College of Education and Integrative Studies

Leadership Meeting Minutes

March 25, 2019 at 12:30 pm

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

1. **Welcome**

Dean Passe welcomed all to the Leadership meeting along with Business Continuity guests Ms. Melissa Zimmerman & Mr. Whitney Fields. They give an overview of Business Continuity as a plan that allows departments to continue operations in the case of a disruption or emergency. Handouts containing information on Business Continuity Overview, Tips for Effective Business Continuity Planning and Critical Functions Guide were passed out. Ms. Zimmerman said we are doing great as every department has completed a plan. The next step is to schedule tabletop exercises with the different departments in CEIS. They would like each department chair to go over the plan with their coordinators to update as necessary and schedule table exercises. In a tabletop exercise Ms. Zimmerman comes in to each department and gives a scenario, lets say power outage and look at the plan to make sure everything would be in order to maintain operations or work from home. It would take about 1 hour, and the department chair, coordinator and essential people would need to be present; it is not necessary for faculty to attend. She can bundle two-three departments at a time if in the same building or on the same floor. Each department will need to contact Ms. Zimmerman when ready to schedule tabletop exercises.

- Dean Passe asksed Ms. Zimmerman to contact us if they have not heard back by late April.

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

Meeting minutes for March 11th were approved by the leadership team with no objections.

1. **Travel requests**

The group reviewed the second round of travel for faculty that was submitted and there were no objections for faculty funding. All of these travel funds have to be spent by June 30th this academic year 18-19. This was the first year we received funding from Faculty Affairs/Provost as before it came from the college funds. Ms. Stephanie Rascon, assistant to the dean, will be sending notifications to the faculty on awards approved.

Dean Passe has received all spending requests and most requests will be granted; there are just a few that need further clarification. This is a one-time only approval for requests and he will need to sit down with Ms. Zeida Garcia to ensure everything is legal. Depending on how much is left over, he may be able to open it up for additional requests.

1. **Faculty course releases for internal grants**

Dean Passe wanted to review the role of the chair for internal grants and asks what they are looking at when they sign.

- One chair considers based on the needs of the department especially if it is a course release and all classes cannot be taught by adjuncts. She considers each based on the relevancy or how it would benefit the department. An issue with too much release time is they are not teaching enough. It can affect tenure since they have to prove teaching and scholarly work. There really has to be a balance for the first six years.

- Another chair discussed a faculty member who applies for most and really only wants one and she is left in the position of deciding which to approve. Then they may be out of a course release which they need to do research. We need to converse with faculty because it sometimes feels like too much to also do research. Faculty also have to be able to teach the full range of classes and not just the ones they are specialized or have their background in.

- Dean Passe thinks it is reasonable to have a separate letter that doesn’t go to the grant agency that says, “It is understood that you get a maximum of this many and should you get multiple accepted you have to decide which ones.” It will then be on record. We have to emphasize that CPP is really a teaching institution and although they would like to receive course releases we cannot have all faculty get these. We need the students to have the experience of being taught by tenure-line faculty; otherwise it doesn’t make us any different than a community college. The process is asking for the professional judgment of the department to turn down some requests if the department cannot afford it, to give careful consideration to each request and consult others as necessary.

- A chair asked about sabbatical and course release and has a problem turning it down. The leadership team suggests not necessarily saying no to everything but negotiating with faculty to ensure there will still be someone available to teach a subject.

- Another chair thinks it is important to be very specific and have clear expectations for teaching in the recruitment packets for new faculty.

- One chair asked if there was a limit for faculty release time and was told that one per semester is reasonable.

1. **Do we need a policy re: a) online course observations? b) online course teaching qualifications?**

**a) online course observations?**

Dean Passe asks the leadership team if we need a policy or have one in place for online course peer observations?

- Dr. Dixon reports on EWS adjunct Dr. Ayana Jamieson that has information and research on online assessment and she can work with her to send this information to the leadership team. She may even be able to give a workshop or presentation. EWS has many different emphases and it was found that those in Asian Pacific Studies are choosing more online courses. It was discussed in a department meeting to have trainings and start with teaching hybrid courses before moving on to full time online courses. An issue is, how does a faculty member assess an online course if he or she have never themselves taught one?

- AD Gilli-Elewy says the CFA specifies that we have to let the faculty know when the peer evaluations will occur. They must be provided with enough time to provide you with materials and don’t have to make everything available.

