**Leadership Minutes**

**April 6, 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. The leadership team shared remote work challenges and updates.

1. **Approval of meeting’s minutes**

Leadership meeting minutes for March 19th were approved with no changes.

1. **Faculty Searches**

Dean Passe shared that CEIS will have a total of seven new faculty hires coming in Fall 2020 and also reported that CEIS is receiving 16% of new hires on campus.

Some newly hired faculty are experiencing difficulties moving, especially those coming from different countries as they do not know how soon they could sell their homes or look at a new home to move into. It is possible for faculty to come in the Spring instead of the Fall, but the department has to agree and that time will not go towards tenure and promotion.

1. **Summer School**

Dean Passe confirmed that summer will be 100% remote, according to the Provost. The Pass/No credit option appears to be more likely to be offered as lending agencies begin to relax their requirements.

**5. Online Course and Scheduling**

Dean Passe suggested having more online or hybrid courses in Fall 2020, if they are going well now. If the faculty and student like the format, they should be encouraged to build on the success. It will also help with room assignments. AD Gilli-Elewy asked that departments contact Ms. Rebecca Briseno if they are planning on cancelling a course so we do not lose a classroom that another department could use.

The leadership team discussed and agreed that the department chair should be consulted with and the faculty receive training before they can teach hybrid or online courses in Fall 2020. Dean Passe had spoken to the Provost and she believed that QM training certification could be a useful way to show evidence of being qualified to teach on-line. .

**6. Department and ASC Communications**

Dean Passe inquired with the department chairs and ASCs regarding how they are communicating.

**7. Budget and Spending**

AD Gilli-Elewy discussed purchasing items with S&S funds for faculty and staff to be able to work from home comfortably and asked departments to let her and Ms. Zeida Garcia know if they are running into higher costs. It was clarified that items purchased with State funds belong to the University.

Dean Passe reported that encumbered fund inquiries are complicated as state tax deadlines have been extended. The state's finances are expected to be hurt by recent events and we won't really know how much until the summer. The Provost has predicted that it will be late July to August.

**8. Registrar’s Office**

AD Gilli-Elewy reported that the Registrar’s office has extended the ECD deadline to June 1st. We also may not know what our incoming cohort looks like until later and the DPRs may be a bit of an issue this summer.

She will be meeting with other Associate Deans, advising, and orientation staff to find out how it will work for transfers and to discuss remote summer orientation details she could report back.

**9. Leadership Team Feedback**

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

Dr. Alford:

* Inquired on CalAPA and CalTPA April 10th extension. Dean Passe said he would ask Ms. Stephanie Rascon to set up a meeting with coordinators and leadership involved with teacher education.

Dr. Ballon:

* Confirmed that they will proceed with the McCoy scholarship.
* Shared that Liberal Studies would work on a virtual graduation celebration for students with pictures and music to commemorate them. Dean Passe would like to be involved in each department’s individual celebration if they choose to have one.

Dr. Dixon:

* Shared that federal loans will have a 6-month automatic deferment with stopped payments and no interest for students. More information is available on <https://studentaid.gov>

**10. Other**

**a. Faculty Early Alert Campus Wide Initiative**

AD Gilli-Elewy said instructions should be coming this week asking faculty to identify students who are in trouble and putting in grades is optional. The Office of Student Success would like to reach out to these students who might need support.

**11. Next meeting April 13th**