College of Education and Integrative Studies

Leadership Meeting Minutes

April 15, 2019 at 12:30 pm

**Attendees:** Dean Dr. Jeff Passe, Associate Dean Dr. Hend Gilli-Elewy, 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 Dr. Christina Chavez-Reyes and LS Dr. Estela Ballon

**1. Welcome**

Dean Passe welcomed all to the leadership meeting. Liberal Studies department chair Dr. Chavez-Reyes has accepted a sabbatical for next spring and Dr. Estela Ballon joined today’s leadership meeting in preparation for her stint as acting chair.

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

By acclamation.

**3. Search updates**

Dean Passe reported on the completion of three faculty searches as the candidates have completed their campus visits. We have extended an offer for Early Childhood Studies that has been accepted, but we are still waiting to complete the paperwork. The issue was, for future reference, that if you say in the ad that you need three letters of reference you cannot just do phone calls. Faculty Affairs will not process the appointment unless they have the letters as listed in the ad. The other two searches just completed on Friday and we had very strong pools. He is looking forward to hearing from the search committees to move it along.

- Dr. Quinn wanted to mention that there were some strong candidates that pulled out of the pool due to timelines and wanted to know what could be done to prevent this from happening in the future.

- Dean Passe said this year was different as we had just moved into a new way to process through Interfolio and working with new people like Ms. Susan Hua who took the place of Ms. Linda Hoos. There was some confusion about the timing and approval to get the ads out that delayed us a bit. He also believes the spring search is a good thing (in teacher education), versus doing it in the fall. His experience (in education) is that there are a lot of really good candidates that really haven’t started doing the preparation to apply until Thanksgiving or their winter holidays and are not prepared to apply as early as September.

- Dr. Pataray-Ching said that based on the last UCC meeting there seemed to be many departments that were anxious for position approvals and thinks it may take a while. So, if we could somehow get the application packet completed and approved over the summer or very early fall, then we could be in a better position to send out the job posting. Dean Passe said that a complication with this is that it has to be a faculty search committee and faculty are off in the summer. Additionally, this year instead of starting in August we started in late September which made a big difference. He agrees that if we do some of the ground work in summer it could help us start right away in the fall.

- Dr. Hurlbut says her main frustration was the lack of clarity, as she thought documents were correct and they were sent back numerous times, prolonging the process. Dr. Alford agreed.

- Dr. Dixon says she followed the search handbook and found herself in situations where something had not been updated or was incorrect, so they will have to update that.

- Dean Passe shared that it was great to hear that Interfolio was going to get rid of having volumes of paper and that it could be accessed online. Unfortunately, when it came down to submitting the packets they wanted paper versions of documents that were already available online.

- Dr. Ballon said this was may be done because they were still following the policy that required copies as with RTP.

- Dean Passe is expecting to know by the end of the month who will be getting searches approved. At the last Provost Council meeting they were provided with a roster that had information that looked at tenure density including active, retiring and FERPing faculty.

**4. Facilities update**

AD Gilli-Elewy provided an update on classrooms as there have been some broken chairs. Generally, how it works is that a chair is placed outside the classroom and removed by our custodian Ms. Denise Nicholson, who then notifies Ms. Kathy Hine to replace. Ms. Hine only replaces the blue chairs and anything that is not a blue desk chair she is not responsible for and will not replace. It is the college’s responsibility to replace other chairs, if it was the college who purchased them. We are pretty much done with 6-204 and 6-216, the main issue is ensuring that we are meeting the capacity of the classrooms.

- 6-204: We are going to have to have a row of six individual desks in the back because the room configuration does not allow for tables and chairs across. There will be thirty chairs with desks and six single chairs in the back, similar to what we have there now. The node-like single arm desk Echo from GM seems to be the most stable. All we need is final approvals and final decision on individual chairs.

- 6-216: The classroom is not currently up to code, as there are too many seats. She met with both Dr. Sep Eskandari and Ms. Hine to go over capacity; they then spoke to the Chancellors office which agreed to bring the capacity down to 26 instead of 32. The good news is we do not have to make up for this loss in capacity somewhere else. In staying with the configuration we have now, we can actually only fit 20 and meet code. Part of the issue is the side door that needs ADA clearance and cannot be blocked. We can either have six single desks or go with a rectangular table option. Changing the instructor table is part of IT and we do not currently have funding in the budget. She is looking at different options with either smaller or bigger tables; it is the same issue with chevron tables since we would need a center isle. We will no longer need the ADA accessible table; the DRC students will come in with their own tables. She will further discuss if a classroom needs two exits when she meets with Ms. Hine, since Bldg. 3 has classrooms with only one exit. The chairs will have casters with padding and also looking at getting half of the chairs in the room with arm rests and the rest without.

