**Leadership Minutes**

**July 23rd, 2019 from 11am-12:30pm**

**Attendees:** Dr. Hend Gilli-Elewy, Dr. Sandy Dixon, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Betty Alford, Ms. Kimberly Deitrick, Ms. Marissa Stinson and Ms. Stephanie Rascon

1. **Welcome**

AD Gilli-Elewy welcomed all to the leadership meeting, Dean Passe and Dr. Giselle Navarro-Cruz were unable to be present. The two newly elected staff representatives in attendance were Ms. Kimberly Deitrick and Ms. Marissa Stinson.

1. **Leadership team photo**

The Leadership team photo will need to be rescheduled for a later date to include all members.

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

Leadership meeting minutes of June 25th were approved by leadership team with no changes.

1. **New ASC**

AD Gilli-Elewy announced the start of new ASC Ms. Marcela Moreno housed in the new Bldg. 94 Advising Center, her title is College Administrative Support and Advising Center Coordinator. She reports directly to the Dean’s office while supporting the advising center, commencement, events for the college and teacher preparation. She was a liberal studies student and was very excited to be part of the college. The new ECS ASC Ms. Cynthia Aron will be starting this upcoming Monday. She is coming from San Diego State and worked in the admissions office so she is very familiar with CSU procedures.

1. **Travel awards follow-up**

The leadership team reviewed the first Scholarly Awards Travel for 2019-20 submitted by Liberal Studies faculty Dr. Jeff Roy. He is co-organizing a full day symposium in October and included the acceptance letter from Journeys, Queers and Elsewhere Symposium of Southeast Asia. The leadership team approved his request for $1,500 and thought it would be a good idea to have any future submissions include budget breakdown of costs. AD Gilli-Elewy said they still had not met regarding the travel budget and did not know if there was to be an increase in funding for international travel.

1. **Master calendar**

AD Gilli-Elewy reminded the leadership team that the Master calendar is up and running through the Public Folders. The department ASC’s and Chairs are authorized as Authors who can add department events. The type of events that could be added are co-curricular department activitites and other departmental events that could be of interest to the college. This calendar was originally created for search purposes, to be able to view scheduled candidate meetings and avoid events overlapping. Another intentended purpose was to possibly increase faculty turnout at faculty candidates open forums. Faculty is not currently added and will hold off on adding, for now. We may be able to add on case by case basis as they will need to have authorization before subscribing to this public folder. For now, AD Gilli-Elewy leaves it up to each department and suggested to have the schedule printed and hung in the department office for faculty to see or forward the information as they saw fit.

1. **All-College meeting schedule**

AD Gilli-Elewy discussed the all-college meeting schedule for December with an option to meet on finals week 12/09 or 12/16 the week after.

- The leadership team discussed low faculty attendance at the end of the year due to teaching, finals and other duties already assigned to them. It was expressed that faculty do not understand why they need to be at these meetings or do not always see the intended purpose. Additionally, it was mentioned that these meetings used to occur about twice a year and faculty would attend in larger numbers. They wondered if the schedule of meetings that could meet might be reduced.

- Dr. Chavez-Reyes had a meeting with the advisors where they discussed the importance of the success of our transfer students and how it affects staff and faculty. She believed this to be a good discussion to have at an all-college meeting where transfer student issues are addressed. It may also be helpful for faculty to see a college agenda with strategic planning and goals.

- Dr. Pataray-Ching encouraged having more safety training and emergency planning discussions at all-college meetings. She also thought it was important to create an agenda that was relevant to faculty since it is hard for them to prioritize these meetings when they have to do many other responsibilities. Dr. Chavez-Reyes agreed on relevancy, but also mentioned the challenge as a department chair to make faculty see the bigger picture even when they do not believe something is relevant to them.

- AD Gilli-Elewy discussed the faculty presentations, and the leadership team agreed on the need to have more time for each presentor to allow for more questions and discussion. The meetings could be less frequent and possibly extended to 2 hours. Some also mentioned that it is a good idea to have meals at all-college meetings.

