**Leadership Minutes**

**June 11, 2019 11am-12:30pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Sandy Dixon, Dr. Betty Alford, Dr. Christina Chavez-Reyes, Dr. Jann Pataray-Ching, Dr. Dennis Quinn and Dr. Giselle Navarro-Cruz

**Guests**: Mr. Taylor Quinn

1. **Welcome**

Dean Passe welcomed all to the leadership meeting including Mr. Taylor Quinn who will be representing the staff in todays leadership meeting.

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

Meeting minutes for May 13th were approved by the leadership team with no objections.

1. **Door between the lunchroom and 6-216**

Dean Passe and AD Gilli-Elewy discussed the door between the lunchroom and classroom 6-216 as there was some vandalism that occurred after hours and it is suspected that someone had access through this location. There was cake and chocolate sauce thrown and smeared outside Bldg. 6 women’s restroom and classroom 6-227. AD Gilli-Elewy spoke to Ms. Kathy Hine and she is currently waiting to hear back on some options: 1. Keep this door locked 2. Change the current lock and have it only open from the inside of the lounge or 3. Abandon egress to close off door completely. She will wait to hear back from Ms. Hine, but would like the department chairs to pass this information to their departments to please keep this door locked if used.

1. **Search updates**

Dean Passe gave an update on faculty search as EDL lost a candidate. He is not sure if it was caused by the slowness in getting the contract out, but he and the other college deans are concerned about how slow the process is. Due to this loss EDL has received permission to proceed with an expedited search as soon as Fall 2019.

- Dr. Quinn inquired on contracts and if they had been sent out and signed. Dean Passe said he has not heard from the IGE hire, but heard from the other two hires. Dr. Quinn said the new hire is in transition and may have not had time to respond or possibly has yet to receive mailed contract.

- Dean Passe said in terms of moving forward he would like to urge all department chairs to do as much as they can in the summer without overstepping any bounds as they are not the search committee chairs. Dr. Dixon mentioned that there is a newly updated search handbook that has not been distributed yet. Dr. Pataray-Ching will be sharing a tentative timeline that has been created for Special Education faculty search. Dr. Dixon said that based on her experience with the Early Childhood Studies faculty search she felt that some deadlines were sooner than she remembered and even felt rushed.

1. **Facilities update**

Dean Passe provided an update on building 6 benches that have now been delivered to a nearby location and installation should begin within the next few weeks. AD Gilli-Elewy said the technology for the conference rooms has been ordered and paid for and we are now waiting for installation. They are also hoping to have the classroom furniture order processed by July 1st and furnished before classes start up again in Fall.

- Dean Passe signed off on one-time department funds and items should be arriving soon. Dr. Quinn reported that two cameras for IGE were stolen from the campus distribution mail room and a police report was filed, but the credit card company is not liable since it was delivered. They are still working through it as it is still under investigation.

1. **3 Year Evaluations**

Dean Passe brought up 3-year adjunct evaluations with the leadership team and the variations of information he received. The evaluations are important for setting adjunct entitlement. He has taken various reports from departments, hidden names and created a sample that he passed out to the leadership team for discussion asking for thoughts and advice.

- One chair did not think they are definitive enough and clear decisions have to be made about the evaluation of the lecturer. It is possible that the questions are not good enough and need to be reassessed. Another chair thought a good starting point is to find out the kind of information that is needed in order to make a good assessment. Dean Passe would like to receive information that lets him know whether or not an adjunct is performing to the standards of the department, which are individually set. He would not want to give a 3-year entitlement to someone who is not performing. One chair said that is the difficult part as department chairs -- they are supposed to lay the information out and not give recommendations per the bargaining unit.

- Another problem is some adjuncts are doing just enough and receiving good student evaluations to meet the criteria 2.0, but are not meeting SLOs and other items in teaching. One chair wondered if these items could be added to the criteria for evaluations.

- Someone inquired on the 2.0 criteria and if that is for every single class or what if they get 75% of classes and there are glaring items in other classes. What is the standard by which someone is determined to be not meeting the requirements for the department and thinks this needs to be laid out first. Dean Passe agreed and said that is something that could help him, since he does not know what items are listed for evaluation or what is important to departments. These could possibly be discussed during department chair one-on-one meetings.

