College of Education and Integrative Studies

Leadership Meeting Minutes

February 11, 2019 at 12:30 pm

**Attendees:** Dean Jeff Passe, ECS Chair Dr. Nancy Hurlbut, IGE Coordinator Ms. Sheena Huang, EDU Graduate Coordinator Ms. Rebecca Briseno, IGE Chair Dr. Dennis Quinn, Associate Dean Hend Gilli-Elewy, EDL Betty Alford, EDU Jann Pataray-Ching and LS Christina Chavez-Reyes

**1. Welcome**

**2. Approval of last meeting’s minutes**

Meeting minutes for January 28th were approved by the leadership team with no objections.

**3. Adjunct evaluation procedures**

Dean Passe asked for an update from department chairs to find out if everyone is following the same procedures and inquired on the kinds of issues being faced.

- Dr. Quinn uses Policy 1329 which is the periodic evaluation of temporary faculty done yearly depending on contract. He looks at student and peer evaluations to determine whether they are satisfactory or not. This is also a time to give feedback if improvement is needed, etc. The issue he is facing is that he does not receive the final student evaluations until the instructors are gone for the summer. What he has done is complete them once he receives them and mails them back to the instructors with a prepaid envelope so instructors can sign and send back. The problem comes when he reviews PAFs and they are missing or incompleted because they were not returned.

- AD Gilli-Elewy spoke to Dr. Martin Sancho-Madriz regarding the calendar since it is now two terms instead of three. He confirmed that for 1 year lecturers there is no calendar deadline for evaluations, so you can wait until the end of the semester to complete if needed. For 3 year contract lecturers there is a calendar posted on FA website with a strict calendar and deadline. Evaluations have to be submitted to 3 year lecturers by May 10th which is the last instructional week of the semester that is cumulative unless there is a peer evaluation. They will have the period of finals week and the week grades are due from May 10th to review, appeal or sign and acknowledge. The latest version does not require a signature until after the Dean approves with his recommendation. Then the lecturer could sign, acknowledge and at that time it will be placed in their PAF. Student evaluations should be done for every class with one yearly peer evaluation. If a lecturer has taught less than 1 year, it is up to each department to decide whether to evaluate or not. Departments should follow Lecture Evaluation criteria that is sent to lecturers with 30 days of hire; each department sets its own guidelines.

- Mary Ferrel from Faculty Affairs will update the Lecturer Evaluation criteria along with RTP on website. The RTP documents need to be updated by all departments with the latest revisions for semesters.

– Dr. Hurlbut talked about the RTP committee reviewing ECS lecturer observation and evaluation grievances for a grievance pathway, as recommended by Dr. Sancho-Madriz. The RTP committee does not currently review any lecturer evaluations. She will share ECS department guidelines with other department chairs as a model. Other department chairs think it may be a good idea to set a college lecturer grievance procedure versus each department having their own. AD Gilli-Elewy will speak to George Tejadilla to find out exactly who needs to be involved with grievances and get back to the leadership team.

**4. Donor Development**

Director of Development Ms. Liliane Ribeiro discussed donor development. Ms. Ribeiro gave an overview of CEIS’s 10 year history: On average there has been an annual contributed amount of about $99K, not including special gifts. In the last couple of years it has been less than half -- about $47K. We are currently looking at a $115K goal for this fiscal year that ends on June 30th. We are at $61K in 6 months comparative to last year we were at $53K for 12 months.

- Dr. Pataray-Ching asked Ms. Ribeiro to join an education department meeting to discuss these strategies with faculty.

- Ms. Ribeiro works with Annual Fund and can do specific asks for the college from alumni, even if it is a small amount everything adds up.

- Dr. Quinn discussed IGE’s arts event program where students pay to attend these various art events. He is wondering if there is a way to get an artist donor or institution to donate to IGE and provide students with access to places like the Getty, etc. Dean Passe agreed and said this is a great example, but at the same time we have to nurture and not come on too strong.

- Dr. Pataray-Ching brought up the Celebration of Teaching event coming up on March 22nd at Kellogg West. This event was designed to recruit students from different departments into the education program. Last year, they had guest speakers and was wondering if this is something that donors would be interested in attending. Ms. Ribeiro would like more information.

- Dr. Dixon says EWS has a lot of faculty that bring in guest speakers and believes these to be great opportunities to have potential donors attend. Ms. Ribeiro agreed and said that donors want to know about the experiences students are provided in and outside the classrooms.

**5. Budget requests**

Dean Passe reminded department chairs to send in their large budget requests that are due that week. These are to include technology, building rennovations, flooring, bathrooms and HVAC systems.

**6. Summer orientation**

AD Gilli-Elewy discussed changes and passed out draft handouts of undergraduate First-year and Transfter Orientation agendas with draft calendars to the leadership team for review. The biggest change was the 2-day orientation schedule and the expansion of parent and family orientation. The associate deans expressed concerns about the amount of parent and family orientation sessions and questioned whether it was necessary to have one for every transfer student orientation. These dates are preliminary and the campus will be observing the 4/10 schedule this summer.

- Dr. Hurlbut said many parents do show up with ECS transfer students and have concerns. Dr. Quinn believes it may be a good idea to leave it up to each department.

- AD Gilli-Elewy said the online modules are available and mandatory for students to do before attending orientation, but they are not enforcing or implementing repercussions when not done. Dr. Quinn was concerned that IGE information is not being received by students. AD Gilli-Elewy thinks this is a time to have IGE become part of the student success initiative and data could be obtained from that angle. Dr. Terri Gomez will be talking about GE and different pathways to GE. The university is hopeful that DPR issues will be resolved before orientation.

