



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, September 18, 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 2025 - 2026 (Strikethrough = absent)

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

I. ANNOUNCEMENTS

- A. Welcome new member Tracy Sattler (PT), representing ELL/ESL/GED.
- B. Congratulations to Rachel Zacharia (Business) and Tiffany Lao (ELL PT), recipients of the Faculty Excellence Award – Peer Excellence in Teaching.
- C. Rep. Baumgartner informed that the Academic Rank application requires updating. The IPD Office will follow up.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. **Agenda** – September 18, 2025. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Best. Hearing no objections, the motion passed.
- B. Minutes – [September 4, 2025](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Stone. Abstention by Rep. Rosales. Hearing no objections, the motion passed.

III. CONTINUING BUSINESS

- A. **Sabbatical Leave update** – Chair LaMantia, Sabbatical Leave Committee
- B. Chair LaMantia noted that several committee members were absent from last year’s sabbatical scoring meeting and emphasized that attendance is required. The committee will meet on October 23 at 1pm. She confirmed that scoring instructions, along with a link to the confidential proposals, will be provided to committee members following the meeting.
- C. **Handbooks**
 1. [Alternative Methods](#) – Chair Green explained that CIL workshops were removed because the CIL now offers stipends to faculty and the IPD does not allow “double-dipping.” She also noted that while some faculty attempted to complete CIL workshops, the short format made it difficult to accumulate enough hours to earn SAC credit.
 - Chair Green consulted with AS VP Crescimanno, who recommended that the ASCCC Participatory Governance workshop be made available to all faculty, rather than only the AS E-Board, as the AS supports faculty interested in pursuing leadership roles.
 - Rep. LaMantia inquired about the new IPD funding model and how many faculty members in columns 1–4 would qualify for both SAC and conference funding. The IPD Office is awaiting an updated list of faculty column placements and will report back to the committee once it becomes available.
 - **MOTION** by Rep. LaMantia to approve the AM Handbook as amended. Seconded by Rep. Best. Hearing no objections, the motion passed

2. [Salary Advancement Credits](#) **MOTION** by Rep. Best to approve the SAC Handbook, including an update to the Gale section in the SAC Handbook. Seconded by Rep. Stone. Hearing no objections, the motion passed.

D. Discipline/General Education Conferences, Workshops, Prof Meetings and Classes.

\$2,500 maximum annual funding allowance, which can be used to fund a single conference or multiple conferences per academic year – OR – an Alternative Methods project. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

Tabled from 9/4/25 meeting. Determine whether it is a predatory conference.

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Rescinded	Laiyin Tiffany Lao	ESL (PT) (8) LHE	Discipline	\$2,500	International Conference on Conversation Analysis and Language Teacher Education CAR	Feb 13-15, 2026	Ankara, Turkey
Chair Green reported that after informing Instructor Lao that the conference costs had not yet been posted online, and therefore the IPD could not efficiently review the CAR for possible approval, Instructor Lao chose to rescind her CAR and will reapply once the registration details are available.								

E. Mentoring

1. Coordinate Mentors, collect signatures on the Mentoring Agreement, recommend SAC for Mentors that qualify, and provide a copy of the Mentoring Handbook.

Chair Green thanked Rep. Singh for his diligent work in reaching out to the faculty to coordinate mentoring services. He reported the following faculty agreed to mentor:

NEW FACULTY – 1 st Year	MENTOR
Denise Gonzalez Bon Counselor – College Autism Prog Coord	Jeanette Adame, History
Samantha Harris, Ethnic Studies	Amy Jennings, Psychology
Robert Nguyen, Nursing	Phuong Nguyen, Nursing

NEW FACULTY – 1 st Year <i>Temporary 1-year contracts</i>	MENTOR
Jessica Chavez, Nursing	Evangelina Rosales, Cosmetology
Victoria Nelson, Nursing	TBD
Claudia Ureno, Nursing	TBD
Regina Halchishak, Cosmetology <i>Fall 2025 only – Temp during T. Chambliss Sabbatical Leave</i>	Tim Mueller, Theater Arts

