**Leadership Minutes**

**June 25, 2019 11am-12:30pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Sandy Dixon, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Betty Alford, Ms. Sheena Huang, Ms. Rebecca Briseno and Ms. Stephanie Rascon

1. **Welcome**

Dean Passe welcomed all to the leadership meeting, Dr. Christina Chavez-Reyes and Dr. Giselle Navarro-Cruz were unable to be present.

1. **Approval of Last Meeting’s Minutes**

Leadership meeting minutes of June 11th were approved by leadership team with no changes.

1. **New ASC**

Dean Passe and AD Gilli-Elewy shared that CEIS has hired a new ASC1 that is under the dean’s office. This person will support the advising center, teacher candidate CalTPA, assist with college events and commencement. The commencement portion was removed from the ECS ASC position and reassigned to this new position due to the growth of the ECS department. This person will also serve as the face of the advising center located in Bldg. 94, Room 275.

1. **Great California Shakeout 10/17 at 10:17**

Dean Passe notified the leadership team that the Great California Shakeout will occur on October 17th at 10:17am. He would like the department chairs to advise those that are teaching at that time so they do not schedule anything special, such as bringing in a guest speaker at that hour. Dean Passe said that this could be a teachable moment if seen from different cultural perspectives.

1. **Leadership Team Photo**

The leadership team will be taking a group photo on July 23rd before the next leadership meeting. This photo will appear on the college website. Staff representative elections will be taking place and we may have newly assigned staff.

1. **Travel Awards**

Dean Passe discussed scholarly travel awards for faculty with the leadership team. For the 1st year funding was $1,100, for the 2nd year it was $1,250. (If they were not presenting it was half.) There was also an additional $500 for international travel. Due to expensive conference registration prices and hotels he would like to increase funding for this 3rd year. Dean Passe will double check with CEIS Budget Analyst Ms. Zeida Garcia on available funds. Also, if there is money left over from the original allotment, the faculty member has the option to use it on another trip or split it up on multiple trips as needed.

- Dr. Quinn inquired on increasing international travel funding for faculty, Dean Passe will follow up dependent on funding.

- Dean Passe clarified that this award is in addition to start-up funding for new faculty. It has been a standard to give new faculty $10,000 in start-up funds to be spent on anything related to their jobs including equipment, travel and student assistants.

- There was one travel request to review that was submitted by Education adjunct Ms. Maryanne Hasso. Unfortunately, North Carolina is on the travel ban list. Not only will the University not reimburse, but there is also no liability coverage available.

1. **Brown Bag idea**

Dean Passe discussed a brown bag idea to bring staff and faculty together as he initially had a good turn out last semester, but did not have the same results in the follow-up meeting. He would like to try this out again and focus on higher education and the role that higher education plays in issues of justice and equity. The leadership team thought this was a good idea for Fall semester and Dean Passe also encouraged the leadership team to bring ideas.

1. **One College, One Book**

Dean Passe discussed the idea of assigning a book that everyone in the college could read then discuss together finding common issues and this could lead to the invitation of guest speakers.

- Dr. Dixon mentioned Bob Moses, a civil rights activist and author of Radical Equations, who will be visiting campus in the Spring. The Math, Engineering and EWS departments in conjunction with Student Success are working together to provide the funding to bring him as he is known nationwide and is very expensive. He will most likely be presenting in Ursa Major. Once Dr. Dixon has more information she will pass it along.

- Dr. Dixon recommended picking books written by faculty from our college and Dean Passe welcomed the idea and would like to explore it more to avoid any feelings of favoritism.

-AD Gilli-Elewy recommended the committee send any book recommendations to IGE Professor Kenneth Stahl as he is the FYE college representative.

Dean Passe asked the leadership team to send him any book recommendations.

1. **When something awful happens…**

The University of South Carolina has a program called “When something awful happens…” that deals with anything terrible that could happen like a natural disaster, shooting, political upheaval, etc. When there are significant events, many colleges continue with academic lesson plans without stopping and providing some importance to outside world. With this program, a committee would quickly design an educational program, setting a date and time to meet and discuss the relevant issues. If a class does not meet during that time, this session could be recorded and a professor could use the recording in their class as they see fit.

- Dr. Alford believes this is another way to get to know each other, to express opinions and make them feel they are part of a community that cares.

- AD Gilli-Elewy mentioned that many instructors already hold open discussions with their students in the classroom when things happen. She does believe that having something like this across the college would create a larger support system. Dean Passe will gather more information.

- Dr. Dixon brought up immigration and undocumentation issues that have been affecting our student population. Many students and their families have had interactions with ICE leading to family separation and there is also a problem with faculty when it comes to cultural sensitivity: race, class, gender, religion and politics. She would like to know if there is some sort of training for the lecturers and faculty on cultural sensitivity.

Dean Passe will continue to work on something to address this issue in order to make a statement as a college that we will not let these incidents go by as normal.

