walden-Hurtgen - Liberal Arts & Culture
Keisha Cosand - English	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson - World Languages & Sign Language
Kate Green - IPD Chair, Physical Sciences	VACANT - Auto Tech, Digital Arts, Drafting
Amy Jennings - Psychology	VACANT - Computer Science
MaryLynne LaMantia - Biological Sciences	VACANT – Cosmetology
Barbara Miyadi – Nursing/Health Professions (<i>pending AS consent</i>)	VACANT – Criminal Justice
Tim Mueller – Performing Arts	VACANT – Kinesiology, Health, Athletics
Jimmy Nguyen - Counseling & EOPS	VACANT - Library
Liz Sanchez – Part-time Faculty At-large (Sociology)	VACANT – Noncredit & ESL
Herman Singh – Social Sciences	

I. ANNOUNCEMENTS

- A. Nominations for Faculty Excellence Award due September 13, 2024 – Peer Excellence in Teaching. Accepting nominations from Full-time and Part-time Faculty. [Nomination form](#)
- B. Congratulations to GWC faculty receiving tenure:
 - Leslie Bitong, Dance
 - Teresa Nguyen, ELL/Noncredit
 - Joel Powell, Political Science

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – September 5, 2024
- B. Minutes – [May 16, 2024](#)

III. NEW BUSINESS

- A. **IPD 2024-25 Budget** - including 2023-24 carryover balances
- B. **Sabbatical Leave 2025-26**
 - [Intent to File](#) due September 6, 2024
 - [Application](#) & Proposal due September 13, 2024
 - [Sabbatical Leave Information Packet](#)
 - First meeting of Sabbatical Leave committee – Thursday, September 26, 2024, at 1:15pm on Zoom
- C. **Discipline/General Education Conferences, Workshops, Prof Meetings and Classes.**
\$2,200 maximum annual funding allowance which can be used to fund a single conference or multiple conferences per academic year. First come, first served contingent on available Full-time Faculty and Part-time Faculty Conference funds.

Review Applications:

IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION	REG FEE
1	Teresa Nguyen	ELL	Discipline	\$2,200	43rd Annual International TESOL France Colloquium CAR	Nov 15-17, 2024	Paris, France	\$300

2		Amanda Best	Art	Discipline	\$2,200	National Conference for the Advancement of Ceramic Arts CAR	Mar 26-29, 2025	Salt Lake City, UT	\$343
3		Jennifer Bailly	Economics	Discipline	\$2,200	Western Economic Assoc International 100th Annual Conference CAR <i>CAR pending confirmation of 2025 registration fee.</i>	June 20-24, 2025	San Francisco, CA	TBD
4		Denise Gonzalez Bon	DSPS Counselor (PT)	Discipline	\$2,200	California Association for Post Secondary Education and Disability Convention CAR	Oct 27-30, 2024	San Diego, CA	\$675
5		Diep Pham	Nursing	Discipline	\$2,200	2024 American Assoc of Hip and Knew Surgeons Annual Meeting CAR	Nov 7-10, 2024	Dallas, TX	\$450
6		Cathy Le	Librarian	Discipline	\$2,200	American Library Association Annual Conference & Exhibition CAR	June 26-30, 2025	Philadelphia, PA	\$720
7		Jimmy Nguyen	Counselor	General Education	\$2,200	Hawaii International Conference on Education CAR	Jan 4-7, 2025	Honolulu, Hawaii	\$415
8		Doreen Fioretto	Education	Discipline	\$2,200	International Society for Technology in Education CAR <i>CAR pending confirmation of registration fee.</i>	<i>2025-26 budget</i> June 29 – July 2, 2025	San Antonio, TX	TBD
9		Matthew Shimazu	Chemistry	General Education	\$2,200	Accelerating Online Learning Worldwide CAR	Nov 18-21, 2024	Orlando, FL	\$1,175

D. Conferences of General Import to the College per Faculty Member’s Leadership/Committee Role

\$2,200 maximum annual funding allowance which can be used to fund a single conference for faculty members per their GWC or District leadership roles or as a committee member, faculty coordinator, or as requested by the college or District. This involves conferences of a greater import to the educational program of the college. First come, first served contingent on available IPD General Workshop/Conference funds. (Eligible to apply for IPD funds after VPI Faculty Conference funds have been depleted for that academic year).

