



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

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

### I. ANNOUNCEMENTS

- Reminder – The IPD meeting on February 20 is canceled due to Flex Day – Spring Summit. Chair Green informed this will cause a slight delay to the application process.
- Chair Green announced that her two-year term as IPD Chair will conclude this semester. The Senate Office will soon open nominations for the new two-year term for 2025-27. According to the AS Bylaws, the IPD Chair may serve up to three consecutive terms (6 years), followed by a mandatory two-year hiatus for a total of six terms (12 years) lifelong term limit. While she expressed interest in serving another term (her third), she emphasized the importance of the IPD developing a succession plan for the future.

### II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – February 6, 2025. **MOTION** by Rep. LaMantia to approve the agenda as presented. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.
- B. Minutes – [December 5, 2024](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.

### III. New Business

#### A. IPD Budget

- Chair Green reviewed the IPD balances noting that the IPD finally received their carryover balances earlier that morning.
- She reviewed the history of Alternative Methods (AM) funding since 2021, noting that the funds have carried over into new academic years. However, due to unexpected additional payroll charges related to faculty overload payments, the current AM balance is short by \$5,087.
- Given the increasing popularity of AM overload, Chair Green explained that the IPD will not have a carryover balance this year, unless a faculty member cancels their project.
- The projected starting balance for 2025-26 is approximately \$10K.
- Rep. Walden-Hurtgen made a **MOTION** to subsidize the AM account using Part-time Conference funding and to revise the 2025-26 maximum AM funding to up to (18) hours for no more than (1) LHE. The motion was seconded by Rep. LaMantia. Hearing no objections, the motion passed.

#### B. Conferences

1. Review Applications - 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. [\[CAR form\]](#) [\[CAR reimbursement form\]](#)

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
a	Approved M-LaMantia S-Walden-Hurtgen	<b>Thi Tran</b>	Nursing Part-time (7.7) LHE	Discipline	\$2,200	<a href="#">Internal Medicine for Primary Care: Addiction/Infectious Disease/Pulmonary/Sleep Disorders</a>  <a href="#">CAR</a>	June 5-8, 2025	South Carolina, Hilton Island
b	Approved M-LaMantia S-Cosand	<b>Sylvia Henel</b>	ELL Part-time (8) LHE	Discipline	\$945	<a href="#">Teaching English to Speakers of Other Languages (TESOL) International Convention &amp; Expo 2025</a>  <a href="#">CAR</a>	March 19-21, 2025	Long Beach, CA
	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
c	Approved M-LaMantia S-Cosand	<b>Amy Thach</b>	Nursing	Discipline	\$2,200	<a href="#">Elevate and Educate: Transforming Nursing Education</a>  <a href="#">CAR</a>	June 18-20, 2025	Beaver Run, CO
d	Approved M-LaMantia S-Walden-Hurtgen	<b>Barbara Miyadi</b>	Nursing	Discipline	\$2,200 (Perkins is secondary funding source)	<a href="#">Spring 2025 California Organization of Associate Degree Nursing Conference</a>  <a href="#">CAR</a>	March 8-11, 2025	Monterey, CA

2. [NCORE Conference](#) – May 27-31, 2025. Conflicts with graduation (May 29). Update from President Randall regarding faculty graduation attendance.

**CFE contract:**

**Section 12.12. Graduation Ceremonies.** Each year 50% of the Full-Time Faculty Members of each College, selected on a rotating basis, are required to participate in College graduation ceremonies. When such ceremonies are held outside of regular duty days, Full-Time Faculty Members attending shall be compensated at the Miscellaneous Non-Instructional rate unless they choose to participate on their non-required year. In the event that graduation ceremonies conflict with their contractual assignment Full-Time Faculty shall be excused from attendance at such ceremonies.

Part-Time Faculty who are required to attend graduation ceremonies will be compensated at the Miscellaneous Non-Instructional Rate.

Chair Green, on behalf of President Randall, informed the group that due to the unique semester end date this year, the NCORE Conference may overlap with faculty obligations to attend graduation. She mentioned that President Randall will be keeping a written record of graduation attendance. Several IPD members shared that they attend graduation every year to support the students. Members were encouraged to inform their colleagues about this potential conflict and direct anyone affected to contact the President’s Office for further assistance.

