**Leadership Minutes**

**May 4, 2020 from 10-11am**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Sandy Dixon, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Betty Alford, Dr. Nancy Hurlbut, Dr. Estela Ballon, 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. **Approval of meeting’s minutes**

Leadership meeting minutes for April 22nd were approved with no changes.

1. **Tech needs**

Faculty Affairs has been indicating that we may be going remotely this Fall 2020, but there are many within the CSU System who are working on this decision. Dean Passe inquired on things that we may need to do assuming that is the case.

* Dr. Pataray-Ching said she would like the University to get online course evaluations out early.
* Dr. Alford said knowing the schedule for new faculty orientation meetings would be helpful.
* Dr. Quinn would like the administration to send out an official notification as soon as they know as this is causing stress and uncertainty to students.
* Dr. Dixon said it may be helpful to purchase access to webinars for students and faculty in relation to the topics they are teaching.
* Dr. Hurlbut would like a way to backup online information so students can access at a later time.

1. **Faculty Searches**

Dean Passe confirmed that seven offers have been accepted by candidates and they are on track to come onboard in the fall. There is just one department that has been having issues; we are awaiting to hear more.

1. **E-Books**

Dean Passe said that a department has looked into the idea of buying common books for selected courses, as opposed to different faculty using different books. This ties into the idea of e-books that could save money for students and be accessible online instead of the library or bookstore.

* Dr. Hurlbut said ECS faculty has been trying to determine what books should be used for each class. The faculty member could add an additional reading or two. For lower division classes the community colleges have a set of e-books that are good and free to students. She has yet to receive a clear answer if they could contractually require faculty to use books or just recommend. This would help create uniformity of reading content across ECS courses.
* Dr. Alford mentioned that Dr. Richard Navarro is piloting the instant access the University has put forward consisting of books they want to use from the bookstore. He brought to their attention that Amazon’s e-books are cheaper, but the University said they do not receive a kickback through Amazon. She will share the response Dr. Navarro received with Dean Passe.
* Dr. Ballon said LS faculty use common texts in their courses as main or supplemental, leaving faculty free to bring in other books.
* Dr. Quinn said IGE requires 70% common set of readings and faculty is encouraged to bring in 30% of readings from their own discipline. They reassess books during torchpassing meetings.
* AD Gilli-Elewy recommended to update the extended course outline and list required readings, which is the basis for any syllabi to teach the course in order to create common ground.

1. **PAFs**

AD Gilli-Elewy reported that there is still no direct guidance for accessing PAFs, but those who are comfortable going to campus to access PAFs can do so. This is for evaluations and careful consideration for first, sixth year and those third year off a three-year contract. Faculty are encouraged to submit new items electronically to Ms. Zeida Garcia, but these have not been printed or added to PAFs.

1. **Leadership Team Feedback**

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

Dr. Alford:

* EDL has a Speaker Series this summer for Doctoral students with authors who have an interest in social justice. They have confirmed: May 30th - Gina Garcia and June 13th - Mark Goodman.

Dr. Ballon:

* Wondered if the University had focus groups or surveys out to find out what the students are experiencing. Dean Passe said he believed Student Affairs may be taking care of this, but he will follow up. AD Gilli-Elewy said the office of Student Success did compile a list of flagged students who they were following up with and they also receive comments through CPP Connect.

Dr. Dixon:

* Wondered about Credit/No Credit option for students. AD Gilli-Elewy said that based on an open forum she attended students are informed and advising is reaching out. Those who had an incomplete that ended in the Spring have an extension until the end of Fall.

Dr. Hurlbut

* Is concerned about faculty and students burning out faster with all online instruction, practicum and advising as well has having faculty to cover all ECS courses.

1. **Other**
2. **Subcriptions and Memberships**

Dean Passe reminded all department chairs to send him any subscriptions and memberships before the funds are swept away.

**8. Next meeting – Monday, May 18th at 10am**