- Dean Passe reminded department chairs to be prepared to discuss new GE task force recommendations and the implications for all that work with undergraduates during next one-on-one meetings. AD Gilli-Elewy is trying to find out if these recommendations have gone through CSU Senate since recommendations include: 1. Reducing units from 48 to 42 and 2. Changing the areas and redistributing in different ways, which may be good for CEIS.

**7. Peer advisor workload assessment**

AD Gilli-Elewy discussed the under-usage of peer advisors as the funding is coming from undergraduate departments. She has asked Marlene and Berlinda to access workload and find out how many students they are advising. Many students would rather wait for an advisor to have an opening than talk to a peer advisor. AD Gilli-Elewy is wondering if having student assistants in the departments versus peer advisors for the college would be a better use.

- Dr. Hurlbut has found that Peer Advisors are really helpful during orientation.

- Dr. Dixon says many students rather wait to talk to an advisor, but she has used peer advisors for event flyer assistance. Suggests having Peer Advisors help with preparing envelopes for student evaluations.

- AD Gilli-Elewy urged the leadership team to reach out to Marlene or Berlinda if they should need student assistant work to be done as long as there is no sensitive information. Once the term is over it will be able to be assessed if two peer advisors are needed or maybe just keeping one to serve as a sort of reception person for the Advising Center. AD Gilli-Elewy would like department chairs to provide feedback of their experience or thoughts on Peer Advisors usage.

**8. Office and storage space**

Dean Passe reported that we have been efficient in consolidating space for file storage and have successfully opened the student lounge in bldg. 6, room 101.

- AD Gilli-Elewy reported that Ms. Kathy Hine confirmed there will be a campus space audit soon, that may begin with CEIS since we are a smaller college. There are other colleges that have tenure track faculty sharing office spaces while we have empty offices, so we have to ensure that we are using space wisely or have plans. AD Gilli-Elewy inquired on ECS and would like an approximation on how many additional office spaces will be needed for future hires. Those that have FERPed will keep their offices until they leave the university. The leadership team departments were asked to provide a list of office spaces and their current or future planned use.

- Dr. Pataray-Ching inquired on use for previous PolyTransfer space. AD Gilli-Elewy has met to review options with Dr. Sep Eskandari and Dr. Terri Gomez and will be working on submitting two proposals to move the Advising Center. 1. PolyTransfer office and 2. Office space in bldg. 94-2nd floor underneath History department and across from Liberal Studies department which is a larger suite. This means we may have to give up two individual office spaces to gain a suite, probably an advisor and peer advisor office.

**9. Classes with 0 enrollments.**

AD Gilli-Elewy discussed the cancellation of Spring 2019 classes that had zero enrollment. For future semesters if they see a class is occupying space with zero enrollment they will cancel the class and take the space.

**10. Other**

**a.** Dean Passe reports on Lanterman: There is a committee studying what could be done with the property as a public and private combination like Innovation Village. The idea is to have a combination of commercial properties that could generate income along with academic and residential uses. Dean Passe would like input and ideas from the leadership team he could forward.

- Dr. Hurlbut recommends a Child Development Center that is connected to the ECS department so it can also serve as a lab for student practicum instead of just a child care center.

- Dr. Dixon wonders if there is a way to incorporate additional parking space. Dean Passe said this is part of the forthcoming campus master plan. They have proposals for reconfiguring all of the parking and roadways. The dormitories on the right side of University drive will have to be torn down since they are on an earthquake fault. Once the new residential halls open up they are going to close those down; the current idea is to create a dedicated bus route with one-way availability every 10 minutes. Other plans include transportation shuttles and rideshare zones. This plan is designed to address not only parking, but keep cars off the campus all together. Since Dean Passe is part of this committee Dr. Dixon has some reccomendations not related to Lanterman that she will forward to him. 1. Parking signs, specifically the parking behind bldg. 1 that is used by faculty who teach in the evenings. These spaces are quickly filled by students who are able to park there after 5pm. 2. Parking spaces by Kellogg Mansion are not currently utilized because of the distance and steep hill. There are 50-75 spaces of parking. Cana shuttle go up there to drop off or pick up?

- Dr. Hurlbut has heard complaints from students about the shortage of places to eat on campus and the lack of a college town feel that other campuses have.

**b.** Dr. Dixon: This coming Wednesday, February 13th Dr. Haiming Liu is doing a presentation with Panda Express’s Head Chef.

**c.** EWS had a booth at the Bronco Family Day. The resource fair took place between 12-2:30pm and they were the only department from CEIS present. CLASS was present with many booths and even promoted their impacted majors. Over 1,000 people signed up and were there with families. Dr. Dixon promoted EWS GE courses and tried to help other students who were interested in EDU, ECS and IGE programs. She would have liked to have giveaways to pass out, but there was no funding. There are many other events for which we could have a table or booth to increase CEIS’s visibility.

**d.** AD Gilli-Elewy says we need to get the CRTPC together; currently there are two people on it - Dr. Amy Gimino and Dr. Shahnaz Lotfipour. We urgently need a third person. Faculty Affairs would like someone from a different department because you cannot have only one department representing the college. This is a committee that will meet to review all the RTP documents and create the committess for review. Those who are already serving on an a department RTP committee cannot serve along with department chairs. Dr. Ruth Ahn is available and willing to serve on this committee, but would need an exception from Faculty Affairs. Moving forward we may look at reducing the number of TT faculty on department RTP committess to the minimum of three.

**11. Next meeting – February 25th**