



# 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
Natalie Stone - Mathematics & Engineering	

### I. ANNOUNCEMENTS

- A. Nominations for Faculty Excellence Award due September 13, 2024 – Peer Excellence in Teaching. Accepting nominations from Full-time and Part-time Faculty. [Nomination form](#)  
Chair Green encouraged the IPD to nominate a deserving faculty colleague.
- B. Congratulations to GWC faculty receiving tenure. Chair Green informed that the IPD promotes faculty awarded tenure to the next academic rank of Assistant Professor.
  - Leslie Bitong, Dance
  - Teresa Nguyen, ELL/Noncredit
  - Joel Powell, Political Science

### II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – September 5, 2024. Chair Green requested to amend New Business Item C-1: revise the amount of requested funding to include the presenter funding and move Item C-7 to Information Items A-2 since this is a “preapproved” conference. **MOTION** by Rep. LaMantia to approve the agenda as amended. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.
- B. Minutes – [May 16, 2024](#). **MOTION** to approve the minutes as presented. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

### III. NEW BUSINESS

- A. **IPD 2024-25 Budget** - including 2023-24 carryover balances.  
Chair Green reviewed the 2024-25 IPD budget. She reminded that conference accounts also cover the registration fees for taking classes.
- B. **Sabbatical Leave 2025-26**
  - [Intent to File](#) due September 6, 2024
  - [Application](#) & Proposal due September 13, 2024
  - [Sabbatical Leave Information Packet](#)
  - First meeting of Sabbatical Leave committee – Thursday, September 26, 2024, at 1:15pm on Zoom

Chair LaMantia, Sabbatical Leave Subcommittee, informed the IPD has received one Intent to File and a second faculty member has expressed interest in sabbatical leave.

- Faculty have until tomorrow to submit their Intent to File.
- A discussion ensued regarding compensation while on sabbatical leave.

CCCD/CFE AFT CBA Section 21.3.h. Sabbatical Leave:

(5) Compensation.

(a) A Faculty Member granted a sabbatical leave for an academic year shall receive sixty percent (60%) of the Faculty Member's salary for that year. A Faculty Member awarded a sabbatical leave for one semester or two half-semesters shall receive full salary for that semester or semesters. The District shall continue to provide insurance benefits during the period of the sabbatical leave. Time on sabbatical leave shall be treated as working time for salary step placement and retirement contributions shall be continued as provided by law.

(b) Compensation for the sabbatical leave shall be paid upon return of the Faculty Member (in accordance with Education Code provisions) unless the Faculty Member furnishes a suitable bond indemnifying the District against loss in the event the Faculty Member fails to render the agreed upon period of service to the District following return from the leave. The Faculty Member will be reimbursed the cost of the bond upon fulfilling the service requirement.

- Rep. Best informed that faculty who have been granted sabbatical leave are eligible to apply for IPD conference funding the semester of their sabbatical, provided that the conference is not directly related to their sabbatical project. This allows faculty to pursue professional development opportunities outside of their sabbatical work.

C. 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-LaMantia S-Walden- Hurtgen	<b>Teresa Nguyen</b>	ELL	Discipline	\$2,200 \$2,350 includes \$150 presenter	<a href="#">43<sup>rd</sup> Annual International TESOL France Colloquium</a>  <a href="#">CAR</a>	Nov 15-17, 2024	Paris, France	\$300
2	Approved M-LaMantia S-Wegter	<b>Amanda Best</b>	Art	Discipline	\$2,200	<a href="#">National Conference for the Advancement of Ceramic Arts</a>  <a href="#">CAR</a>	Mar 26-29, 2025	Salt Lake City, UT	\$343
3	Approved M- Walden- Hurtgen S- LaMantia	<b>Jennifer Bailly</b>	Economics	Discipline	\$2,200	<a href="#">Western Economic Assoc International 100<sup>th</sup> Annual Conference</a>  <a href="#">CAR</a>  <i>CAR pending confirmation of 2025 registration fee.</i>	June 20-24, 2025	San Francisco, CA	TBD

