



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 3, 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 (strikethrough = absent)

| | |
|---|---|
| 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 – 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. IPD Chair Green informed that District is revising the CAR process. She and Patty will be attending a meeting to learn about how it will impact the IPD process.
- B. Rep. Best pointed out that the first day of the spring 2025 semester will be on a Friday and explained how it is tied to faculty pay. Memorial Day takes place during finals week. [\[2024-25 Academic Calendar\]](#)
- C. On behalf of a fellow Counseling colleague who is on the union executive team, Rep. Nguyen informed on faculty confusion with semester versus quarter units for SAC. The union noted that quarter units do not equal semester units. The union was requesting the IPD update the language as clearly as possible to include that semester units where needed. Chair Green replied that she had been previously informed of this matter and that revisions had been made to the IPD website. Following a review of the SAC webpage, the IPD confirmed that appropriate language was included and that no further action was needed.

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – October 3, 2024. **MOTION** by Rep. Baumgartner to approve the agenda as presented. Seconded by Rep. Wegter. Hearing no objections, the agenda was approved.
- B. Minutes – September 19, 2024. **MOTION** by Rep. Best to approve the agenda as presented. Seconded by Rep. LaMantia. Hearing no objections, the minutes were approved.

III. SABBATICAL REPORT – Brian Thill, English. Fall 2023 ([Report](#)) ([Presentation](#))

Professor Thill presented on his sabbatical leave.

IV. CONTINUING BUSINESS

- A. **IPD 2024-25 Budget update.**
The IPD Office informed there is nothing to report since the IPD is still waiting for their full allocation.
- B. **Sabbatical Leave Committee update**
Sabbatical Leave Chair LaMantia reported the following:
 - (3) Applications/Proposals reviewed on 9/26/24.
 - (1) proposal returned for revision per committee recommendations.
- C. **Academic Rank & Professor Emeritus Workgroup update** - Call for applications. Deadline: November 13, 2024
Chair Green requested the Academic Rank work group continue to reach out to faculty listed on the Academic Rank spreadsheet and encourage them to apply for a promotion in academic rank. Faculty who recently retired

may be encouraged to apply for Professor Emeritus. The work group may reach out to Dave Barrett, Ed Reyna, and Victor Quiros.

1. [Academic Rank Workgroup 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](#)

D. Mentoring Workgroup update - [Mentoring Handbook](#) | [Mentoring Agreement](#) | [SAC Application - Mentoring](#)

1st year tenure-track Faculty:

- Jacob Hamrick, Auto Tech (one-year temporary faculty). Rep. Singh stated he reached out to the faculty member but did not receive a response. He will contact him again and provide an update at the next meeting.
- Michael McCarthy, Criminal Justice = Mentor: Derrick Watkins, CJ
- Nicole Clement, Nursing = Mentor: Diep Pham and Barbara Miyadi, Nursing
- 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 = Mentor: ~~Rachel Zacharia, Business~~. Instructor Edmonds declined a mentor.
- Armando Garcia, Counseling EOPS = Mentor: Nancy Nguyen, Counseling. Rep. Nguyen will follow up the faculty to confirm their plans.
- Shawn Hampton, Nursing = Mentor: Phuong Nguyen, Nursing

V. New Business

A. 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-Cosand S-Wegter | Ayesha Zia | English | Refer to the justification statement with the CAR. | \$2,200 | California Dual Enrollment Equity Conference CAR | Feb 23-26, 2025 | Sacramento, CA | \$750 |

VI. INFORMATION ITEMS

A. 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

B. 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: 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.

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

D. 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](#)