- Dr. Chavez-Reyes feels the problem is the actual assessment because faculty felt like LS classes did not translate in the online environment. There are now over 50% of students that are asking for online courses, so there was a pilot this semester and she finds herself at a place where she needs to evaluate, and the current form does not work. She also thinks there is not much discussion on this campus on how we actually close the gaps in terms of instruction. Many of the students are not equipped to take online courses and there may need to be an assessment. Dr. Gilli-Elewy recommended she speak with Dr. Victoria Bhavsar from the Faculty Center for Professional Development.

**b) online course teaching qualifications?**

Dean Passe thinks this is a campus problem and it would benefit us to bring it to someone’s attention. We need to establish guidelines and qualifications before faculty actually start teaching an online course and these would ideally come from University.

- Dr. Pataray-Ching says IT and E-Learning are sources that could be used on campus and they may even offer training.

- One chair said there is also a problem with hybrid courses because there is supposed to be one class face to face and the other class session online. Some are doing very little, so they do not have to teach. At least one department has passed a policy that no one can teach an online course unless they have had some training or experience in order to protect students.

- Liberal Studies has decided that there are no asynchronous courses; if they are doing online with the exception of capstone it has to be synchronous as it raises the level of qualification. Dr. Hurlbut believes this reduces the level of accessibility since synchronous means the student has to be online at the same time as professor and hard to negotiate.

-Dr. Hurlbut does asynchronous and believes as long as it’s done right that you can receive lots of interaction in discussion boards and participatory activities.

- Dean Passe says that it sounds like we need a policy to govern the determination of whether a faculty member is qualified to teach an online or hybrid course.

- Dr. Pataray-Ching says there needs to monetary support to these faculty that are doing more work and training to prepare in order to meet these qualifications.

– There is summer training for those that are interested in doing on-line and hybrid. Time is of the essence as the department needs to know if faculty will be teaching online courses in the Fall 2018 to make room accommodations, etc.

- Dean Passe wondered if the leadership team would like to review requests together and make a decision together.

- AD Gilli-Elewy encourages faculty to apply for ACU as there is a second cohort starting this fall. She wonders if this would fall under careful consideration for adjuncts which is different than TT faculty; maybe we could do a mentor program between the college and across departments.

- Dr. Alford was thinking about the WASC visit and that they would be looking at courses that are set online. She suggests using all-college meetings as a place to train faculty. Dean Passe pointed out that we only have 50 minutes, faculty attendance is not high, and he also thinks there should be some kind of product.

- Dr. Quinn asks if anyone has anything in their RTP documents about online teaching and many responded no.

Dean Passe will continue this discussion at a later date.

1. **CPP Connect**
2. **March Phase II: faculty volunteers**

AD Gilli-Elewy this is a call to see if we could have some more faculty to be a part of it aside from Dr. Chavez-Reyes and Dr. Dixon. Someone from the team can join faculty to talk more about CPP Connect if desired.

1. **Early Alert**

New tools are being added like the GPA tracker. If someone’s GPA goes below a certain level you can contact and address.

1. **Thinking about midterm progress reports**

The idea is to add many early alert systems to CPP Connect like midterm progress reports and success markers. AD Gilli-Elewy thinks it would be a good idea to give faculty input to Cecilia and her team, since right now it is an advising tool. The question is would we like to have a presentation or wait after the summer?

- Dr. Chavez-Reyes says there is no clear idea on faculty advising across colleges and where they fit in this bigger picture. She would like more specific guidelines on faculty advising. She also believes it is confusing for students to receive advising from all these different angles.

-AD Gilli-Elewy says that part of it is creating campaigns to reach out to students with information. A lot of it is a communication tool to make it easier for faculty to reach out to their student bodies with certain specific information. A midterm progress report would work directly with faculty and not the department chair.

- Dr. Hurlbut says the only way a midterm progress report would work is if somehow those that are probationary came up, but not everybody because there is no way they would have time.

- Dr. Alford says this sounds like an early alert system for a targeted group.

- AD Gilli-Elewy confirms as they are trying to reach those students that have not completed items or are pending. If a student is in the 3rd year and hasn’t taken math, if a student hasn’t finished their GE, etc.

The leadership team believes we should wait until September and AD Gilli-Elewy would like to add Ms. Jeanne Reynaga the Teacher Preparation and Recruitment Advisor.

