**Leadership Minutes**

**February 25, 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. Eden Haywood-Bird, Ms. Kimberly Deitrick, Ms. Marissa Stinson and Ms. Stephanie Rascon

1. **Welcome**

Dean Passe welcomed all to the leadership meeting. ECS Dr. Eden Haywood-Bird will be filling in for Dr. Hurlbut.

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

Leadership meeting minutes of January 21st were approved with no changes.

1. **All-college meeting times**

Dean Passe brought up scheduling conflicts with all-college meetings as it was previously agreed by the leadership team not to schedule classes on Mondays at 11am so all faculty have an opportunity to attend. He conferred with the leadership team on whether we should keep or change this time:

- Dr. Quinn said that due to scheduling changes and the Monday and Wednesday module he thinks it would be best to have these meetings set for Mondays from 10-11am.

- Ms. Kimberly Deitrick thought Mondays at 10am would be best.

We cannot do anything about the current year but beginning Fall 2020 All -College meetings will be scheduled on the 2nd Monday of the month, from 10-11am.

1. **Professional Development Committee – update**

Dean Passe met with the Professional Development Committee and three things came up:

1. Time management for faculty to include scholarly, teaching, family and other parts of life.
2. Related to urban education.
3. Teaching with technology.

- Dr. Alford mentioned a time management workshop she attended for department chairs that had a very good guest speaker with great information, but it doesn’t stick long term.

- Dr. Pataray-Ching felt that research presentations are like workshops with learning opportunities.

- AD Gilli-Elewy said the EODA and Faculty Center offers workshops for faculty to learn about teaching with technology. She also mentioned that the Task Force discussed the need for faculty training on diversity and equity issues to help in our classrooms, advising and mentoring. This would be across the board for faculty-faculty, faculty-student, faculty-staff and staff-student, etc.

- Dr. Alford agreed on the need to have a presentation, but not as a one-time event along with some discussions to follow-up which she finds useful.

1. **Travel Awards – proposal review**

Dean Passe reviewed scholarly travel submissions and the following were approved:

- Dr. Hilary Haakenson amount of $500 for the International travel to Italy to present

- Lecturer Mastanaheh Hazegh amount of $1,000 for AERA to present

- Dr. Amy Gimino amount of $2,000 for International travel to Greece to present

- Dr. Jose Aguilar-Hernandez funded amount of $1,500 for 1) NACCS & 2) AERA to present

- Dr. Taylor Allbright funded amount of $1,500 for AERA to present

There was a submission by Dr. Ruth Ahn to use previously funded amount of $2,000 for International travel to Finland instead of Korea. The leadership team would like more information before proceeding with a decision and Dean Passe will be in contact with Dr. Ahn.

**6. Re-opening travel awards?**

Dean Passe announced that there are $10,000 available for travel funding and discussed with leadership team on how to spend money. This money will have to be spent this academic year, June 4th is the deadline:

- Dr. Quinn inquired on whether this funding could be used on materials, equipment, subscriptions, memberships, books or software for professional development.

- AD Gilli-Elewy thought it would be best to open up a second round of travel or other needs for research, etc. and access them as they come in. There do need to be some clear guidelines like nothing requiring a PO or IT/ATI.

Dean Passe said he will be sending out an email announcing the second round with a deadline and the requests that come will be forwarded to the leadership team for review. For the next academic year, the leadership team can discuss restructuring professional development awards. The funding is now at $1,500 with a paper and $750 without a paper or presentation.

**7. Assigned Time**

AD Gilli-Elewy expressed urgency to each department on providing their assigned time to Ms. Zeida Garcia earlier. Moving forward by the end of Spring she needs the assigned time for Fall and somewhere in the middle of Fall she needs the assigned time for Spring to be able to align it with the FAD. She understands that there may be changes along the way, but some like the Teacher Scholar and Spice come in sooner and departments will know ahead of time.

Ms. Garcia will be sending out the assigned time forms to departments earlier and expecting a response within a few weeks.

**8. Teacher-Scholar applications**

Dean Passe and the leadership team department chairs discussed Teacher-Scholar applications with criteria. They could all be recommended with ranking and sent to Dr. Sep Eskandari, then Dean Passe would be contacted with any questions incase not all could be approved. To maintain confidentiality, the names and details will be left out of these meeting minutes.

**9. Study Abroad**

AD Gilli-Elewy discussed the Study Abroad program in Germany with the leadership team. She and a few others met with a German professor last week and discussed the opportunity to develop a relationship with an Educational Science discipline University in Germany for faculty research and study abroad for students. It has the potential to work with various departments from across the college both undergrad and precredential pathways and also general pathways.

-Dr. Alford was excited about courses that could work for Doctoral students as part of their global course if they participated in the summer school placement.

A flyer passed around to look at, the groups do not have to be very large 5-6 students and it could be arranged during Winter. AD Gilli-Elewy said if anyone present or other faculty have interest to please contact her.

**10. Outstanding Faculty Advisor report**

Dean Passe let the leadership team know that he will be sending an email out by tomorrow morning for Outstanding Faculty Advisor and the deadline is on 03/11 to get their letters in.

**11. B4**

AD Gilli-Elewy discussed B4 and a discussion she had with Math Dept Chair Dr. Berit. The guided registration for freshman has thrown off their scheduling because of the B4 requirement that needs to be covered in the first year. She wondered if we could move the B4 requirement for category 2 students to Spring, the category 3 and 4 students still need to take. This is an attempt to make the load easier on the department when they are scheduling courses and assigning faculty.

**12. Teagle II**

AD Gilli-Elewy wanted to put the Teagle II on the leadership teams radar, it is a big funding source for curricular redevelopment to add and revise a minor or if there is a big project in department.

**13. US Hist and Gov graduation requirement**

AD Gilli-Elewy discussed the US History and Government graduation requirements recently approved. History 3340 and Political Science 4205 are now upper division synthesis courses that cover US History and Government requirements.

**14. ADT Students**

AD Gilli-Elewy discussed ADT and said students should be able to graduate with 60 units.

- Dr. Haywood-Bird said an issue that they run into with ECS is that transfer students take courses in community colleges that transfer into the same GE categories. Students come in with enough units, but they do not fulfill certain areas and ECS program requirements to graduate. They are not doing course substitutions for courses that do not apply or transfer.

AD Gilli-Elewy said that as long as the ADT roadmaps are clear outlining the courses that are needed to transfer in students can graduate in 60 units from the time they transfer in.

**15. Summerboost and summer completion programs**

AD Gilli-Elewy discussed two funding opportunities that are being offered this summer designed to help students. The summerboost is to help students who did not complete their B4 and A2 this year to make sure they are ready for Fall 2020. Students will have support to finish requirements before they hit their Sophomore year. The summer completion grant is for those students who are 1-8 units away from graduation, it will support students to graduate this summer. Dr. Terri Gomez’s office is providing funding and our help could be used in determining which courses need to be offered.

**16. Dept assessment activities**

AD Gilli-Elewy mentioned that Mr. Taylor Quinn has not heard from all departments for assessment work. She would like to ensure he is not bombarded with items for surveys at the last minute. She asked the department chairs to speak to their assessment committees about this. As previously discussed she would like to set up a calendar so Mr. Quinn can organize his time.

**17. Other**

NA

**18. Next meeting March 24th**