



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 19, 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 (<i>italics = absent</i>)	
Bern Baumgartner – Business, Accounting, Mngt, Marketing	<i>Leah Walden-Hurtgen</i> - Liberal Arts & Culture
Amanda Best - Art	Rachel Wegter - Communication Studies
<i>Keisha Cosand</i> - English	RC Wilkinson - World Languages & Sign Language
Doreen Fioretto – History & Education	VACANT - Auto Tech, Digital Arts, Drafting
Kate Green - IPD Chair, Physical Sciences	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. Chair Green announced Kyle Smith, Psychology, is the well-deserved recipient of this month’s FEA.

II. APPROVAL OF THE AGENDA AND MINUTES

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

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

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

Associate Professor Farazdaghi reported on her sabbatical leave.

IV. CONTINUING BUSINESS

A. IPD 2024-25 Budget update

Chair Green reported that the District has not allocated the funds to the IPD accounts.

- The IPD Office contacted the Director of the Business Services Office to request an IPD allocation report.
- Based on the anticipated allocations, Chair Green noted that the full-time faculty conference fund is nearly exhausted. The IPD full-time and part-time faculty conference accounts are interchangeable. Therefore, as per past practice, the IPD Office will continue to transfer funds from the part-time faculty conference fund to subsidize the full-time account when needed to fund new CARs.

B. Sabbatical Leave 2025-26 update

- Sabbatical Leave Committee Chair LaMantia informed the IPD received (3) 2025-26 Sabbatical Leave proposals. The committee will meet on September 26 to review and rank the proposals.
- Chairs Green and LaMantia informed on an unfortunate situation where a faculty member submitted their 2025-26 Sabbatical Leave Proposal without first submitting their Intent to File. Their email was apparently in the faculty member’s Outlook drafts but was not sent to the IPD Office. The Chairs affirmed that per the contract, an Intent to File is required by the end of the second week of the fall semester and that failure to meet deadlines is not appealable. Although it was a very heartbreaking situation considering the time and effort the faculty member spent on their proposal, Chair Green

confirmed that the IPD responded in accordance with the contract, and the faculty member was encouraged to apply again next year.

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	Approved M-Best S- LaMantia	Collette Hausey	Music	Discipline	\$2,200	The 78th Midwest Clinic CAR	Dec 16-21, 2024	Chicago, IL	\$220
2	Approved M-Best S- Wegter	Amy Jennings	Psychology	Discipline	\$2,200	Western Psychological Association Annual Convention 2025 CAR	April 30 - May 4, 2025	Las Vegas, NV	\$295
3	Approved M-Best S- LaMantia	Criss Vo (PT)	English	Discipline	\$2,200	National Council of Teacher of English CAR	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	Approved M-LaMantia S-Stone	Teresa Nguyen	ELL	Department Chair. Refer to attached Justification in the CAR & support from her dean.	\$2,200	AZTESOL – Arizona Teachers of English to Speakers of Other Languages CAR	Oct 4-5, 2024	Flagstaff, AZ	\$85

C. 2024-25 ALTERNATIVE METHODS

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

Chair Green reviewed the AM Handbook. The committee was in favor of the changes and approved posting it to the IPD AM webpage.

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

1. Review 2023-24 IPD progress reports and make recommendations for 2024-25

The IPD endorsed Chair Green's [proposed IPD goals for 2024-25](#) and recommended:

- Goal 1 – add IPD collaboration with PDAC for new faculty PD opportunities.
- Goal 3 – Regarding how to improve the CIL website for better promotion of IPD PD opportunities:
 - Add hyperlinks to the IPD website PD opportunities.
 - Add language on how to earn SAC for completion of CIL offerings and include links to IPD resources. Share the CIL section of the SAC Handbook with Erin Craig.
 - Revise the Faculty Awards section on the CIL webpage to hyperlink to the IPD FEA webpage, as faculty awards fall under the responsibility of the IPD/Academic Senate and not CIL.
- It was recommended to possibly meet with Uyen Tran, the new Training and Development Specialist, to discuss faculty professional development opportunities.

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

Chair Green informed the workgroup about the spreadsheet accessible in Teams, listing faculty by their current rank. The workgroup was asked to contact faculty to assist them in applying for a promotion in academic rank.

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

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

1st year tenure-track Faculty:

- Jacob Hamrick, Auto Tech (one-year temporary faculty)
- Michael McCarthy, Criminal Justice. Derrick Watkins will serve as his mentor.
- Nicole Clement, Nursing = Mentor: Barbara Miyadi, Nursing. Rep. Miyadi noted that she will follow up with Nicole to confirm whether she already has a mentor.
- Hiring in progress – Cosmetology (one-year temporary faculty)

2nd-year tenure-track faculty & Mentors – Confirm if Mentee wishes to continue in the Mentoring Program.

- AJ Edmonds, Computer Science = Rachel Zacharia, Business. Rep. Baumgartner will follow up with Rachel.
- Armando Garcia, Counseling EOPS = Nancy Nguyen, Counseling. Rep. Nguyen will follow up with Armando.
- Shawn Hampton, Nursing = Phuong Nguyen, Nursing.

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

Chair Green informed that, as per District policy, faculty may not use personal credit cards to pay for food purchases from a vendor under contract with the District. Instead, a PO Net-30 arrangement will be implemented. To make the symposiums catering process easier, and minimize the need for faculty to use their personal funds, the IPD created open purchase orders to our most popular vendors (Alonti, The Olive Pitt, and Green Tomato Grill). Faculty would just need to place their orders and the IPD Office will take care of the payment. Faculty may continue to purchase supplies or snack using personal funds and submit their receipt to Patty for reimbursement. A written preapproval from their dean is required.

H. Update from GWC Business Services (formerly known as Bursar's Office)

Chair Green reviewed the updates from the Business Services Office. Faculty were asked to adhere to the CAR and Reimbursement procedures. Patty informed that the Director of Business Services announced during a training session that division offices would be responsible to collect CAR reimbursements from employees within their division for quality control; however, ~~IPD-funded CAR reimbursements should be submitted to Patty~~

~~Fonseca in the IPD Office.~~ It has since been clarified that all CAR reimbursements are to be submitted directly to the Business Services 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. Former email address no longer in service.

VI. INFORMATION ITEMS - Items rolled over from previous agenda

A. Preapproved Conferences

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	Hawaii International Conference on Education CAR	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](#)