1. **Fall 2019 Cohort**

AD Gilli-Elewy attended the Provost Retreat where the following was discussed:

**a. Fall 2019 will be GI2025 cohort**

The University is focused on closing the equity gap and reaching the 0% URM gap goal for students and graduation rates. Associate Provost Sep Eskandari is looking at classes being offered and ensuring that we are offering enough sections while reviewing roadmaps and schedules. The university will be using the waitlist as a metric to assess student demand. If we choose not to have waitlists we will not be on the radar for additional courses and extra funding. They are urging us to keep waitlists as the opening of additional sections will depend on who is on the waitlist or if students need it to graduate. She will work with Budget Analyst Ms. Garcia to put together budget and enrollment in order to know how much we are getting funded; how much we need for lecturers and SFR. The goal is to create a framework that is financially healthy for the departments and college. She hopes to have this together by July.

**b. Capacity**

As we get closer to the beginning of fall we have courses that do not have any spaces to teach. We need to be more creative and flexible in order to have spaces for these classes, because we do not have portables or tents to use during these peak hours.

- The Department of Education is doing great as they teach during times that others are not teaching and offer many hybrid courses.

- Dr. Dixon said that many of the faculty like to teach at certain times and do not realize they are bumping adjunct faculty, classes and students. EWS will consider having hybrid courses in order to share classrooms and meet on alternating weeks.

- There are currently 2 ECS, 2 LS and 3 EWS courses that still need classroom spaces.

- Dean Passe mentioned that there is evidence that students have an interest in attending classes later in the day and possibly weekends if they were available.

- Dr. Pataray-Ching suggested bringing this problem up to the faculty so they could generate ideas and contribute to the solution.

**c. Unit Load**

The University would like students to take 30 credits a year as the URM gap increases when they do not transition on time from freshmen to sophomore to junior and senior standing.

- Dr. Pataray-Ching thought this to be a good argument when speaking to faculty about scheduling. – AD Gilli-Elewy is working with the college advisors Ms. Marlene Melinte and Ms. Berlinda Crawford to make sure that students are following the roadmaps and taking A2 in Fall or Spring. The smart guidance and roadmaps are being merged to assess enrollment and scheduling. She urged the department chairs to ensure their roadmaps are correct. Email her if they need correcting. There is an upcoming Student Success meeting where this will be discussed.

1. **Office Space**

New faculty will be joining us in the fall and in the following years. The leadership team was asked for principles that should be followed when assigning office spaces:

- Dr. Alford thought it was important to have some coherence in the program and it is especially helpful when faculty offices are by each other.

- Dr. Dixon mentioned adjunct spaces and the importance of ensuring they are scheduled on their own hours and are not overlapping.

Dean Passe said the interpretation of current and future space is dependent on whether retirees and emeriti choosing to keep an office space in the college. We currently do have space for incoming faculty, it is just figuring out where we are going to move people if they need to be in close proximity to their department.

- Dr. Quinn said IGE has an office space for the new faculty and inquired on open space for adjuncts in the fall. They currently have two adjuncts per office. Dean Passe asked to move the adjunct conversation to another meeting date when there is an ECS and LS representative present in order to have all perspectives.

1. **Storage Issues**

The storage spaces for CEIS have “stuff” such as old files, old technology, etc. As we combine spaces he urged the leadership team to let their faculty know that what they buy must be kept in their offices or at home. Unfortunately, we do not have the space to store all items and we can only do so much to accommodate everyone’s space needs.

- Dr. Pataray-Ching inquired on items purchased for programs or shared with Clinical Practice.

- AD Gilli-Elewy said one of the spaces in Bldg. 94 has faculty contracts and documents that should not be accessible to people and should remain closed. The other space in Bldg. 6 is already full. We also inquired on closet spaces underneath the staircases, but they are being used by the President’s office.

- Dr. Dixon had inquired on the length of time they needed to keep field trip liability forms and was told to keep them for 3-5 years. She has a few boxes and will follow up with Karen Martin and report back to the leadership team.

- Dr. Pataray-Ching recommended scanning and keeping digital files, but we cannot do that for PAF.

Records Management: <https://www.cpp.edu/~procurement/graphics/records-management.shtml>

**13. Display Cases**

Dean Passe followed up with the leadership team on display cases:

**a. Bldg. 6 Stairways**

- Dr. Pataray-Ching walked through the Engineering building and liked the displays with vision and mission statements. Dr. Alford agreed and suggested displaying our core values.

Dean Passe said he would like to highlight our college, mission and departments so people who go up stairways could see this. There is a total of 12 keys available for these stairway displays, once there is a decision on what will be displayed we may be able to provide each department with a key to keep in their department office.

**b. Bldg. 6, 1st floor 3D display case**

The leadership team discussed and agreed on a department having this space for a portion of the semester then another department the next portion. EDL will take the first portion of Fall 2019 semester and will contact Ms. Stephanie Rascon for access.

- Dr. Dixon would like to request the month that EWS has their Dia De Los Muertos event which will be the second half of the term October 15th to New Years Day.

- Dr. Quinn says IGE would be open to updating the display in the Spring to display masks.

Dean Passe will email the leadership team the final time blocks and once a schedule is figured out

Ms. Rascon will have it updated on the Master Calendar.

**14. Other**

No additional items discussed.

Meeting adjourned 12:14pm.

**15. Next meeting July 23rd**