- AD Gilli-Elewy said the two main things to look at as a department chair is the teaching student evaluations so they have the number data and if question #7, for example, is consistently low they may have an issue. The other part is the peer evaluations and staying away from the generic letters to instead use a rubric relating to LOs, objectives or whatever the department goals are for that class. These could be included into the requirements of writing peer evaluations so when they look at them see if items were addressed or not. One chair said they have a rubric like that and a lecturer was concerned that he or she received a lower score than last time and because of this it is important to set benchmarks. AD Gilli-Elewy recommends having a discussion with the faculty who are performing these evaluations to set some sort of norming. Dean Passe says he thinks it would be better to have more than one person do the evaluations, but knows it may be difficult for smaller departments.

- The group discussed the policy on having faculty perform evaluations and not wanting to provide recommendations. The faculty believes some are negative and adjuncts are already not paid enough. If the recommendations are a part of the evaluation, what if a faculty refuses to include a recommendation? One department has a similar issue with a tenure track faculty who do not feel comfortable evaluating particular instructors. It then becomes hard when the chair also has to do department chair evaluations.

-Should adjuncts should receive another 3-year entitlement if they are not meeting requirements or acting on recommendations. Dean Passe would like the department chairs to write if they are dissatisfied and to note if there is no evidence on efforts. One chair believes that syllabi, course materials and CVs should also be evaluated, but the problem is these are not in PAF making it unavailable to evaluate. It was suggested that the lecturer handbook include verbiage on the addition of an updated CV as well as course materials otherwise they do not see what is happening in classes.

- Dean Passe inquired about the attachment of appropriate documentation with the paperwork that is submitted to him. AD Gilli-Elewy thought it to be easier for those reaching 3-year evaluation to submit a packet to department with syllabi and course information. A chair said they have received information from those approaching the 3 year, but those that are not do not provide any information in PAF leading up. It makes it difficult to find out what they have been doing for year 1 and 2. Dr. Dixon asked the lecturers to submit an updated CV at the end of the year then qualifications are checked if there is an interest to teach other courses.

1. **Markers for Student Success**

AD Gilli-Elewy sent an email out to undergraduate program department chairs discussing 1st year roadmaps. The University has identified two courses that are success markers A2 and B4 and they were wondering if the chairs out of experience knew of any classes in their program that would be considered a success marker. If they do know of any please email her the information and she will share with Dr. Cecilia Santiago-Gonzalez. This information will be linked to smart planner and CPP Connect. This will allow for advisors to reach out to students with academic progress, so they do not get stuck along the way.

1. **Display cases downstairs**

**a. 3D Display Case – Bldg. 6, 1st floor**

Dean Passe discussed the 3D display case in 1st floor of building 6 that currently contains PIE awardees of each year. He believes it would be a good idea to move these to another flat walled space and take advantage of the 3D. He asked the leadership team for ideas on what could be displayed in this space that could highlight what we are doing, etc.:

- Dr. Alford suggested displaying faculty publications.

- Dr. Pataray-Ching liked the idea of having a monitor since she does not see the one that is by the men’s restroom in 1st floor building 6 along with other items.

- Dr. Navarro-Cruz thought it to be a good space to display student work and projects. Dr. Chavez-Reyes agreed with this idea and believes it would also be a good idea to let the students know so they can anticipate. Dr. Pataray-Ching said it would be nice to have departments alternate months to switch things up.

- Mr. Quinn said that many Liberal Studies students will go back into a credential program and it would be a good way to showcase how we feed into ourselves in some respects. This could potentially entice students to come back and complete a graduate or doctorate program at CPP.

- Dean Passe asked if there were any 3-dimensional items and mentioned attending Dr. Maya Stovall’s critique where students created videos, models and posters. Dr. Dixon mentioned a course where students made a total of 40 different baskets that could potentially be displayed. Dr. Quinn mentioned IGE courses where students make masks, and the projects fair from which items could be selected. Dr. Chavez-Reyes thought it would also be captivating to include a video of the student who made the project.

-Dr. Navarro-Cruz wondered if the students would be more interested to see other students’ work or to know things that are going on in surrounding communities. Dr. Chavez-Reyes said that based on social media students like to see other students and showcasing their work is a good strategy for future recruitment. Consider looped videos displayed with artifacts and a QR code could be scanned so each individual student could hear the sound.

- The leadership team further discussed the importance of displaying items made by students and providing them with the experience of creating something that was not store bought.

- Dr. Quinn believes these are all great ideas, but inquired on who would be responsible of putting up, taking down and replacing these items in the display case. Dr. Chavez-Reyes thinks it is a good idea to have the students be involved in this process and give them ownership, possibly integrating it into a course.