1. **Grade W and WX revisions**

AD Gilli-Elewy reported on reviewing of W and WX revisions -- they would like to remove the signature line for faculty. The registrars would like at least two people to look at this -- 1. department chair and 2. dean. The difference is hindering W on week 2-4 and preventing WX; the WX applies to the whole term and does not count in the GPA while the W can be for one course. There will also be a line for implications on financial aid and for international students.

- Dr. Quinn asked what the notification process will be on this for faculty, so they are not still counting them in the class. AD Gilli-Elewy says the W or WX will be populated by the registrar’s office.

- Dr. Hurlbut asked what was the faculty line there for in the first place and what was the rationale. AD Gilli-Elewy says this is for serious and compelling reasons only and not based on performance so the faculty should not have to make a decision.

AD Gilli-Elewy asked for any feedback to be emailed to her to share

1. **RO updates**

AD Gilli-Elewy reported on updates from Registrar’s office. One of them is grade forgiveness. It is going through the Senate for an automated way to do this. There was a first meeting and there is a second meeting coming up that will help students get out DQ to reflect in DPR early enough. Additionally, they are putting in a new policy on holds; instead of having to put a hold for Summer and Fall they are combining for both. Once they put in the advising hold, for an example now coming up, it will go through Summer and Fall and the same thing for Winter and Spring. The hold will spread over the two terms.

- One chair said it does not make sense because if they get the hold before registration it can be removed, but then you can get another hold in summer when the grades come in. AD Gilli-Elewy says that is what they are trying to bypass -- instead of having to put in two holds just one that stretches 6 months.

We have two new TGAs Isaa and Jessica who will be helping out Debbie Gomez who is our TGA. We hope that back logs and emails will be taken care of more quickly.

1. **Annual report heads up: a) Student success + GI 2025; b) TS support and activities; c) Diversification and expansion of pools for TT faculty positions; d) Org effectiveness, efficiency, and capacity for growth**

**a) Student success + GI 2025**

This is similar as to what we had last year; there will be another evaluation of CSU and CPP dashboards and GI2025 information.

**b) TS support and activities**

This is also similar to last year’s Teacher Scholar support and activities.

**c) Diversification and expansion of pools for TT faculty positions**

This is a new part and most of it doesn’t apply to everyone because there are only three departments doing searches. Dean Passe clarified Ms. Susan Hua’s role as she is only looking at the pool, not looking at finalists and who is ultimately selected. She only wants to ensure that we have done the right amount of outreach and there is a diverse pool before moving forward. Dean Passe would like everyone to talk to their search committee chairs and let them know they do not have to send everything to her office. Dean Passe will still need to look at all as he makes the ultimate hiring decision.

**d) Org effectiveness, efficiency, and capacity for growth**

Dr. Sep Eskandari’s office wants to know how the tools that have been made available to everyone are being used. Implementing classroom scheduling and classroom renovations should reflect pedagogies.

There is a May 31st deadline for input and feedback, AD Gilli-Elewy will scan and send a copy to the leadership team. Dean Passe stated that this report is not to judge, but to do an overall evaluation of all of these programs and what we are doing to prepare for more growth.

- Dr. Quinn inquired on TT searches for next year. Dean Passe is hoping to get more information at the next Provost Council meeting.

1. **4 year course schedules**

AD Gilli-Elewy asked the leadership team to please turn this in by April 25th. No need to add any information about how many sections, but this will be linked to the smart planner. Make sure it starts in 19 and goes on for 4 years which will help students determine schedules.

1. **Other**

**a)** AD Gilli-Elewy reminded about the April 15th RTP deadline

**b)** AD Gilli-Elewy is meeting with undergraduate departments to discuss summer orientation on April 9th. This has been set to figure out the best dates.

**c)** Dr. Quinn reported on IGE’s first candidate visit Friday, March 29th.

**d)** AD Gilli-Elewy would like the departments to take a look at their distribution lists/group emails. There are many that are outdated and need new moderator information, especially with the new change you will need another person to approve that is not listed as a moderator. The distribution lists are available through Identity Management and a ticket should be submitted to ehelp to make any changes.

1. **Next meeting: April 15th**

Dean Passe discussed the All-College and Leadership meeting set for May 13th finals week and unless there are any objections he will be cancelling the All-College meeting due to end-of-term pressures.