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION	REG FEE
4	Approved M-Best S-Stone	<b>Denise Gonzalez Bon</b>	DSPS Counselor (PT)	Discipline	\$2,200	<a href="#">California Association for Post Secondary Education and Disability Convention</a>  <a href="#">CAR</a>	Oct 27-30, 2024	San Diego, CA	\$675
5	Approved M-Best S-LaMantia	<b>Diep Pham</b>	Nursing	Discipline	\$2,200	<a href="#">2024 American Assoc of Hip and Knee Surgeons Annual Meeting</a>  <a href="#">CAR</a>	Nov 7-10, 2024	Dallas, TX	\$450
6	Approved M-Best S-LaMantia	<b>Cathy Le</b>	Librarian	Discipline	\$2,200	<a href="#">American Library Association Annual Conference &amp; Exhibition</a>  <a href="#">CAR</a>	June 26-30, 2025	Philadelphia, PA	\$720
<b>Moved to Information Items – Preapproved Conferences</b>									
7	N/A	<b>Jimmy Nguyen</b>	Counselor	General Education	\$2,200	<a href="#">Hawaii International Conference on Education</a>  <a href="#">CAR</a>	Jan 4-7, 2025	Honolulu, Hawaii	\$415
8	Approved M- Walden-Hurtgen S- LaMantia	<b>Doreen Fioretto</b>	Education	Discipline	\$2,200	<a href="#">International Society for Technology in Education</a>  <a href="#">CAR</a>  <i>CAR pending confirmation of registration fee.</i>	<b>2025-26 budget</b>  June 29 – July 2, 2025	San Antonio, TX	TBD
9	Approved M-LaMantia S-Walden-Hurtgen	<b>Matthew Shimazu</b>	Chemistry	General Education	\$2,200	<a href="#">Accelerating Online Learning Worldwide</a>  <a href="#">CAR</a>	Nov 18-21, 2024	Orlando, FL	\$1,175

**D. 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-Wilkinson	<b>Shawn Taylor</b>	Math	Dept Chair. Attendance recommended by VPI.	\$2,200	<a href="#">11<sup>th</sup> Annual CCEMC Dual Enrollment Summit</a> <a href="#">CAR</a>	Sept 11-13, 2024	Burlingame, CA	\$895

**E. 2024-25 ALTERNATIVE METHODS**

- 2024-25 AM Budget  
(Reviewed in New Business A).
- Review process for Summer projects and [CCCD Faculty Special Rates](#)  
Chair Green informed that Summer AM projects are paid based on the Faculty Special Rates of the previous academic year. Therefore, she is recommending that the IPD only accept Fall and Spring projects.

**MOTION** by Rep. Cosand in support of only accepting Fall and Spring projects. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

- Proposal – [AM Info Sheet & Recommended Courses](#)  
Chair Green requested the committee review the proposal and provide feedback during the next meeting.
- Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	SEMESTER	UNIT	HOURS	AM TYPE	PROJECT
1	Approved M-LaMantia S-Wegter	<b>Kay Dutz</b>	Chemistry	Fall 2024	1	18	CONF/WKP	<a href="#">WebAIM class “Accessible Document Training”</a>  <a href="#">Course link</a>
2	Approved M- Walden- Hurtgen S- Stone	<b>Annette Park</b>	Math	Fall 2024	2	36	CONF/WKP	<a href="#">CCC Teaching with OER and Open Pedagogy for Equity</a>  <a href="#">Course link</a>

**F. Salary Advancement Credits** – Review applications of courses not listed on the IPD Recommended Courses.

	IPD DECISION	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE DATE
1	Approved M-LaMantia S-Baumgartner	<b>Krissy Barone</b>	Athletics	0.67	12	CONF/WKP	Ed-2-Go OC Library – <a href="#">Certificate in Healthy Aging Application</a>	Septemb

**G. Salary Advancement Credits – Request for retro authorization**

Applications were submitted after completing Gale courses from the IPD Recommended list. Certificates of completion are on file.

