



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 2, 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             |
| <del>Amanda Best</del> - Art                             | <del>Tracy Sattler</del> (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 |
| <b>Kate Green - IPD Chair, Physical Sciences</b>         | 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                    |
| <del>Barbara Miyadi</del> – Nursing/Health Professions   | VACANT - Library                             |
| Tim Mueller – Performing Arts                            | VACANT – World Languages & Sign Language     |
| Jimmy Nguyen - Counseling & EOPS                         | Recorder – Patty Fonseca                     |

### I. ANNOUNCEMENTS

The IPD group picture was taken.

### II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – October 2, 202. **MOTION** by Rep. LaMantia to approve the agenda as presented. Seconded by Rep. Fioretto. Hearing no objections, the motion passed.
- B. Minutes – [September 18, 2025](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.

### III. CONTINUING BUSINESS

#### A. **Sabbatical Leave update** – Chair LaMantia, Sabbatical Leave Committee

Chair LaMantia reported that the subcommittee received seven sabbatical proposals, with two returned for rewrites due by 10/17/25. The subcommittee will reconvene on 10/23/25 for final scoring and ranking. She noted that all proposals were strong and that final approval will be determined by the college president contingent on available sabbatical funding. Chair Green explained that the ranking process gives priority to faculty who have not previously taken a sabbatical, while Chair LaMantia noted that those who had did so many years ago.

#### B. **CIL Workgroup: [Strategic Plan Update](#) – [Committee Goals & Action Report 2025-26](#)**

Chair Green reported that the Planning Council requested the campus committee's goals and action reports. She asked the CIL Workgroup to convene and send their recommendations to CIL Coordinator Erin Craig, as the new Strategic Plan lists Dr. Craig as the lead and IPD as a contributor. The IPD reviewed the Strategic Plan's professional development goals and shared ideas with the workgroup.

#### C. **Mentoring update**

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

Chair Singh reported receiving signed mentoring agreements from Samantha Harris and Jessica Chavez. His attempts to contact the nursing faculty were unsuccessful, but he will follow up with them again. Rep. Mueller also tried to contact Regina Halchishak without success and will contact the Department Chair to help facilitate communication.

| NEW FACULTY – 1 <sup>st</sup> Year                           | MENTOR                  | AGREEMENTS |
|--------------------------------------------------------------|-------------------------|------------|
| Denise Gonzalez Bon<br>Counselor – College Autism Prog Coord | Jeanette Adame, History | Completed  |

|                                 |                          |           |
|---------------------------------|--------------------------|-----------|
| Samantha Harris, Ethnic Studies | Amy Jennings, Psychology | Completed |
| Robert Nguyen, Nursing          | Phuong Nguyen, Nursing   | Completed |

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

#### 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<br>DECISION                   | FACULTY                      | DISCIPLINE                 | CONF TYPE  | AMOUNT  | EVENT                                                                                                     | DATES           | LOCATION     |
|---|-----------------------------------|------------------------------|----------------------------|------------|---------|-----------------------------------------------------------------------------------------------------------|-----------------|--------------|
| 1 | Approved<br>M-LaMantia<br>S-Stone | <b>Monica<br/>Jovanovich</b> | Art                        | Discipline | \$2,500 | <a href="#">College Art Association 114<sup>th</sup><br/>Annual Conference</a><br><br><a href="#">CAR</a> | Feb 18-21, 2026 | Chicago, IL  |
| 2 | Denied<br>M-LaMantia<br>S-Cosand  | <b>Shaheed<br/>Sabrin</b>    | ELL<br>Part-time<br>10 LHE | Discipline | \$2,500 | <a href="#">The 17<sup>th</sup> Asian Conference on<br/>Education</a><br><br><a href="#">CAR</a>          | Nov 27-28, 2025 | Tokyo, Japan |

Chair Green reported that she had contacted the applicant, who confirmed plans to attend only two days of a five-day conference and was unaware that the 11/28/25 session would be fully online.

- The IPD Office informed that IPD funding eligibility for part-time faculty is based on their District-wide LHE. Rep. Nguyen noted that the applicant is assigned 8 LHE at CCC and 2 at GWC. To address concerns about potential “double-dipping” for conference funding across campuses, the IPD Office will research District guidelines regarding whether part-time faculty must apply through their primary campus and how to verify if conference funding has already been approved elsewhere.
- Chair Green also noted a growing interest in international travel, which may prompt the IPD to develop guidelines distinguishing domestic and international travel since state public funds are used.
- The committee concluded that attending one in-person day followed by a fully online session the next day does not provide sufficient justification for international travel using IPD funds. It was suggested that he consider a local conference, and/or apply for funding elsewhere.

##### B. IPD Funding “double-dipping”

IPD website: “District policies prohibit receiving IPD and any other District funds for the same professional development activity, including Flex credit, IPD salary advancement credit, or IPD Alternative Methods funding.”

Chair Green noted that it is common for colleges to consult one another to share best practices for IPD funding. CCC reached out regarding potential double-dipping for SAC and inquired whether the other colleges provide IPD funds for courses or conferences used to also apply for SAC. Chair Green stated that CFE acknowledged the faculty contract grants IPD/PDI the authority to make that determination.

- Additional discussion addressed whether sabbatical OER-related projects should qualify for the OER stipend. It was recommended that the Sabbatical Committee Chair notify the OER Coordinator when a faculty member's sabbatical involving an OER project is approved, and that the faculty member's sabbatical report be shared with the OER-Coordinator later.
- Chair Green asked the committee whether the IPD currently funds any services that could be considered double-dipping, with Alternative Methods suggested as an example.
- The IPD will reach out to Noah Levin, Academic Senate designee on the DCC BP/AP Subcommittee, for clarification on board policy regarding double-dipping.

Chair Green informed that additional discussion is needed, and this will be included on the next agenda as a continuing business item.

## V. INFORMATION ITEMS

### A. Preapproved Conferences

|   | IPD DECISION | FACULTY      | DISCIPLINE | AMOUNT  | EVENT                                                               | DATES          | LOCATION     |
|---|--------------|--------------|------------|---------|---------------------------------------------------------------------|----------------|--------------|
| 1 | Preapproved  | Karen Putnam | Counselor  | \$2,500 | Hawaii International Conference on Education<br><a href="#">CAR</a> | Jan 8-11, 2026 | Honolulu, HI |

### B. Preapproved Salary Advancement Credits

|   | IPD DECISION | FACULTY         | DISCIPLINE | CREDITS | HOURS | PROGRAM  | PROJECT                             | COMPLETION DATE |
|---|--------------|-----------------|------------|---------|-------|----------|-------------------------------------|-----------------|
| 1 | Preapproved  | Matthew Shimazu | Chemistry  | 1.33    | 24    | CONF/WKP | Gale – Introduction to Photoshop CC | 12/1/2025       |

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

### D. 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**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ <a href="#">IPD website</a> – services and applications</li> <li>▪ <a href="#">Academic Senate website</a></li> <li>▪ <a href="#">CCI website</a></li> <li>▪ <a href="#">GWC Canvas Support Site</a></li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">Faculty &amp; Staff webpage</a></li> <li>▪ <a href="#">DEAC website</a></li> <li>▪ <a href="#">Academic Senate Faculty Resources</a></li> </ul> |
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