**Leadership Minutes**

**April 22, 2020 from 12-1pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Estela Ballon, 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 personal remote work challenges and updates.

1. **Commencement**

Dean Passe discussed information received from the Provost’s office regarding commencement as we need to deferintiate between commencement and celebration. Commencement means the conferral of degrees and if departments would like to do a virtual celebration without certificates that is fine.

* AD Gilli-Elewy said Ms. Theresa Navar-Rodriguez informed her that there will be an email coming out with details and guidance. There are privacy and FERPA implications to watch out for and the student list on the dashboard is not a final list, but once she receives it she can forward. The University is planning to have some sort of virtual celebration and the goal is to provide all students with a similar experience.
1. **Fall Planning**

Dean Passe clarified that there was a false report that CSU Fullerton would be going remote for Fall instruction, but they are actually starting to planning for Fall. He predicts we may have to start remote or online instruction in the Fall and be prepared to switch back. There has also been a lot of talk about how service learning and community based activities could be managed and many ideas have been proposed. He asked that we wait for guidelines. Tomorrow 04/23 at 12pm a campus wide gathering to discuss instruction led by President Coley and Provost Alva will be held to obtain feedback. We will find out more details and information after this meeting.

1. **Leadership Meeting Schedule**

Dean Passe discussed the leadership meeting schedule for the remainder of Spring and Summer. It was decided that leadership meetings would be held biweekly through the summer, unless there are any pressing issues, then another meeting would be scheduled.

* Dr. Hurlbut will not be working this summer, Dr. Eden Haywood and Dr. Giselle Navarro-Cruz will be filling in for ECS and need to be contacted to coordinate around teaching schedules.
* Dr. Ballon confirmed that Dr. Christina Chavez-Reyes will be returning this summer.

**5. Leadership Team Feedback**

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

Dr. Hurlbut:

* Inquired on individual membership deadline she missed and Dean Passe asked that she send those to him as soon as she can.

Dr. Ballon:

* Inquired on Teacher Scholar and Dean Passe said letters are ready in the Provost office, waiting on budgetary advisement.
* Inquired on faculty start-up funds. Dean Passe confirmed he heard from Dr. Jeff Roy and Dr. Maya Stovall regarding rolling over their start-up funds because this is their second year along with ECS Dr. Haywood-Bird. AD Gilli-Elewy said the start-up fund expenses are tracked by department ASC’s and not by Budget Analyst Ms. Zeida Garcia. Ms. Garcia needs to know how much is left for each and what amount needs to be rolled over.

Dr. Dixon:

* Shared that faculty will work with students virtually on Early Start Summer Program and Dr. Keith Forward will continue to teach EWS 3010 BCLAD course that is open CSU wide.

Dr. Quinn

* Inquired on stipends that would be available to faculty advisors who would like to assist with orientation. AD Gilli-Elewy has not received any details yet.
* Asked about lecturer 3 year contract evaluations and Dean Passe confirmed that 1st and 3rd year evaluations will need to be completed. AD Gilli-Elewy said we could schedule an on campus meeting with Ms. Garcia to access PAF files. Dean Passe will ask about those who cannot go to campus because they are over 65 years of age and report back.

**6. Other**

**a. Travel Funding**

Dean Passe will be sending an announcement within the next couple of days to faculty alerting them that if they haven’t used their travel funding that they could use it for books.

**b. Staff Meetings**

Dean Passe reported that he has been meeting individually with staff and has heard much positive feedback as this schedule has allowed them much flexibility and the work is getting done.

**7. Next meeting May 4th**