Dean Passe would like everyone to take some time to think about this and even start collecting stuff. It will be discussed in the next leadership meeting.

**b. Flat display cases (2-3) on wall in Bldg. 6 west corridor**

AD Gilli-Elewy urged the departments to update any display cases that may be assigned to them and asked if the new departments needed one that could take the place of PolyTransfer.

- Dr. Navarro-Cruz said the department lets the ECS student club update these each term.

- Dr. Dixon says there is one that is used for the Native American Pipeline and EWS to ensure representation.

- Liberal Studies’ faculty poster was approved and should be displayed in Bldg. 6 soon and they currently have a display case that is updated by the LS student club.

- Dr. Alford said if there is a functional one that EDL can use they will and also mentioned the need for a map of the building layout so people could find faculty offices. AD Gilli-Elewy said this would have to be done collectively with others from Bldg. 94 as it could get pretty costly for CEIS only.

**c. Staircase display cases (2) with metal lettering on top**

The leadership team discussed having general information about the college and departments listed in these display cases for students to see.

- Dr. Pataray-Ching said she liked the idea of having something visual like a map with locations listed. Dr. Dixon suggested contacting Gaby in the Copy Center to help design a poster with a map that could be color coded based on departments. She will contact her to see if something could be designed for Bldg. 6 and 94 that does not have to be changed every semester.

- Dr. Navarro-Cruz asked about the displays that did not close properly and Dean Passe said to have the work order sent to Ms. Stephanie Rascon.

AD Gilli-Elewy believes it would be a good idea to have Ms. Ashley Jones, CEIS Communication Specialist involved in this conversation to see if there are any ideas to keep consistency across the college. Dean Passe would like the leadership team to think of ideas and also reminded everyone to not only point people in the right direction, but also give some department information too.

1. **Leadership team photo**

Dean Passe brought up taking a leadership team photo on the CEIS website to accompany the leadership team minutes. They will be contacted to take a group picture in the near future.

1. **Portfolium**

Dean Passe discussed Portfolium, a company with which the CSU has a contract, and the College of Business has done extensive work with. They allow students to design, upload and store their own academic portfolios for courses and careers; additionally they have added an option for assessment. This includes storing results including videos, test items and rubrics that are collected for accreditation purposes. CEIS has had about two meeting sessions with Portfolium that have resulted in positive outcomes and we are now signed up and hopefully available after August 1st. He advised the leadership team to let their faculty know about Portfolium and faculty training sessions. This will make it possible for students to have assignments on Blackboard connected to Portfolium that they can later use for their portfolios.

- Dr. Pataray-Ching inquired on the possibility of having a representative from Portfolium come out to our first or second Fall 2019 all-college meeting and Dean Passe agreed.

- Dr. Chavez-Reyes mentioned the need to go beyond assessment and start thinking of career readiness. She would like faculty to have assignments to assess the course and program that could be linked to student portfolios where they could potentially show to employers. AD Gilli-Elewy said we may be able to link it to FYE and have students learn about Portfolium in the beginning in conjunction with advising, departments and the Career Center’s Dr. Love.

- Dr. Quinn said he is excited, but is concerned since most of the classes are taught by lecturers and they do not attend these sessions and there is also a concern with privacy. Dean Passe said security and data protection was very important and the presentation with University Attorney included a section on this.

- AD Gilli-Elewy discussed the two sides: One is through Blackboard where students will turn in their work and each department can go in and look and grade the assignment. While on the second Portfolium side students get to pick what they would like to put in their portfolio. An example for EWS is to have the senior capstone projects pulled into Portfolium for evaluation by a committee and it will not matter who is teaching.

1. **Other**

**a. Fall Conference**

The leadership team discussed the Fall 2019 CEIS All-College meeting and it will take place on Wednesday, August 21st between 11:30-2pm with lunch.

**b. Lecturer Handbook**

The lecturer handbook will need to be worked on as a college then will be broken down by departments. Dr. Chavez-Reyes will send a Google document to all as she has the latest version for revisions.

**c. MEP**

Dr. Dixon is working with MEP this summer and is looking for cardboard boxes and empty 2-liter diet soda bottles. The EWS office will accept any of these donations.

**d. Bldg. 94 – trash in hallways**

There is a reoccurring problem in Bldg. 94 with furniture and trash that is left in the hallways and many departments do not want to claim because Facilities will charge to dispose. Dean Passe will speak to colleagues that are also in Bldg. 94.