



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, April 17, 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
<del>Amanda Best</del> - 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
<b>Kate Green - IPD Chair, Physical Sciences</b>	VACANT - Computer Science
Amy Jennings - Psychology	VACANT – Criminal Justice
MaryLynne LaMantia - Biological Sciences	VACANT – ELL & ESL
<del>Barbara Miyadi</del> – 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
<del>Evangelina Rosales</del> - Cosmetology	

#### I. ANNOUNCEMENTS

- Chair Green encouraged the IPD to attend The Knowledge Exchange – Friday, May 9<sup>th</sup> from 11:00 AM to 1:00 PM, in the Student Union in support of professional development. Faculty who attended a conference or class using IPD funds are encouraged to attend. This is an informal, poster session-style event where faculty, staff, and administrators can showcase their learning from: conferences & professional development experiences, data coach projects & campus research, and innovative teaching practices, student success strategies, and campus initiatives.
- Sabbatical Leave 2026-27 – application information was distributed to faculty on April 10th. IPD members may refer colleagues to MaryLynne LaMantia, Chair of the Sabbatical Leave Subcommittee for assistance.

#### II. APPROVAL OF THE AGENDA AND MINUTES

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

A. Agenda – April 17, 2025

B. Minutes – [March 20, 2025](#)

#### III. CONTINUING BUSINESS

- A. Faculty Excellence Awards – Chair Green announced that Shawn Taylor, Professor of Mathematics was the recipient of April's Excellence in Leadership and Service recognized by faculty colleagues and Department Chairs, Deans and Managers.
- B. 2025-26 ACADEMIC RANK – AR Work Group Bios and photos for faculty approved to full Professor for AR website [[2025-26 Professors](#)]

#### IV. NEW BUSINESS

##### A. Conferences

- 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](#)]

Chair Green stated that each fall, the IPD reviews and sets the annual maximum for conference funding. She indicated that the amount for 2025–26 is expected to be lower than the current \$2,200, due to a projected reduction in the district's allocation. As a result, previously approved conferences scheduled for 2025–26 may need to have their funding adjusted to align with the finalized allowance for that year. Further discussion will take place at the next meeting, where the IPD Office will present updated conference funding balances and the number of conferences approved for 2025–26 funding.

Rep. LaMantia shared that a faculty member plans to drive to a conference instead of flying due to medical reasons and asked whether this would be permitted. The IPD Office explained that, per district policy, the most economical mode of travel must be used. If the cost of mileage reimbursement exceeds the cost of airfare, the faculty member must provide price quotes for both travel methods and submit a written justification.

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
a	Approved M-Cosand S-Fioretto	<b>Amy Runyen</b>	Art	Discipline	\$1,600  Includes approval of conference supplies	<a href="#">Pixel Glazing Workshop with Lo Chan Peng</a>  <a href="#">CAR</a>	2025-26 Budget  July 27-31, 2025	Los Angeles, CA
B	Approved M-LaMantia S-Mueller	<b>Maryam Sanei</b>	Biology (PT) (7.5 LHE)	Discipline	\$2,200	<a href="#">Society for the Advancement of Biology Education Research conference</a>  <a href="#">CAR</a>	May 27-June 1, 2025	Rochester, NY

## V. INFORMATION ITEMS

### A. Preapproved - 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
1	Preapproved conference	<b>Sarah Efthymiou</b>	Business (PT) (9 LHE)	General Teaching	\$700	Online Teaching Conference  <a href="#">CAR</a>	June 16-18, 2025	Long Beach, CA
2	Preapproved conference	<b>Kristy Ho</b>	Counseling	General Teaching	\$2,200	Hawaii International Conference on Education  <a href="#">CAR</a>	Jan 8-11, 2026	Honolulu, Hawaii

### 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

## **VI. 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.

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

## **VIII. E-links**

- |   |   |
|---|---|
| ▪ <a href="#">IPD website</a> – services and applications | ▪ <a href="#">Faculty &amp; Staff webpage</a>       |
| ▪ <a href="#">Academic Senate website</a>                 | ▪ <a href="#">DEAC SharePoint</a>                   |
| ▪ <a href="#">CCI website</a>                             | ▪ <a href="#">Academic Senate Faculty Resources</a> |
| ▪ <a href="#">GWC Canvas Support Site</a>                 |   |



## **INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA**

---

Thursday, September 19, 2024

1:15PM – 2:15PM