Review Application:

	IPD DECISION	FACULTY	DISCIPLINE	LEADERSHIP ROLE	AMOUNT	EVENT	DATES	LOCATION	REG FEE
1		Shawn Taylor	Math	Dept Chair. Attendance recommended by VPI.	\$2,200	11th Annual CCEMC Dual Enrollment Summit CAR	Sept 11-13, 2024	Burlingame, CA	\$895

E. 2024-25 ALTERNATIVE METHODS

1. 2024-25 AM Budget
2. Review process for Summer projects and [CCCD Faculty Special Rates](#)
3. Proposal – [AM Info Sheet & Recommended Courses](#)
4. Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	UNIT	HOURS	AM TYPE	PROJECT
1		Kay Dutz	Chemistry	Fall 2024	1	18	CONF/WKP	WebAIM class “Accessible Document Training” Course link
2		Annette Park	Math	Fall 2024	2	36	CONF/WKP	CCC Teaching with OER and Open Pedagogy for Equity Course link

F. Salary Advancement Credits – Review applications of courses not listed on the IPD Recommended Courses.

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETED DATE
1	Krissy Barone	Athletics	0.67	12	CONF/WKP	Ed-2-Go OC Library – Certificate in Healthy Aging Application	September 2024

G. Salary Advancement Credits – Request for retro authorization

Applications were submitted after completing Gale courses from the IPD Recommended list. Certificates of completion are on file.

Section 21.3. IPD/PDI: Professional Development Projects for Salary Advancement Credits.

Section 21.3.a. Criteria and Guidelines for Granting Approval for Professional Development Institute Projects.

(1) Faculty Members requesting credit for independent study; job exchange; job shadowing; lower division course work; mentoring; new assignment; publications; production of educational materials; professional organization activity; work experience; workshops, seminars, and conferences must clearly show in a measurable way how these activities will enhance and improve the Faculty Member's teaching ability. "Measurable" is defined as documentation of the work to be undertaken and accomplished and its specific application to one's teaching field. **Requests for approval must be submitted PRIOR to undertaking the work; however, under exceptional circumstances the request for approval may be submitted up to six (6) weeks after the event.**

- **Letter – Request for exceptional circumstance.**
- **All applications were submitted August 13, 2024**

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETED DATE
1	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale - The Creative Classroom	7/29/2024
2	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale - Solving Classroom Discipline Problems II	7/29/2024
3	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale - Individual Excellence	7/30/2024
4	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale – Building Teams That Work	7/29/2024
5	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale-Understanding Adolescents	7/29/2024
6	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale- Creating the Inclusive Classroom	7/29/2024
7	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale-Keys to Effective Communication	7/29/2024
8	Lindsay Lewis	Math	0.78	14	CONF/WKP	Gale via Allegra-Stress Management	8/9/2024
9	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale-Leadership	PENDING – due 9/1/2024

H. Academic Rank & Professor Emeritus – Call for applications. Deadline: November 13, 2024

- [Academic Rank application](#) | [Criteria](#) | [Information Sheet](#)
- [Petition for Professor Emeritus](#) | [Information Sheet](#)

I. Salary Advancement Credits – Recommended courses

- GWC Community Education Ed-2-Go and [GWC Adult Education](#)
- Proposal - [SAC Recommended Courses](#) (now includes CIL trainings)

J. Mentoring - [Mentoring Handbook](#) | [Mentoring Agreement](#) | [SAC Application - Mentoring](#)

New Full-time Faculty:

- Jacob Hamrick, Auto Tech (one-year temporary faculty)
- Michael McCarthy, Criminal Justice
- Nicole Clement, Nursing
- Hiring in progress – Cosmetology (one-year temporary faculty)

K. Conference and Course Survey feedback [\[PDF\]](#)

L. Department Symposiums – Catering funding process

M. Update from GWC Business Services (formerly known as Bursar’s Office)

- Electronic Forms (CARs and Reimbursement Claims): When available, forms should be completed, signed, and submitted electronically. *Printed documents are no longer accepted.*
- Naming conventions – Reimbursement Claims files: “Last Name, First Name_CAR#”
- Single PDF files – all CARs and Reimbursement Claims must be submitted as a single PDF file. Mac users and faculty experiencing difficulties may submit their documents to the IPD Office for assistance.
- New email address: GWCBusinessServices@ccd.edu

IV. INFORMATION ITEMS

A. Preapproved Conferences

Conferences that have been preapproved by the IPD. Funded using the faculty member’s Discipline/General Education Conference \$2,200 Full Time Faculty and Part-time Faculty annual allowance. Applications are accepted year-round.

	IPD DECISION	FACULTY	DISCIPLINE	PD TYPE	AMOUNT	EVENT	DATES	LOCATION	REG FEE
1	Preapproved	Jennifer Hall	Psychology (PT – 9 LHE)	General Ed	\$990	Online Teaching Conference	Summer approved. June 26-28, 2024	Long Beach, CA	\$698

B. Preapproved Salary Advancement Credits

	IPD DECISION	FACULTY	DISCIPLINE	CREDITS	HOURS	PROGRAM	PROJECT	COMPLETION DATE
1	Preapproved	Heather Kelley	Comm Studies	1.33	24	CONF/WKP	Gale – Skills for Making Great Decisions	Summer 2024 Certificate on File. Earned credits reported to District for 2023-24 reporting cycle
2	Preapproved	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Discover Sign Language	10/31/2024
3	Preapproved	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale –Keys to Effective Communication	10/31/2024

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. Cosmetology | 2022-25
4. Criminal Justice | 2022-25
5. Kinesiology, Health, PE, Athletics | 2023-26
6. Library | 2024-27
7. Non-Credit & ESL | 2023-26
8. Nursing/Health Professions | 2022-25 (*nominee pending AS consent on 9/5/2024*)

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

1. ALTERNATIVE METHODS - ongoing applications
Members: B. Baumgartner, A. Best, K. Cosand, K. Green, A. Jennings, N. Stone
2. SABBATICAL LEAVE – Announced in May. Intent to File/Application/Proposal due Sept.
Members: M. LaMantia (Chair), A. Best, J. Nguyen, and L. Walden-Hurtgen
3. ACADEMIC RANK/PROFESSOR EMERITUS (Sept-Nov)

[List of faculty 2024-2025 Academic Rank](#)

Members: L. Walden-Hurtgen (Chair); B. Baumgartner, D. Fioretto, M. LaMantia, J. Nguyen, H. Singh, and R. Wegter

Task: Encourage faculty to apply for Academic Rank. Create a promotion in AR announcement for the IPD website.

4. Faculty Excellence Awards Work Group (Sept-Dec)

Members: A. Jennings (FEA Liaison), K. Green, L. Sanchez

Task: FEA Liaison will notify monthly recipient via email and coordinate the marquee and social media announcement with the Marketing staff. Monthly recipients will be honored at the Academic Senate's Teacher Appreciation & Awards Luncheon in May.

5. Mentoring Work Group:

Members: K. Cosand (Chair); D. Fioretto, A. Jennings, H. Singh, and R. Wegter.

Tasks: Provide support to faculty in the Mentor program | [Mentoring Handbook](#)

E. [2024-25 IPD Meeting schedule: Agendas and Minutes](#)

F. E-links

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