**Leadership Minutes**

**June 15, 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. Paulina Lopez, 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. Ms. Paulina Lopez has been elected as the new staff representative replacing Ms. Kimberly Deitrick. Dean Passe thanked Kimberly for her valuable input and service.

1. **Approval of meeting’s minutes**

Leadership meeting minutes for June 1st were approved with no changes.

1. **Enrollment**

Dean Passe reported that enrollment numbers are up this fall and in most Southern California campuses. Other CSUs that require students to move away from home are struggling a bit and the CSU System will have to figure out how to make up for losses.

1. **IT – Student Computer Funding**

Dean Passe discussed a preliminary plan to provide incoming students with computers on a lease to own option for $1,500 discounted price. According to Dr. Teshia Roby there are about 400 incoming students with inadequate technology. They will receive a $450 voucher if they qualify -- based on FAFSA applications to prove their need. Advancement is raising funds to support this program and colleges may be asked to provide additional support with Foundation money. College contributions will be based on the number of the college’s majors in that group of 400 students.

1. **New Faculty Hires**

Dean Passe reported that Dr. Martin Sancho-Madriz is working on the paperwork that will be provided to new faculty hires who will not be moving to the area. Paperwork will outline that faculty will work remotely in the Fall with the expectation that they will be present in the Spring.

1. **Remote Learning Updates**

Dean Passe reported on the need to take before and after screenshots of college website and official remote learning updates and changes. This would include any guidelines, additions, attachments or keywords that mention COVID or virtual instruction. While Communication Specialist Ms. Ashley Jones will be a big part of this, it is being managed by Ms. Carol Gonzalez in Information Security. Social media, emails and club publications will not be included, only official statements from the college and university. This applies to any website changes moving forward.

1. **Faculty Training**

Dean Passe reported that faculty training sessions to improve remote learning capabilities has begun today. New faculty and adjuncts will begin in July. Dr. Laura Massa’s office will need to be made aware of new lecturers that will be teaching in the Fall so they can be part of this training.

1. **Academic Affairs Retreat**

AD Gilli-Elewy reported on the Academic Affairs Retreat she and Dean Passe attended focusing on:

**a) Changes and preparation in response to COVID**

A book called The 100 Year Life was referred to in terms of how our students will be affected throughout their career with the economic downturn and receiving their education online during COVID. They discussed the expansion of online virtual education, how it has provided us with new tools to expand virtual offerings, remote work, and what it could mean for campus capacity issues. They participated in an activity to examine impediments and enablers to prepare our students for the future or work and civic engagement in COVID and post pandemic world. They used an online brainstorming tool named Mural, where multiple people can work anonymously at the same time with the use of virtual sticky notes. The three most important enablers were innovative curricula, technology and polytechnic education. The three most important impediments were processes and procedures, risk aversion, and poor communication across units.

* Dean Passe wants all to think about what we learned and what we could take from the COVID-19 experience that will make things better moving forward and during Fall when departments and staff return.

**b) Re-thinking College of Extended University offerings**

The CEU offers various career enhancement opportunities, professional development certificates, graduate degrees, customized training, open university, study abroad and other parts of the outreach unit of the University. With things that are happening now in the workforce they did another activity looking at upskill and reskill or reenter. Examining how the University could help employees upskill to gain new skills in their current jobs, reskill to switch jobs or obtain certificates or credentials to go back into the workforce.

The CSU identified three CEU priorities: 1) short term courses, modules and programs, 2) professional and program development, 3) centers for excellence and high-quality shared services.

* Dr. Chavez-Reyes said this is an opportunity to maximize our departments’ impact not just on students, but surrounding communities. Department chairs can discuss what this means for their departments, role of faculty, focus on education in discipline and particular fields. There will be a tighter connection on higher education and employment. AD Gilli-Elewy said that for both the President and the Provost the “future of work” framework has been important. The University is thinking about ways to stay relevant for students and alumni when they need to reskill and reenter.
1. **Exception Applications**

Dean Passe emailed Department Chairs information on exceptions documents to review. These documents are to cover the possibility that some schools may be open in the fall and students be allowed to complete clinical practice and other field experiences. If we are capable of doing it we will be using the school district and county health department guidelines. These are due by the end of the day on Wednesday, June 17th. There are also forms for research-related exceptions.

* Dr. Alford said their Administrator preparation program is still enrolling through August and does not know what schools will be open. They are in their own school where Mr. Nick Salerno will meet them virtually. Dean Passe advised to do the best we can to be specific, as all CSUs will face the same challenge and students must have permission to do face to face.
* Ms. Paulina Lopez reported that currently Whittier Union is the only school district that has decided to suspend student teaching until Spring 2021.
1. **Other**
2. **RSCA Award**

Dean Passe said RSCA funds are pending the Vice Chancellor’s ruling to extend RSCA awards.

1. **Teacher Scholar**

Dean Passe mentioned that a Teacher Scholar draft letter will be distributed soon. It all depends on the new budget. We should know more after the July 15th tax deadline.

1. **Cares Act**

Dean Passe reported that 14 million dollars was distributed through the CARES Act to students. A parallel version was created for DACA and international students who are not counted in the CARES Act. International students will be able to take courses at CPP while oversees as long as they have a student visa.

1. **Large Classes Program**

Dean Passe said the large classes program that holds 75 or more students has become problematic due to space limitations and are expected to have cuts in the Fall. This probably does not pertain to CEIS.

**12. Next meeting – Monday, June 30th at 1pm**