



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, November 7, 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 – 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

- In reference to approval of the amended agenda on CIL IMPACT, IPD Chair Green reminded that the IPD had issued a blanket approval of all CIL two-hour trainings for SAC. There were a couple of exceptions of courses under two hours. Refer to the IPD website for details.

II. APPROVAL OF THE AGENDA AND MINUTES

- Agenda – October 17, 2024. Request to amend the agenda to add New Business item IV-A Proposal for SAC and AM – DEAC CIL IMPACT Series. MOTION by Rep. LaMantia to approve the agenda as amended. Seconded by Rep. Baumgartner. Hearing no exceptions, the agenda was approved.
- Minutes – October 17, 2024. MOTION by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Fioretto. Hearing no objections, the minutes were approved.

III. CONTINUING BUSINESS

A. IPD 2024-25 Budget update.

Chair Green reviewed the IPD Budget. The IPD received their 2024-25 allocation, however, is still waiting for their 2024-25 carryover balances. Stephanie Martinez, Director of GWC Business Services, is working on it and will have an update soon.

- Academic Rank & Professor Emeritus Workgroup update** - Call for applications. Deadline: Nov 13, 2024
AR Workgroup Chair Wegter reported that she has contacted all faculty members currently listed as Associate and Assistant Professors to encourage them to apply for a higher rank. Eight applications have already been received, and she expects more faculty members to apply soon.

- [Academic Rank Workgroup Teams](#)

- 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](#)

- Mentoring Workgroup update** - [Mentoring Handbook](#) | [Mentoring Agreement](#) | [SAC Application - Mentoring 1st year tenure-track Faculty](#):

- Jacob Hamrick, Auto Tech (one-year temporary faculty) = Mentor: Chair Green will follow up with Dean Brooks.
- 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) = Mentor: Rep. Fioretto offered to reach out to Jon Holland, Department Chair.
- 2nd Year tenure-track faculty & Mentors – Confirm if Mentee wishes to continue in the Mentoring Program
- AJ Edmonds, Computer Science = Mentor: Declined
 - Armando Garcia, Counseling EOPS = Mentor: Nancy Nguyen, Counseling. Rep. Nguyen confirmed that Nancy agreed to continue as the mentor, although, they may not connect enough time to qualify for SAC.
 - Shawn Hampton, Nursing = Mentor: Phuong Nguyen, Nursing

IV. New Business

A. Proposal for SAC & AM - [Distance Education Advisory Committee CIL IMPACT Trainings](#)

IPD Chair Green reminded that the IPD had previously issued a blanket approval of all CIL two-hour trainings for SAC which will include these IMPACT trainings. There were a couple of exceptions of courses under two hours. Refer to the IPD website for details. CIL Coordinator, Erin Craig, will be invited to attend an IPD meeting for further discussion.

B. Proposal to create a CIL/PDAC Work Group - To meet [2024-25 IPD Strategic Plan Goals](#)

MOTION by Rep. LaMantia to bring back the CIL/PDAC Work group. Seconded by Rep. Stone. Hearing no objections, the motion passed. Reps. Cosand, Jennings, and Mueller volunteered to serve on the CIL/PDAC work group.

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. [New CAR form effective immediately.](#)

Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION	REG FEE
1	Approved M-LaMantia S-Cosand	Hailey White	English (PT) LHE: (10)	Discipline	\$2,200	National Council of Teachers of English CAR	Nov 21-24, 2024	Boston, MA	\$480

D. 2024-25 DEPARTMENT SYMPOSIUM - Funding: \$50 pp = \$30/lunch, \$15/snack, \$5/materials per full-time faculty and 7.5+ LHE part-time faculty.

	IPD DECISION	FACULTY	DISCIPLINE	DATE	# OF ELIG FACULTY	FUNDING	OBJECTIVE/GOAL
1	Approved M-Walden-Hurtgen S-Wegter	Jimmy Nguyen	Counseling	Fall 2024 Nov 15, 2024	16	\$800	“Building Rapport While Working on our CORs” Review and update the Counseling course outline of record. Counseling is due to have an updated COR for all of their classes by next year. Application

V. 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. ELL & ESL | 2023-26
7. Library | 2024-27

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: _____ (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.

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.

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

D. E-links

- [IPD website](#) – services and applications
- [Academic Senate website](#)
- [CCI website](#)
- [Faculty & Staff webpage](#)

- [DEAC SharePoint](#)
- [GWC Canvas Support Site](#)
- [Academic Senate Faculty Resources](#)