



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, March 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 2024 - 2025

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

I. ANNOUNCEMENTS

II. APPROVAL OF THE AGENDA AND MINUTES

MOTION by Rep. LaMantia to approve the agenda and minutes as presented. Seconded by Rep. Miyadi. Hearing no objections, the motion passed.

- A. Agenda – March 20, 2025.
- B. Minutes – [March 6, 2025](#).

III. [Fall 2024 Sabbatical Report](#) - Amy Runyen, Art (1:20 pm)

Professor Runyen reported on her sabbatical leave. [\[PowerPoint\]](#)

IV. CONTINUING BUSINESS

- A. Faculty Excellence Awards – March: Innovation Award recognized by Department Chairs, Deans and Managers. Congratulations to James Almy, Physical Sciences. Sylvia Henel (PT), ESL was awarded an Excellence in Teaching award.
- B. 2025-26 ACADEMIC RANK – AR Work Group Bios and photos for faculty approved to full Professor for AR website [\[2025-26 Professors\]](#)
 - Rep. Wegter will continue working with the faculty to confirm their bios and photos for the IPD website.
- C. Conference survey, 2nd reading
MOTION by Rep. Walden-Hurtgen to approve the 2nd draft of the conference survey to include the changes recommended by the committee. Seconded by Rep. LaMantia. Hearing no objections, the motion passed. The IPD Office will distribute the survey to faculty who received IPD funding to attend a conference or class. Surveys are due by April 30 with results reviewed at the May 1st meeting.

V. NEW BUSINESS

A. 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-Cosand	Lynn Buller	Business Part-time (9) LHE	Discipline	\$2,200	International Society for Technology in Education (ISTE) Conference: ISTE Live CAR	2025-26 Budget June 29 – July 2, 2025	San Antonio, TX

B. Department Symposium

1. Review applications.
2. Requesting approval of a budget transfer from IPD Workshop/Conference funds to Symposium account.

The IPD Office confirmed that faculty may only select from caterers with whom the IPD currently has a purchase order. No exceptions.

	IPD DECISION	FACULTY	DISCIPLINE	AMOUNT REQUESTED	DATE	SYMPOSIUM TITLE	# FACULTY
a	Approved M-LaMantia S-Walden- Hurtgen	Jimmy Nguyen	Counseling	CORRECTION: \$800 \$650	Spring 2025 April 25, 2025	Counseling Symposium Review Title 5 Ed Code changes, clarify Cal-GETC and AB 928, continue discussions on Common Course Numbering (CCN) and ensure the 2025-2026 GWC Catalog is accurate and aligned with current policies and curriculum updates.	13 16

C. Salary Advancement Credits - review applications

MOTION by Rep. LaMantia to add the ASCCC OERI: OER Basic Self-paced course to the IPD's list of SAC Recommended courses. Seconded by Rep. Walden Hurtgen. Hearing no objections, the motion passed.

	IPD DECISION	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Approved M-LaMantia S-Cosand	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Using Social Media in Business	8/15/2025
2	Approved M-LaMantia S-Wegter	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Distribution and Logistics Management	7/1/2025
3	Approved M-LaMantia S-Cosand	Matthew Shimazu	Chemistry	1.11	20	CONF/WKP	ASCCC – OERI: OER Basic Self-paced	8/1/2025

D. CCCD Faculty Funding Opportunity Grant – Ranking. Recommendations by the AM/SAC Work Group. (Due to District by April 3, 2025).

Following a review of the FFOG final rankings as provided by the members of the SAC/AM Work Group.

MOTION by Rep. LaMantia to approve the rankings as #1 Joel Powell and #2 Martie Ramm Engle. The rankings will be submitted to District. Selection of the final awards is determined by District Foundation board members.

E. 2026-27 Sabbatical Leave – Drafts: review dates

- [Intent to File](#) – due by 11:59 pm on Friday, September 5, 2025
- [Application Packet](#)

The IPD reviewed the drafts of the sabbatical leave forms and approved the dates and content. The IPD Office will open a call for Sabbatical Leave applications.

VI. INFORMATION ITEMS**A. Preapproved - Salary Advancement Credits**

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Get Funny	8/15/2025
2	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Leadership	8/15/2025
3	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Empowering Students with Disabilities	8/15/2025
4	Bern Baumgartner	Business	1.33	24	CONF/WKP	Gale – Business and Marketing Writing	8/15/2025
5	Matthew Shimazu	Chemistry	2.22	40	CONF/WKP	@ONE – Assessment in Digital Learning	6/4/2025

B. 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. Criminal Justice | Spring 2025 & 2025-28
4. Kinesiology, Health, PE, Athletics | 2023-26
5. ELL/ESL/GED | 2023-26
6. Library | 2024-27
7. World Languages & Sign Language | Spring 2025 & 2025-28

VII. 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, and N. Stone

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), A. Douma, K. Cosand, K. Green, T. Mueller, and E. Rosales

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: 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.

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

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