Chair Green informed that Lindsay Lewis had previously been approved for five Gale courses prior to the start of Summer 2024. Lindsay had followed up with the IPD Office to confirm if they had been accepted. Chair Green responded to the email stating, "Yes, these are all approved Gale courses. We have received your applications, and you may go ahead and take them". This was interpreted by Lindsay to mean that all the Gale courses were preapproved. She proceeded to enroll and complete the Gale courses as listed below. Certificates were submitted; however, the SAC applications were not submitted until she completed the classes. Chair Green addressed Lindsay’s misunderstanding that all Gale courses were considered preapproved and could be taken without prior submission of the applications. After a brief discussion, the IPD agreed to make an exception in this case due to the extenuating circumstances. The committee moved in favor of retroactive approval of the applications listed on the agenda and to accept the outstanding submission of the Leadership certificate.

**MOTION** by Rep. LaMantia to make an exception due to extenuating circumstances in this case and approve the applications retroactively and accept late submission of the Leadership certificate. Seconded by Rep. Wegter. Hearing no objections, the motion passed.

**Section 21.3. IPD/PDI: Professional Development Projects for Salary Advancement Credits.**

**Section 21.3.a. Criteria and Guidelines for Granting Approval for Professional Development Institute Projects.**

(1) Faculty Members requesting credit for independent study; job exchange; job shadowing; lower division course work; mentoring; new assignment; publications; production of educational materials; professional organization activity; work experience; workshops, seminars, and conferences must clearly show in a measurable way how these activities will enhance and improve the Faculty Member's teaching ability. "Measurable" is defined as documentation of the work to be undertaken and accomplished and its specific application to one's teaching field. **Requests for approval must be submitted PRIOR to undertaking the work; however, under exceptional circumstances the request for approval may be submitted up to six (6) weeks after the event.**

<ul style="list-style-type: none"> <li>▪ Letter – Request for exceptional circumstance.</li> <li>▪ All applications were submitted August 13, 2024</li> </ul>							
	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETED DATE
1	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale - The Creative Classroom	7/29/2024
2	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale - Solving Classroom Discipline Problems II	7/29/2024
3	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale - Individual Excellence	7/30/2024
4	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale – Building Teams That Work	7/29/2024
5	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale-Understanding Adolescents	7/29/2024
6	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale- Creating the Inclusive Classroom	7/29/2024
7	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale-Keys to Effective Communication	7/29/2024
8	Lindsay Lewis	Math	0.78	14	CONF/WKP	Gale via Allegra-Stress Management	8/9/2024
9	Lindsay Lewis	Math	1.33	24	CONF/WKP	Gale-Leadership	PENDING – due 9/1/2024

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

- [Academic Rank application](#) | [Criteria](#) | [Information Sheet](#)
- [Petition for Professor Emeritus](#) | [Information Sheet](#)

Chair Green requested the committee notify their discipline faculty of the opportunity to apply for a promotion in academic rank and encourage retirees to apply for Professor Emeritus status.

**I. Salary Advancement Credits** – Recommended courses

- GWC Community Education Ed-2-Go and [GWC Adult Education](#)

Chair Green informed community education courses are now offered via the GWC Adult Education program.

- Proposal - [SAC Recommended Courses](#) (now includes CIL trainings).

**MOTION** by Rep. LaMantia to approve the SAC list of Recommended with an amendment to include the [CCCO @One Fall 2024 ZTC](#) professional development courses. Seconded by Rep. Stone. Hearing no objections, the motion passed.

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

New Full-time Faculty:

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

Rep. Cosand agreed to continue to Chair the Mentoring Work Group. Chair Green informed mentors are needed for the new faculty members. Rep. Miyadi volunteered to mentor Nicole Clement, Nursing, but stated she would confirm if another Nursing faculty member had previously agreed to take on the role.

**K. Conference and Course Survey feedback** [\[PDF\]](#)

Rep. Baumgartner shared the results of the conference survey. Chair Green informed the IPD will be requiring faculty approved for conference funding to complete a survey which is used to gather data during the college's strategic planning process and allow the IPD to assess its current goals and objectives.

*Chair Green adjourned the meeting at 2:15pm. Due to time constraints, the following agenda items were not discussed and will roll over to the next meeting agenda:*

**L. Department Symposiums** – Catering funding process

**M. 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.
- New email address: [GWCBusinessServices@ccd.edu](mailto:GWCBusinessServices@ccd.edu)

**IV. INFORMATION ITEMS**

**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	<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
8. Nursing/Health Professions | 2022-25 (*nominee pending AS consent on 9/5/2024*)

**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](#)