



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

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	Leah Walden-Hurtgen - Liberal Arts & Culture
Amanda Best - Art	Rachel Wegter - Communication Studies
Keisha Cosand - English	RC Wilkinson - World Languages & Sign Language
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 – Cosmetology
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
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 – Noncredit & ESL
Herman Singh – Social Sciences	VACANT – Part-time Faculty At-large (Sociology)
Natalie Stone - Mathematics & Engineering	

**I. ANNOUNCEMENTS**

- A. Faculty Excellence Awards –Recipient of September’s Peer Excellence in Teaching recognized by faculty.

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

- A. Agenda – September 19, 2024
- B. Minutes – [September 5, 2024](#)

**III. SABBATICAL REPORT – Farzane Farazdaghi, Global Studies. Fall 2023 ([Report](#)) ([Presentation](#))**

**IV. CONTINUING BUSINESS**

- A. IPD 2024-25 Budget update
- B. Sabbatical Leave 2025-26 update

**V. NEW BUSINESS**

- A. **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	Collette Hausey	Music	Discipline	\$2,200	<a href="#">The 78<sup>th</sup> Midwest Clinic</a> <a href="#">CAR</a>	Dec 16-21, 2024	Chicago, IL	\$220

2		<b>Amy Jennings</b>	Psychology	Discipline	\$2,200	<a href="#">Western Psychological Association Annual Convention 2025</a>  <a href="#">CAR</a>	April 30 - May 4, 2025	Las Vegas, NV	\$295
3		<b>Criss Vo (PT)</b>	English	Discipline	\$2,200	<a href="#">National Council of Teacher of English</a>  <a href="#">CAR</a>	Nov 21-24, 2024	Boston, MA	\$480

**B. 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	<b>Teresa Nguyen</b>	ELL	Department Chair.  Refer to attached Justification in the CAR & support from her dean.	\$2,200	<a href="#">AZTESOL – Arizona Teachers of English to Speakers of Other Languages</a>  <a href="#">CAR</a>	Oct 4-5, 2024	Flagstaff, AZ	\$85

**C. Alternative Methods**

1. Proposal – [Alternative Methods Handbook](#)

**D. Strategic Plan – 2024-25 IPD Goals and Objectives**

1. Review 2023-24 IPD progress reports and make recommendations for 2024-25
  - [IPD Fall 2023 Progress Report](#)
  - [IPD Spring 2024 Progress Report](#)

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

1. [Academic Rank Work Group Teams](#)
2. List of Faculty eligible to apply for Academic Rank [\[Spreadsheet linked to Teams\]](#) (CCCD login required)
  - [Academic Rank application](#) | [Criteria](#) | [Information Sheet](#)
  - [Petition for Professor Emeritus](#) | [Information Sheet](#)

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

1<sup>st</sup> year tenure-track Faculty:

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

- 2<sup>nd</sup> Year tenure-track faculty & Mentors – Confirm if Mentee wishes to continue in the Mentoring program
- AJ Edmonds, Computer Science = Rachel Zacharia, Business
  - Armando Garcia, Counseling EOPS = Nancy Nguyen, Counseling
  - Shawn Hampton, Nursing = Phuong Nguyen, Nursing

**G. Department Symposiums** – Catering and out-of-pocket expenses procedures

**H. 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.
- CAR Reimbursements using IPD funds – submit to IPD Office. Division Coordinators and/or funding sources are charged with quality control of documents prior to submission to the Business Office.
- New email address: [GWCBusinessServices@ccd.edu](mailto:GWCBusinessServices@ccd.edu). Former email address no longer in service.

**VI. INFORMATION ITEMS**

**A. Preapproved Conferences** – (Items rolled over from the previous agenda)

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
2	Preapproved	Jimmy Nguyen	Counselor	General Education	\$2,200	<a href="#">Hawaii International Conference on Education</a>  <a href="#">CAR</a>	Jan 4-7, 2025	Honolulu, Hawaii	\$415

**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

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

1. Revised to: **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)  
[List of faculty 2024-2025 Academic Rank](#)  
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: K. Cosand (Chair); D. Fioretto, A. Jennings, B. Miyadi, and H. Singh  
Tasks: Assist in the recruitment of mentors and provide support to faculty in the mentoring program. Responsible for keeping the [Mentoring Handbook](#) current.

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](#)