



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	
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

II. APPROVAL OF THE AGENDA AND MINUTES

- A. Agenda – November 7, 2024. MOTION by Rep. Best to approve the agenda. Seconded by Rep. Singh. Hearing no objections, the agenda was approved.
- B. Minutes – October 17, 2024. MOTION by Rep. Best to approve the minutes as presented. Seconded by Rep. Wilkinson. Hearing no objections, the minutes were approved.

III. CONTINUING BUSINESS

- A. IPD 2024-25 Budget update
Chair Green informed a full report will take place at the next meeting, and informed there was enough funding to support all sabbatical applications.
- B. Sabbatical Leave
 1. 2025-26 Sabbatical Subcommittee recommendations
Chair Green informed the subcommittee forwarded all four applications to the college presidents for approval.
 2. Amend the Timeline for future application periods: Time of deadlines
Chair Green informed on a sabbatical proposal rewrite that was submitted a few minutes past deadline and the Sabbatical Subcommittee’s vote to accept the proposal. IPD applications converted to online submissions during the pandemic. Since faculty are no longer required to deliver their hard copy applications by the IPD’s office 5pm closing, she proposed extending the sabbatical deadline from 5pm to midnight. She noted the dates are contractual but the IPD has purview on the time. **MOTION** by Rep. Wilkinson to revise the sabbatical timeline to midnight effective during next year’s application cycle. Seconded by Rep. Cosand. Hearing no objections, the motion passed.
 3. Sabbatical Proposal – proposal to improve the language in the [Sabbatical Leave Application Packet](#): page 6 - “Guidelines for Preparing your Sabbatical Leave Proposal” and page 7 - Sabbatical Leave Ranking Procedure Guidelines to
Chair Green informed on a writing proficiency issue encountered by the sabbatical subcommittee during the proposal rating process. She proposed that the language in the IPD Sabbatical Leave Ranking Procedure guidelines be improved to give faculty a clearer understanding of what is expected in a proposal. The committee agreed the IPD’s role is to provide support that helps the faculty achieve their professional development goals. They agreed to review the sabbatical leave application process and IPD Office emails

and revise as needed. Rep. Cosand agreed to be a beta-tester on the application process. Revisions will be presented to the IPD for final approval before implementation.

C. Academic Rank & Professor Emeritus Workgroup update - Call for applications. Deadline: Nov 13, 2024
Rep. Wegter informed that the AR work group has collected several applications and fielded several inquiries from the faculty.

D. Mentoring Workgroup update

1. First-year tenure-track Faculty:

- Jacob Hamrick, Auto Tech (one-year temporary faculty) = Mentor: _____
- Teresa Roston – Cosmetology (one-year temporary faculty) = Mentor: _____

Rep. Singh informed that he has not received a response. Since these positions are part of CTE, Rep. Baumgartner offered to contact his colleagues to confirm their decision.

2. Status of “New Faculty reference guide” by CIL FIG.

Rep. Fioretto informed that a draft will be provided to the IPD Office. It will be routed to the AS EBoard for approval. The CIL FIG will continue to own and maintain the material. The IPD Office proposed to have the Mentoring Work Group share it with the new faculty.

IV. New Business

A. District CAR - IPD process update

Chair Green informed on District’s revised CAR form and new process.

Due to time constraints, New Business B was tabled to the next meeting.

B. 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

2. Review Applications:

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Denied M-Nguyen S-Baumgartner Considered part of her Fall 2024 Sabbatical Leave project	Amy Runyen	Art	Discipline	\$200	Online Workshop: Dina Brodsky: Instagram for Artists; additional course info CAR	Nov 11-15, 2024	Online
2	Approved M-Cosand S-Wegter	Phuong Nguyen	Nursing	Discipline	\$2,200	25th Anniversary Looking Back Reaching Forward CAR	Jan 10-14, 2025	Orlando, FL

3	Approved M-Fioretto S-Wegter	Dawn Brooks	Music	Discipline	\$2,200	American Choral Director's Association National Conference CAR	March 19-22, 2025	Dallas, TX
4	Approved M-Nguyen S-Cosand	Leah Walden-Hurtgen	Anthropology	Discipline	\$2,200	Conference for California Anthropology Teachers CAR	Jan 17-18, 2025	Morro Bay, CA

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

1. Proposal to create a post-symposium survey
2. Review application:

	IPD DECISION	FACULTY	DISCIPLINE	DATE	# OF ELIG FACULTY	FUNDING	OBJECTIVE/GOAL
1	Approved M-Fioretto S-Wegter	Teresa Nguyen	ELL	Fall 2024 Nov 21, 2024	8	\$400	Enhance the effectiveness of our ELL, ESL, and GED programs by aligning Student Learning Outcomes (SLOs) to better reflect educational goals, refining self-placement diagnostics to ensure accurate assessment of student levels, and introducing engaging classroom activities aimed at increasing student participation and retention. 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

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