



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, March 6, 2025

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	Herman Singh – Social Sciences
Amanda Best - Art	Natalie Stone - Mathematics & Engineering
Keisha Cosand - English	Leah Walden-Hurtgen - Liberal Arts & Culture
Amy Douma (Psychology) – Part-time Faculty At-large	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	VACANT - Auto Tech, Digital Arts, Drafting
Kate Green - IPD Chair, Physical Sciences	VACANT - Computer Science
Amy Jennings - Psychology	VACANT – Criminal Justice
MaryLynne LaMantia - Biological Sciences	VACANT – ELL & ESL
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 - World Languages & Sign Language
Evangelina Rosales - Cosmetology	

I. ANNOUNCEMENTS

- Chair Green welcomed new members Amy Douma, Psychology, representing Part-time Faculty At-Large and Evangelina Rosales representing Cosmetology.
- She announced that SEAP funding is available to attend the Umoja Summer Institute.

II. APPROVAL OF THE AGENDA AND MINUTES

MOTION by Rep. LaMantia to approve the agenda and minutes as presented. Seconded by Rep. Walden-Hurtgen. Hearing no objections, the motion passed.

- A. Agenda – March 6, 2025
- B. Minutes – [February 6, 2025](#)

III. CONTINUING BUSINESS

- A. Call for IPD Chair – nomination period Feb 28 – March 10 at noon. Term 2025-27.

Chair Green informed that she submitted her nomination for a third term, which the committee supported. Additional nominations are also welcomed. She acknowledged the AS Bylaws' three-year consecutive term limit, requiring a two-year gap before reapplying. She emphasized the importance of establishing a succession plan for the following term. The final candidate will be announced at the Academic Senate's March 11th meeting, followed by an electronic consent vote by the voting members of the IPD.

- B. Faculty Excellence Awards

1. February: recognized by Classified Professionals

Chair Green announced that Michelle Sambrano, Counseling EOPS, was the recipient of the February FEA.

2. March: Innovation Award recognized by Department Chairs, Deans and Managers

She informed that the call for nominations for the March FEA closed yesterday with no submissions for full-time faculty. As a result, it was reopened to also accept nominations from faculty and will close on March 10.

- C. Feedback on CIL webpage: <https://www.goldenwestcollege.edu/cil/index.html>

Chair Green reviewed her concerns of the CIL website and received additional feedback from the committee. She will share the IPD's concerns with Dr. Craig, Flex Coordinator.

- D. 2025-26 ACADEMIC RANK – AR Work Group

Bios and photos for faculty approved to full Professor for AR website [[2025-26 Professors](#)]

Chair Green announced that Rep. Wegter will be contacting faculty to request their bios and photos.

IV. NEW BUSINESS

A. Conferences

1. Review Applications - 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](#)]

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
a	Approved M-LaMantia S-Cosand	Amy Douma	Psychology Part-time (9) LHE	Discipline	\$2,200	Western Psychology Association Annual Convention 2025 CAR	April 30 – May 4, 2025	Las Vegas, NV

2. Review Applications - 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).

	IPD DECISION	FACULTY	DISCIPLINE	LEADERSHIP ROLE	AMOUNT	EVENT	DATES	LOCATION
a	Approved M-LaMantia S-Stone	Teresa Nguyen	ELL	Department Chair Refer to VPI statement of support.	\$827 Her remaining balance in this conference category plus \$150 presenter funding.	BC TEAL (Teachers of English as an Additional Language) 2025 Annual Conference CAR	May 2-3, 2025	Vancouver, Canada
					NOTE: She indicated that she was ineligible for SEAP or Adult Ed funding.			

3. Requesting feedback - What’s working well, what’s not working, and opportunities to improve:

- GWC/District CAR Application Approval process and Reimbursement process
- IPD Application instructions
- IPD Reimbursement instructions

Chair Green reported on the faculty’s increased complaints regarding delays with the CAR approval and reimbursement process. She recognized the proactive efforts of the IPD Office to support the faculty. She presented a draft of the 'IPD Sample – How to Complete a CAR' and 'How to Complete a Reimbursement Form,' which received the committee's support and will be posted on the IPD website. The IPD Office will include these forms in the IPD conference approval notice email and will follow up with faculty with instructions on the reimbursement process.

4. [Conference survey](#)

Chair Green presented a proposal for the conference survey. The committee recommended using a Likert scale instead of open-ended questions. Members were asked to submit their suggestions to her for inclusion in a revised draft, which will be presented at the next meeting.

V. INFORMATION ITEMS

A. Preapproved - 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](#)]

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Approved by IPD Chair	Chad Ponciano	Counseling	Discipline	\$2,000	2025 3C2A Annual Convention – California Community College Athletics Association CAR	March 25 – 27, 2025	Sacramento, CA
IPD Chair approved – Time sensitive due to the cancellation of the Feb 20 th IPD meeting.								
2	Approved by IPD Chair	Ruth Calcanas	Sociology	Discipline	\$2,200	2025 Pacific Sociological Association Annual Conference CAR	March 27-30, 2025	San Francisco, CA
IPD Chair approved – Time sensitive due to the cancellation of the Feb 20 th IPD meeting.								
3	Preapproved conference	Pete Bouzar	Math	General Teaching	\$850	Online Teaching Conference: CCC TechConnect 2025 CAR	June 16-18, 2025	Long Beach, CA

B. Preapproved - Salary Advancement Credits

	FACULTY	DISCIPLINE	CREDIT	HOURS	PROGRAM	PROJECT	COMPLETE BY
1	Matthew Shimazu	Chemistry	2.22	40	CONF/WKP	@ONE Assessment in Digital Learning	June 4, 2025
2	Tasha Chambliss	Cosmetology	1	18	Mentoring	Mentor for Teresa Roston (2024-25 Temporary 1-year full-time faculty member)	Spring 2025

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

VI. WORKGROUP ASSIGNMENTS 2024-25 (New or returning members to select TWO assignments)

New members Douma and Rosales selected to join the FEA work group. They will be asked to select their second work group in the fall semester.

1. SALARY ADVANCEMENT CREDITS & ALTERNATIVE METHODS – (ongoing applications)

Members: B. Baumgartner, A. Best, K. Green, B. Miyadi, and N. Stone

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)
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, and T. Mueller
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 participates 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 maintaining 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.

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

VIII. **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](#)