**Leadership Minutes**

**January 21, 2020, from 12:30-2pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Sandy Dixon, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Betty Alford, Dr. Estela Ballon, Ms. Kimberly Deitrick and Ms. Stephanie Rascon

**Guest(s):** Lisa Rotunni and Dr. Sep Eskandari

1. **Welcome**

Dean Passe welcomed all to the leadership meeting. Dr. Estela Ballon will be the Interim Department Chair for Liberal Studies in Spring 2020. Guests Dr. Sep Eskandari and Ms. Lisa Rotunni joined the leadership team at 12:30pm to discuss class schedules.

1. **Class Schedule**

Dr. Eskandari and Ms. Rotunni discussed class scheduling, challenges and processes in CEIS departments. Dr. Eskandari commented that CEIS usually has a clean schedule and wanted to know about the things that were working and not working:

- Dr. Hurlbut brought up two concerns. One was not being able to schedule 3-unit classes on Monday and Wednesday mornings only as the Monday, Wednesday and Friday schedule is tough for students. The second is corequisites for a seminar; the practicum course is put in as a corequisite and the system still allows students to register for one without the other. This is for ECS 4100 & 4100A and ECS 2100 & 2100A. Dr. Eskandari will look into these. He addressed the Monday-Wednesday concern and said there is a desire to maximize the utilization of spaces on Friday, Saturday and Sunday. Part of the strategy is to encourage Monday, Wednesday and Friday classes. There is a deviation form that can be filled out if there is a true need to schedule on Monday and Wednesday mornings. He will have Ms. Lam Le send out the form to AD Gilli-Elewy; it is almost ready to go online and once it does a link can be distributed.

- Dr. Hurlbut expressed concern over a faculty member who is disabled and had courses that were almost back to back in different classroom locations across campus. She wondered if there was a way to request that her classes be scheduled in classrooms that are closer to each other. Dr. Eskandari recommended our college scheduler work with Ms. Le to accommodate these requests. AD Gilli-Elewy said the ASCs currently work with each other in the college to accommodate these requests, but it is difficult when it is a classroom outside of CEIS.

- AD Gilli-Elewy inquired on having an FTES column added per course as departments are operating on an SFR basis across their sections to meet targets. Ms. Rotunni said the historical challenge with this is that true FTES calculation requires to look at every student in the class and not just the class schedule. The main difference is a graduate student is considered different than undergrad and transitory IPoly students in regular courses. There are many rules to calculating FTEs accurately, Dr. Eskandari suggested using the numbers that are distributed on Mondays.

- Dean Passe inquired on any issues with evening courses. Dr. Pataray-Ching said it has been challenging to find an evening schedule that works for masters and credential students. Many students cannot take day courses because they are teachers or work during the day and 7pm is not a very popular time. It has also been challenging to get faculty and students on board to take Friday and Saturday courses.

- Dr. Quinn asked about the resources that would be available to students if we decided to add more weekend courses. He wondered if dining services and personnel to support classes would be ramped up to create a weekend culture. Dr. Eskandari agreed and mentioned conversations about the need for dining services like Poly Trolley to be available during the weekend, but we are not there yet. The new dining hall that replaced Los Olivos, CenterPoint, is open 7 days a week.

- Dr. Dixon discussed three EWS courses that were added to their schedule because they were course-matched. She was not notified that they were going to be added and went into panic mode because they did not have faculty to teach them. They found out this change came from the Chancellor’s office without first consulting with the department. Dr. Eskandari apologized for this oversight; a new process was adopted, and course match is done between four different departments. It starts with Academic Programs; data is provided by Ms. Rotunni’s office about the suitability of online courses for being included in the course match program. Then the Registrars and Dr. Eskandari’s office are involved. This process was adopted to avoid key challenges with the course match process itself and the Chancellor’s office has promised that they will have a new delivery method for doing course match. The course match guarantees a number of seats are open for students to take from other CSU campuses. This new process that opened up different sections attempted to fix a past problem. When our students would see seats in a class were open, they would try to add a course and were being told there was no space. The department chair in consultation with the faculty determines how many seats will be given in an online course.

- Dr. Quinn mentioned that some of the classrooms they had scheduled had been replaced with smaller classrooms without any notice. He had previously discussed this matter on how IGE utilizes the room rather than filling every seat, for example having a room with 40 capacity with 30 students is ideal. He believes it is an issue that room cap should be the same as class cap, since it is not how it works in the classroom. Also, the use of the waitlist method to indicate a demand for another section does not work for IGE. First, it has to do with the class cap, Dr. Quinn does not believe it is fair to have students on a waitlist for a class that they cannot add. Dr. Eskandari wondered if a strong waitlist would be an indicator of the demand for another section and Dr. Quinn disagreed saying that some students will select to be on the waitlist for one class although they are listed for another class due to a professor’s popularity. Dr. Eskandari said this was an excellent point and that we could decide as a campus that if a student is already in a particular course that student could not be on the waitlist for another section of the same course. He said this would address about 3% of the students and the waitlists do tend to indicate the demand for another course section. From experience he recommended that the waitlist be set at the capacity of the full enrollment capacity instead of zero that does not allow this data to formulate. In order to make a case for ABC funding, this data is needed to back it up and MyPlanner is also a helpful tool.

- Dr. Eskandari discussed the amount of time it takes to schedule and said a discussion has begun to look into a program that would make scheduling more efficient and something will hopefully be available within the next two years. He would like the department chairs to have their ASCs attend the next scheduling training. Ms. Kimberly Deitrick commented on the complexity of the current process of manually entering each Hybrid course date and time into the system. She also mentioned that it was difficult to search for facilities and if she has many changes for her department, she will generally enter them manually. AD Gilli-Elewy wondered what the timeline between the rolling over of schedules and the time it becomes public was and if it could be kept hidden until the department chairs approved. Dr. Eskandari said it is now about a 3-week window since the goal is for students to see what is going to be offered but agreed that we may need time to fine tune before going public.

1. **Approval of Last Meeting’s Minutes**

Leadership meeting minutes of December 9th were approved with no changes.

1. **Outstanding Advisor Award**

Dean Passe followed up with the leadership team on their department representative names for this committee. Once there is a representative from each department we can proceed and add additional people from departments as needed.

- IGE: Dr. Quinn will serve

- EDL: Dr. Taylor Allbright will serve

- ECS: Dr. Nancy Hurlbut will serve

1. **Scholarly Travel Awards**

Dean Passe reviewed a scholarly travel submission and the following was approved:

- Dr. Maryann Hasso $1,500 for the 41st Annual Applied Linguistics Winter Conference

**6. Other**

**a. Outlook 365 SharePoint**

AD Gilli-Elewy mentioned that an invitation to access a SharePoint group in order to be able to share files had been sent to the department chairs.

**b. CEIS Room Assignments**

Dr. Hurlbut brought up the current CEIS room assignments by department; since ECS has grown they are finding they do not have enough space. AD Gilli-Elewy shared a proposal with the leadership team for the following room assignment changes:

* Liberal Studies will have 3-1639 until 2pm and 6-204 all day
* Education will have 3-1639 after 2pm
* ECS will have 6-104 all day

The leadership team agreed with the changes that will take effect in Spring 2021. AD Gilli-Elewy said the ASC’s currently work with Ms. Briseno to share classrooms amongst departments before releasing them to the rest of the campus. Dr. Hurlbut suggested that the ASCs communicate before cancelling classes so that other departments are aware that a classroom is opening up for a potential room switch.

**7. Next meeting February 25th**

**Meeting adjourned 1:37pm**