**Leadership Minutes**

**June 1, 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. Eden Haywood-Bird, Dr. Christina Chavez-Reyes, 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. He took this time to check in with everyone regarding their health and safety..

1. **Exception Applications**

Dean Passe sent a draft document to the department chairs regarding exception applications to virtual learning. He would like them to review and get back to him with feedback as the same template will be used campus-wide. One application will have to be submitted for each course and section where an exception is desired. A powerful case will need to be built for those considered essential courses including the possible involvement and assessment of sites by Risk Management.

1. **Faculty Hires**

Dean Passe reported that the Provost has approved new faculty hires to start Fall 2020 remotely with a contract. This will not be allowed for international residents, only US residents who can activate a work visa. Department chairs will need to reach out to faculty impacted and Dean Passe can assist as needed. He would like to further discuss with each department chair during one-on-one meetings and will share orientation information for new hires from Dr. Victoria Bhavsar.

* University IT will be contacting the new faculty directly to figure out how to distribute laptops.
* AD Gilli-Elewy said the ASCs are working with facilities to have offices painted as necessary.

Accounts payable link for moving expenses: <https://www.cpp.edu/fas/university-accounting-services/accounts-payable/about.shtml>

1. **Library E-Textbooks**

Dean Passe reported that a new Library Dean has been hired. The library has set-aside funding for e-textbooks that could be used for multiple sections using the same text. Textbooks to include a first and second choice are encouraged to be submitted for approval for purchase by the libray.

* Dr. Dixon shared concerns with the use of the libray e-textbooks as it does not allow multiple students to view simultaneously. Each textbook can only be opened by one student at one time and once they close it then it becomes available to another student. This is a problem especially if a text is used for multiple sections. Dean Passe will look into this to find a solution.
1. **Budget**

The deans spoke to Dr. Sep Eskandari regarding the CPP budget and it does not look good in terms of cuts that need to be made for Fall. There may be a possible 10% cut across all lecturer allocations and unfortunately the easiest way to do it would be to cut those without entitlements which puts the college in a predicament to lose great instructors we want to keep.

* AD Gilli-Elewy would like all chairs to submit course release time and any kind of leave for Fall 2020 to her and Budget Analyst Ms. Zeida Garcia.
* Dr. Quinn wondered if chair release time will be impacted and how cuts would translate as courses would be impacted or left without lecturers. Dean Passe said he has not heard anything for chairs and IGE would have to look into moving classes to spring, limiting sections in the Fall, or raising SFRs. Section cuts could also be made where departments have general education requirements that could be met elsewhere. For example, EWS already offers courses similar to those offered by other departments in small sections..
* Dr. Pataray-Ching wondered what that means for education coordinators and AD Gilli-Elewy said that funding usually comes out of a different allocation, but she will get tangible numbers.

AD Gilli-Elewy clarified that Dr. Terri Gomez does not want any FYE courses to be moved to Spring. She will look into crunching numbers and cuts with Ms. Garcia to determine how it will impact CEIS and each department specifically.

1. **Service Learning**

AD Gilli-Elewy said Service Learning courses are recommended to be moved to Spring and if a department wants to proceed they will need to be pre-approved and work with Dr. Gomez’s office.

* Dr. Chavez-Reyes said LS has Service Learning courses every semester and wondered what the Center for Civic Engagement is doing for alternative virtual options that can be offered to students. Dean Passe and AD Gilli-Elewy are not sure, but will try to find out. Alternate modes will need to be offered to students who cannot come to campus or with underlying issues.
1. **Fall Conference**

Dean Passe originally planned to discuss virtual instruction, but as the Faculty Center has taken a lead on that he has now been thinking about discussing budget and integrating anti racist content into courses (including curricular, instructional and service learning.)

* Dr. Chavez-Reyes said it is important to discuss democracy with students, and relevance with instructors. She belives it would be a good idea to have faculty in our college and departments who are already doing this kind of work present while also promoting collegiality before bringing outside speakers.
* Dr. Dixon agreed with the previous remarks and said cultural sensitivity also needs to be addressed within our college and with our faculty. This involves breaking down stereotypes and promoting self-awareness as they are relevant to today’s topics around racism.
* Dr. Alford agreed that many of our faculty would be valuable facilitators and can lead discussions around these topics. She also encouraged the use of break out rooms for smaller discussions.
1. **Other**
	1. **Subscriptions**

Dean Passe reported that he was not able to use the unused Spring 2020 travel funding for subscriptions as it was used for ergonomics needs.

**10. Next meeting – Monday, June 15th at 10am**