**Leadership Minutes**

**March 19, 2020 from 12-1pm**

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

1. **Welcome**

Dean Passe welcomed all to the leadership meeting being held through Zoom due to COVID-19.

1. **Faculty Search Updates**

Dean Passe gave the following updates on faculty searches:

* **EDL** has received two hires who have accepted.
* **Special EDU** has received one hire who has accepted.
* **LS** has extended an offer.
* **IGE** has completed their search and will be sending information to Dean Passe.
* **EDU** has suspended their search due to inequity in having the remaining candidates on virtual interviews due to COVID-19 after one visited in person.
* **EWS** will begin their virtual candidate interviews on Monday, 03/23.
* **ECS** has completed their search and are pending a special consideration response from Provost Alva to hire a second faculty member due to high enrollment numbers.
1. **Student Assistants**

Dean Passe brought up department student assistants as Academic Affairs said we could be creative with tasks they could complete working remotely from home to get paid. They will need to fill out TWR and IT Addendum forms, to be sent to AD Gilli-Elewy.

1. **Signage**

AD Gilli-Elewy has posted signs throughout Bldg. 6 notifying any visitors that we are now working remotely from home with appropriate contact information.

Dean Passe said Ms. Ashley Jones, Communications Specialist has been updating the CEIS website with information. Departments should also update their information. If there is something unusual or interesting that faculty or staff are doing that could be shared through social media, please email Ms. Jones.

1. **Staff Working Remotely from Home**

Dean Passe would like each department chair to be in contact with their staff to clarify access, availability of office hours and work expectations. Once that information is obtained it should be provided to Dean Passe and AD Gilli-Elewy.

AD Gilli-Elewy asked all to be mindful of the time it will take staff to set-up in home offices, along with an adjustment and transition period.

**6. Peer and Student Evaluations**

Concerns regarding the completion of faculty peer and student evaluations were brought up.

* AD Gilli-Elewy and Dr. Hurlbut had a conversation with Mr. George Tejadilla regarding student evaluations which will go out. They do recognize that the response could be lower. They are considering giving tenure line faculty options to extend or not have it count against them.
* The peer-evaluations will not be able to be completed, but discussions are in process. The observations of online sessions can proceed if that method is in place.

Any items that faculty would like to include in their PAF files should be emailed to Ms. Zeida Garcia who will collect, print and add to PAF files.

**7. Technology**

AD Gilli-Elewy reported that technology devices have or are currently in the process of being provided to staff who need them

**8. Mail Distribution**

AD Gilli-Elewy and Ms. Stephanie Rascon have reached out to Distribution Services to have all of the department’s mail dropped off in the CEIS Lounge Bldg. 6-217 since they have key access. Items purchased with a P-Card are not allowed to be sent directly to a home address. It is best for each individual to purchase and submit for reimbursement. Dean Passe wanted to stress that items should not be purchased expecting to be reimbursed unless it has been approved by him, AD Gilli-Elewy or Department Chair (if it is coming from department budget.) Not all items are able to be reimbursed by University,. If any questions individuals should consult with Ms. Garcia.

**9. Electronic Signatures**

The campus is moving to electronic signatures and Adobe Acrobat could be used to set up one up. Mr. Tran from IT could also be of assistance, but it is recommended to send him an email as he is assisting CEIS and AG during this transition.

**10. Payroll**

Anyone who is not currently enrolled in direct deposit will be receiving their check by mail.

**11. Leadership Team Feedback**

Dean Passe asked the leadership team to share any feedback, concerns or questions.

Dr. Alford:

* Inquired on tenure documents that CRTPC was to review. AD Gilli-Elewy confirmed that the CRTPC met this past week and they are pending other two departments in order to review. These should be sent to Dr. Shahnaz Lotfipour, Dean Passe and AD Gilli-Elewy.
* Doctoral students are concerned about the postponement of commencement. Some have already purchased their robes and would like to be able to hold a formal celebration or commencement in the summer. Dean Passe will forward concerns to President’s office.
* Waiting on California CTC to make a ruling on CalAPA. Mr. Nick Salerno is in contact with state.

Dr. Ballon:

* Liberal Studies will reschedule peer-evaluations until after spring break.

Dr. Dixon:

* EWS faculty search research and teaching presentations are now going to take place virtually.
* The OSLCL may be cancelling their graduation celebrations, but it has not been confirmed.
* The EWS Symposium lunch will most likely be postponed for summer and student presentations will be done virtually.

Dr. Quinn:

* IGE has changed summer courses to online synchronous since students are enrolling now. Dean Passe commented that CEU is trying to encourage faculty to go in that direction for summer.
* Dr. Quinn wondered how students would be refunded for IGE art events that have been paid for and are now canceled. AD Gilli-Elewy recommended using funding for the following year, but also thought it would be best to speak to Ms. Garcia to ensure funds could be rolled over.

Dr. Pataray-Ching:

* Celebration of Teaching event has been canceled.
* She has been in contact with stakeholders regarding students’ ability to meet clinical practice hours for graduation. CTC has already said instead of 600 hours it could be 500 hours, but not sure if they could meet that at this point so she will continue to be in communication.
* Math and Science Credential students are receiving scholarships.

Dr. Hurlbut:

* Faculty is concerned about start-up and Spice grant funding. Dean Passe will work on getting some information out about these and deadlines soon.

Ms. Marissa Stinson:

* Has been working on getting set-up and everything is a work in progress.

Ms. Kimberly Deitrick:

* She is also concerned about faculty start-up and Spice grant funding and would like to pass along information as we get it. Dr. Dixon is on the Spice grant committee and will be able to look into these inquiries and report back to Dean Passe and AD Gilli-Elewy.

**12. Funding**

Dean Passe let the leadership team know that as things change and the economy is impacted, our spending may be impacted too. He would like each to propose how money we currently have to spend due to canceled travel could be spent. The leadership team will collectively review and decide. OU funding rolls over, but there has to be a plan and this can be discussed with Ms. Garcia.

**13. Future Leadership Meetings**

Dean Passe discussed scheduling weekly 1-hour leadership meetings for the time being, All agreed.

**14. Other**

 **a. Blackboard**

 AD Gilli-Elewy wanted to follow-up with all to ensure their Blackboard sites were activated.

**b. Student Petitions**

AD Gilli-Elewy reported that petitions are currently only being accepted for students who are graduating this Spring. A One-Drive folder has been set up for each department to sign petitions.

**15. Next meeting March 24th**