FACULTY – 2 nd Year	1 ST Year MENTOR	2 ND Year MENTOR
Jacob Hamrick, Auto Tech	?	Faculty declined mentoring.
Nicole Clement, Nursing	Diep Pham & Barbara Miyadi, Nursing	
Michael McCarthy, CJ	Derrick Watkins, CJ	
Teresa Roston, Cosmetology	Tasha Chambliss, Cosmetology (on Fall 2025 Sabbatical Leave)	

IV. NEW BUSINESS

A. Discipline/General Education Conferences, Workshops, Prof Meetings and Classes.

\$2,500 maximum annual funding allowance, which can be used to fund a single conference or multiple conferences per academic year – OR – an Alternative Methods project. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Approved M-Nguyen S-Best	Denise Gonzalez Bon	Counselor-College Autism Program	Discipline	\$2,000	California Association for Postsecondary Education 51st Annual Convention CAR	Oct 12-15, 2025	Santa Clara, CA
2	Approved M-Best S-LaMantia	Dawn Brooks	Music	Discipline	\$2,500	Jazz Education Network CAR	Jan 7, 2026	New Orleans, LA

B. Alternative Methods [[Application form](#)]

\$2,500 maximum annual funding allowance, which can be used to fund an AM project for an annual maximum of (1) LHE for (18) hours of work – OR - for conference funding. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

1. Review applications:

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	UNIT	HOURS	AM TYPE	PROJECT
1	Approved M-Baumgartner S-Cosand	Damien Jordan	Counselor	Fall 2025	1	18	Educational Materials	Developing a Canvas Front Page for GWC classes. Plans to meet with individual departments and divisions to show them this resource and customize it to their needs to maximum adoption. Application

C. Salary Advancement Credits – Proposal for SAC Recommended List by Rep. Baumgartner

1. [Gale – Introduction to Artificial Intelligence](#) | 24 hours | 1.33 credits

MOTION by Rep. Cosand to include this course in the SAC Handbook. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

D. Strategic Plan Update – Committee Goals and Action Items

Chair Green reported that the Strategic Plan is available on the website. The IPD Office noted that per the President's Office, it may be pending final campus approval. Chair Green noted that the CIL appears to be responsible for reporting on professional development and requested that the CIL Workgroup collaborate with Erin Craig, CIL Coordinator, to incorporate IPD's input.

- Rep. Jennings noted that, as the PDAC IPD designee, she can relay the IPD's feedback on campus professional development matters back to PDAC.

V. INFORMATION ITEMS

A. Preapproved Conferences – Academic Senate (ASCCC) conferences

All faculty are encouraged to attend state Academic Senate conference [ASCCC website]. Priority will be given to the Academic Senate Executive Board attendance of Fall and Spring Plenary and the Curriculum Institute.

- The IPD Office will provide prepayment of registration fees for applications received at least 8 weeks prior to the conference.

	IPD DECISION	FACULTY	DISCIPLINE	PD TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Preapproved	Julie Terrazas	Librarian Academic Senator	ASCCC	\$2,500	ASCCC – Fall Plenary	Nov 5-8, 2025	La Jolla, CA

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 | 2025-28
4. Library | 2024-27
5. World Languages & Sign Language | 2025-28

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

1. SABBATICAL LEAVE – Announced in May. Intent to File/Application/Proposal due Sept.

Members: LaMantia (Chair), Best, Nguyen, Stone, Wegter, Miyadi, Fioretto, Singh, and Baumgartner.

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: Wegter (Chair), Baumgartner, Fioretto, LaMantia, Nguyen, Singh, Walden-Hurtgen, and Johnson.

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), Douma, Cosand, Green, Mueller, Rosales, Walden-Hurtgen, Johnson, Best, and Stone.

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: Singh (Chair), Fioretto, Jennings, Miyadi, Mueller, and Rosales.

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: Cosand, Jennings, Rosales, and Sattler

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.

**VI. [2025-26 IPD Meeting schedule: Agendas and Minutes](#)
[IPD Application Deadlines](#)**

VII. E-links

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