- Dr. Pataray-Ching thought it would be a good idea to have the dean’s office send an email to all faculty and adjuncts letting them know that they should not move furniture from one classroom space into another. She also inquired about chairs that were suggested for classroom 6-207, but Hinda says they are unable to order that style of chair for the University.

**5. Do we need a policy re: a) online course observations? b) online course qualification?**

**Training options**

Dean Passe and AD Gilli-Elewy met with Dr. Victoria Bhavsar from the Learning Center.

Q: Can we do a customized program for a department?

A: Yes, absolutely. They could do one day sessions.

Dean Passe says the departments would just have to let her know and wants them to think about whether they really need a customized session because they have various workshops. **Option 1)**

Will take place the week after graduation, May 20th – 23rd and there are two openings for faculty to attend. The learning center pays faculty $125, a day to attend and this is for hybrid or online course development.

**Option 2)**

There are 4 online courses from the California community colleges with sessions on intro, humanizing online teaching and learning, digital citizenship, dynamic online teaching, equity and cultural responsive teaching in an online learning environment. The cost is $65 per course and leads to a certificate.

**Option 3)**

CSU offers online training. It is a three-week course and they use QM (Quality Matters), the CSU version is QLT (Quality Learning and Teaching). There is no reference to the cost posted on the flyer.

- Dr. Dixon said that an EWS faculty member who is a specialist in this area will provide a training session for the department that the whole college can attend. She is currently waiting on dates for either the end of the semester or the beginning of next.

Dean Passe reported that in terms of evaluation, Dr. Bhavsar was insistent on not using QM or QLT because those are for improvement and formative evaluation and are not designed to be summative; they shouldn’t be confused. There are rubrics available, but they have to be department oriented; there’s no single one that could be used for all. Use QM to formulate criteria for assessment and evaluation, but do not use the form itself. The main thing is that the online course has to be better than face-to-face. Courses must be aligned, interactive, organized, easy to navigate and providing support to students. We also have to be careful about accessibility issues; be careful not to violate copyright and add subtitles in videos.

- Dr. Dixon said that the RTP committee had to go through and add additional things to cover online evaluation.

- Dr. Hurlbut found course evaluation guidelines online that helped the ECS department put categories together in order to be able to evaluate faculty.

- AD Gilli-Elewy said they also asked Dr. Bhavsar about the modules to be evaluated and she suggested to have two come from the reviewer and two from the reviewee. She also suggested the reviewers go through these training sessions as well.

- Dr. Hurlbut believes there should be a college policy that there be three different evaluations for RTP: face-to-face, hybrid and online.

**6. Other**

**a. IT Updates**

Dean Passe asked the department chairs to remind their faculty to report a classroom to IT if there are any technology items or equipment that need to be updated. The leadership team suggested having a button that the faculty or adjunct could press to have the IT issue resolved. Dean Passe says he will work on it.

**b. Faculty search candidate presentations**

Dean Passe discussed the lack of CEIS faculty attendance at the Academic/Scholarly presentations of faculty search candidates. He asked the leadership team if they had any ideas for increasing participation:

- Dr. Hurlbut suggested having these invitations go out ahead of time so faculty could make plans to attend and possibly sending save-the-date emails.

- Dr. Pataray-Ching suggesting having an all-college calendar so when there are multiple searches going on at the same time others can have the information available. Dean Passe will work on it.

- Dean Passe encouraged the leadership team to use the subject line to alert the recipient that an action or a reply is needed. This may help with responses and encourage people to open their emails.

**c. Dr. Dixon Email Scam**

Dr. Dixon warned the leadership team to be on the lookout for email scams. She was recently targeted as an email impersonating her was sent to EWS faculty asking for money. The email including the correct spelling of her Hopi name and child’s name.

- Dr. Pataray-Ching says she was also recently targeted, but thankfully she received a text message from someone and was able to address it quickly.

**d. ECS potential case of mumps**

Dr. Hurlbut said they recently had a scare with potential case of the mumps, which is a contagious disease. She believes we should have a system in place so that faculty know what to do in a situation like this. Dean Passe said he will make an announcement in his next message to the college.

**e. Deadlines**

AD Gilli-Elewy reminded the leadership team of RTP document deadline today (04/15) and the four- year plan due 04/25. She also let the leadership team know that book orders for summer classes needed to be submitted soon. Also, department chairs discussed canceling some courses due to low enrollment and not enough need.

**f. AVC Campus Visit**

Dean Passe reminded the leadership team that we will be having CSU AVC Dr. Marquita Grenot-Scheyer visit next Thursday, April 25th. He also announced that on this same day there is a campus event “Underwear Bike Ride” that promotes the idea that cyclists are real people that could be injured on the road.

**7. Next meeting: April 29th**