



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, November 21, 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
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 – ELL & ESL
Tim Mueller – Performing Arts	VACANT – Kinesiology, Health, Athletics
Jimmy Nguyen - Counseling & EOPS	VACANT - Library
Herman Singh – Social Sciences	VACANT – Part-time Faculty At-large
Natalie Stone - Mathematics & Engineering	

I. ANNOUNCEMENTS

- Chair Green expressed appreciation to Reps. Fioretto and Baumgartner for their contributions to finding mentors for new faculty.
- On behalf of Rep. Wegter’s absence, Chair Green informed of her outstanding contributions to chairing the Academic Rank work group. (16) applications were collected. Next, the work group will review the applications and provide their recommendations for the next agenda.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – November 21, 2024. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Wilkinson. Hearing no objections, the agenda was approved.
- B. Minutes – November 7, 2024. Chair Green requested to table the minutes to the next meeting. Hearing no objections, the meetings were tabled.

III. GUEST PRESENTER

- A. Erin Craig – CIL Coordinator
Dr. Craig provided an update on Spring Summit, the CIL, and the collaboration with IPD and PDAC on faculty professional development.

IV. 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. [[CAR form](#)] [[CAR reimbursement form](#)]

1. Revise the IPD post-[conference survey](#)
 - [Sample 1](#) - conferences
 - [Sample 2](#) – conferences
 - [Sample questions](#) - conference
 - [Sample 1](#) – classes or trainings

The committee reviewed sample surveys and will create a Likert scale-type survey but will incorporate some open-ended questions to allow faculty to provide additional feedback. The results will be incorporated into the IPD’s Strategic Plan Committee Goals and Actions reports. Further discussion will take place next semester to determine how the IPD will share the conference feedback with the faculty.

B. Salary Advancement Credits

1. Proposal to include this class on the IPD Recommended List. **MOTION BY** Rep. LaMantia to approve including the Gale course “Building a Team: Training OER Support Staff” on the IPD SAC Recommended List. Seconded by Rep. Wilkinson. Hearing no objections, the motion was approved.
2. Review application of a course NOT listed on the IPD Recommended Courses.

	IPD DECISION	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETION DATE
1	Approved M-LaMantia S-Nguyen	Bern Baumgartner	Business	2	36	CONF/WKP	Building a Team: Training OER Support Staff	3/15/2025

V. INFORMATION ITEMS

A. Salary Advancement Credits – Review applications of courses listed on the IPD Recommended Courses.

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETED DATE
1	Bern Baumgartner	Business	1.33	24	CONF/WKP	Teaching Students with ADHD	2/2/2024
2			1.33	24	CONF/WKP	Employment Law Fundamentals	2/2/2024
3			1.33	24	CONF/WKP	Effective Business Writing	2/2/2024
4			1.33	24	CONF/WKP	Handling Medical Emergencies	3/15/2025

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. Cosmetology | 2022-25
4. Criminal Justice | 2022-25
5. Kinesiology, Health, PE, Athletics | 2023-26
6. ELL & ESL | 2023-26
7. Library | 2024-27

C. 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, 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: 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 keeping 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.

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

E. 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](#)