**Leadership Minutes**

**March 24, 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. **PIE**

Dean Passe reported on PIE. The money that was supposed to go to PIE recipients is currently on hold due to the University previously not following federal regulations. The University cannot continue to send students $5,000 checks; the money must go through Financial Aid and be used to pay off tuition and loans rather than directly to students. Those students whose award is higher than the cost of their attendance cannot receive this money. This applies to many students who have moved out of the dorms lowering their attendance costs. The money will still be available for students to use next semester which may cause complications. Dean Passe said letters would be prepared and sent to those students who are affected.

1. **Mail Distribution**

AD Gilli-Elewy has worked with Ms. Stephanie Rascon regarding mail distribution for departments as prior arrangements have changed. Ms. Rascon will pick up all departments’ mail and packages from Distribution Services once a week on Thursdays. The department chairs agreed and gave their permission to have Ms. Rascon go through their mail; if there are any packages or important documents she will reach out to each department individually. This applies to items that have already been ordered, it has been recommended to have new orders not purchased with PCards be delivered directly to the individual’s home. Dean Passe would like Spice grant purchases to be run by Ms. Zeida Garcia for advice on how to proceed before purchasing.

1. **ITEP**

AD Gilli-Elewy inquired on Liberal Studies ITEP timeline, as it was recently approved by the Chancellor’s office. Dr. Ballon will look into timeline details and get back to AD Gilli-Elewy.

**6. RTP**

AD Gilli-Elewy reminded EWS chair Dr. Dixon to review and submit documents by 03/27 to CRTPC.

**7. Professional Development/Travel Funding**

Dean Passe and the leadership team discussed the opportunity to open up previously awarded and not used travel funding for memberships and books as long as they are professionally related. AD Gilli-Elewy reminded all to be mindful about the IT and University deadlines and recommended consulting with Ms. Garcia as needed.

Dean Passe will be sending an email to faculty detailing that department chairs will be collecting faculty requests and costs to be considered in mid-April with a submission deadline of April 10th. At that time, we will see how much funding is available and make the necessary decisions. Dean Passe will also be in contact with Ms. Garcia about how to proceed with purchasing and reimbursements. Dean Passe recently spoke to Provost Alva and was told that the CSU is cautioning people to cut back on spending wherever they can.

**8. Assessments**

After speaking with Mr. Taylor Quinn, AD Gilli-Elewy inquired on the leadership team’s thoughts regarding the continuation of current assessment surveys for departments. This information is helpful to plan out the rest of the year for Mr. Quinn. Many felt they could not answer until the University lets them know what they will need in their assessment annual reports, etc. Dean Passe will speak to Dr. Laura Massa

**9. Annual Objectives**

Dean Passe discussed course objectives for the remainder of the year with the leadership team. Due to current circumstances it is important for faculty to organize and prioritize these to ensure SLOs are being met during the transition and if they are not a plan can be devised with their department chair. AD Gilli-Elewy confirmed that ECOs still stand and it would be a matter of looking at the matrix.

Dean Passe would like department chairs to check in with their faculty and provide feedback.

**10. Faculty Searches**

Dean Passe shared faculty search updates:

* **EWS** had their first candidate virtually yesterday 03/23 and all went smoothly; the next candidate is scheduled on 03/26 and 03/27.
* **IGE** has hired one new faculty for Fall 2020.
* **EDL** has hired two new faculty for Fall 2020.
* **EDU** has hired one new faculty for Fall 2020.
* **LS** has completed their search and is still negotiating.
* **ECS** has completed their search and is still negotiating.

Moving forward, hiring paperwork will need to be processed through Interfolio and Faculty Affairs Ms. Mary Ferrell would be a primary point of contact for any questions.

**11. Leadership Team Feedback**

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

Dr. Quinn:

* Knows the library is available, but also wondered if faculty are allowed to work from their office on campus. AD Gilli-Elewy will meet with Dr. Victoria Bhavsar and follow-up.
* Expressed that some faculty are having trouble with online connectivity and speed. AD Gilli-Elewy will also discuss this with Dr. Bhavsar and Dr. Sep Eskandari. It was shared by the leadership team that some internet companies are offering deals.

Dr. Hurlbut:

* Expressed concern over practicum work for ECS students in order to keep them on track to graduate. Dean Passe does not have an answer, but will continue to inquire on solutions.
* ECS faculty office hours will be posted online for students.
* Faculty inquiring about start-up funds should contact Ms. Garcia and Dean Passe.
* There are some faculty who are having trouble with travel reimbursements. Dean Passe said there were some guidelines and will vary case by case,;those with trouble are recommended to contact Ms. Garcia.

**12. Other**

NA

**13. Next meeting April 6th**