3. Review [CFE contract](#) 21.3.a to consider guidelines for granting retroactive approval for conferences. Chair Green informed that the recent Board agenda included several retroactive authorization items for conferences. She noted that after review of the CFE contract, the IPD may issue retro authorization for “exceptional circumstances” and opened the floor for discussion.
  - The IPD agreed that forgetting to submit their CAR does not qualify for exceptional circumstance.
  - After a brief discussion, the IPD reached an agreement, and a **MOTION** was made by Rep. LaMantia that exceptional circumstances would include faculty members demonstrating a good-faith effort to apply in advance and submitting their CAR to the IPD for retroactive consideration no later than six weeks after the conference (in accordance with the contract). A justification statement would be required with their CAR. Additionally, the IPD moved that exceptional circumstances would also include the cancellation of an IPD meeting due to college-related matter (e.g., Flex Day). The IPD Chair in this case would have the purview on behalf of the main body to decide on a time-sensitive CAR if it could not be postponed until the next meeting, ensuring that the faculty member’s opportunity to receive conference funding would not be denied. The motion was seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.
4. SEAP funding for equity-minded professional development conferences [\[SEAP conference request form\]](#) Chair Green shared that the Equity Office offers conference funding for equity-focused professional development. The SEAP request form is available on their website, linked above. The IPD Office also noted that faculty whose estimated conference expenses exceed the \$2,200 maximum provided by the IPD may apply for additional secondary funding on campus. For instance, certain grants or SEAP funds can help subsidize their CAR, ensuring they receive full funding for their expenses.

**C. Review CIL webpage:** <https://www.goldenwestcollege.edu/cil/index.html>

Chair Green requested the IPD members review the CIL website with their colleagues and bring back feedback for a full discussion at the next meeting.

**D. Flex Day Spring Summit – IPD collaboration with CIL**

Chair Green informed that the IPD’s Flex Day submission was not approved for their agenda, possibly due to the inclusion of classified staff in the Spring Summit and the need for more inclusive sessions. It was suggested that an IPD information webinar be recorded and made available on the IPD website, which could then be shared with faculty.

**E. 2025-26 ACADEMIC RANK – AR Work Group**

Bios and photos for faculty approved to full Professor for AR website [\[2025-26 Professors\]](#) Rep. LaMantia pointed out an error in the list of 2025-26 Professors. Nam Vu did not qualify for full Professor status due to not having met the required number of years criteria. The IPD Office will notify the faculty member and will also notify campus personnel to update the 2025-26 college catalog accordingly. The minutes will be corrected. The AR Work Group will follow up with the Professors to inform them that their promotion will be honored on the IPD website. Professors will have the option to submit a bio statement or allow their bio from the college catalog to be used. Additionally, they can consent to the use of a photo or choose to opt out.

**IV. INFORMATION ITEMS**

**A. 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. ELL/ESL/GED | 2023-26

## 7. Library | 2024-27

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

1. **SALARY ADVANCEMENT CREDITS & ALTERNATIVE METHODS** – (ongoing applications)  
Members: B. Baumgartner, A. Best, K. Green, B. Miyadi, N. Stone, and R. Wilkinson  
Task: Research institutional professional development programs and propose classes that serve the professional, educational, and training needs of GWC faculty that can be used towards earning salary advancement credits and alternative methods funding.
2. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.  
Members: M. LaMantia (Chair), A. Best, T. Mueller, J. Nguyen, N. Stone, and L. Walden-Hurtgen  
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: R. Wegter (Chair); B. Baumgartner, D. Fioretto, M. LaMantia, J. Nguyen, H. Singh, and L. Walden-Hurtgen  
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), K. Cosand, K. Green, T. Mueller, and RC Wilkinson  
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 participate in prize patrol. Monthly recipients and TOTY will be honored at the Academic Senate's Teacher Appreciation & Awards Luncheon in May.
5. **MENTORING**  
Members: H. Singh (Chair); D. Fioretto, A. Jennings, and B. Miyadi  
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: K. Cosand, A. Jennings, and T. Mueller  
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.

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

## D. 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](#)