- Dr. Dixon mentioned the drop in EWS faculty attendance because they will prioritize other meetings or student events.

- AD Gilli-Elewy mentioned that there will be food at this first fall conference meeting where Dean Passe may discuss college budget and present other updates. She will be speaking with Dean Passe on having another meeting to discuss advising, student success and possibly another to discuss retaining male students of color in education since there are many more female students. The suggestion was made to maybe have Dr. Eligio Martinez, Dr. Gilbert Cadena, Dr. Jose Aguilar-Hernandez and other male professors who have conducted related research come talk to the college to learn how to better serve these students. She mentioned that Dean Passe is planning on continuing with the Task Force committee to set priorities and that he recently met with Dr. Heather Wizikowski and Dr. Jose Aguilar-Hernandez. There will also be another Student Success team meeting scheduled to discuss various items and prioritizations.

- Dr. Quinn mentioned he will not be attending the first fall meeting as he will be traveling to Rhode Island. Dr. Hilary Haakensen will be attending in his place and was wondering if the department chairs needed to present on department updates, etc. AD Gilli-Elewy will follow up with Dean Passe.

The leadership team believed it was a good idea to cancel the last all-college meeting in December all together and to have future agendas with college goals in mind.

1. **Student assistants**

AD Gilli-Elewy reviewed the student assistant spending with budget analyst Ms. Zeida Garcia and they discussed giving a set amount of funding to each department for the year. It could possibly be around $3,500, but she will need to speak to Dean Passe before determining a set amount. Each department will have to determine how many hours their student assistants will be able to work depending on the budget they receive. There are different ways of gaining additional or supplemental funding for student assistants.

1. **Attendance/absence reporting?**

AD Gilli-Elewy reminded the leadership team to let the dean’s office know if their department offices will be closed for long periods of time or for a couple of hours on some days. The dean’s office does receive inquiries if a department is not answering their phones or department offices are closed. As for absences the staff is to continue to report to CEIS absences with information.

1. **Concur**

AD Gilli-Elewy discussed the new travel system Concur. Many of the department ASC’s have received training and faculty will also need to be trained to learn how to properly submit travel requests and expense claims. They will allow paper submissions until the end of the year and everything will be electronic by January 2020. Faculty training will begin in September, and AD Gilli-Elewy urged the department chairs to have their faculty attend these trainings. Concur will now ask the traveler to enter a chartfield string number with preliminary itemized amounts in the initial travel request. University Accounting cannot process any travel expense claim submissions for faculty if they did not have a travel request entered in the system prior to the actual travel date. The boarding passes will no longer be required, and a traveler will not be reimbursed for claims that pass 60 days. The receipts are not required for purchases under $75 and there is a $55 meal per diem per 24 hour travel day.

- The departments will have to determine the order of reviewing for accuracy of faculty travel information, a delegate can be assigned to review prior to submitting to Dean Passe for approval.

- Concur has a phone application that can be downloaded to assist in organization and keeping travel receipts ready for uploading.

1. **Partnerships with German universities**

AD Gilli-Elewy received an email from Ms. Tammy Johnson in the College of Extended University. There are three German universities that have reached out with an interest to collaborate with CEIS and all three are pedagogical educational universities. Some have funding for collaborative projects and others have funding for guest professors.

- Dr. Alford and Dr. Chavez-Reyes are interested in joining the conversation. AD Gilli-Elewy will be setting up a meeting and will follow-up with ECS and EDU to see if there is any interest in joining this meeting to collaborate with these German universities.

1. **Fall enrollments and schedules**

AD Gilli-Elewy discussed fall enrollments that are currently under target in most departments. She is hopeful things will change and suggested the continued use of waitlists to be able to determine whether more sections need to be opened for a course.

**13. Other**

**a. New screens in conference rooms**

CEIS now has a screen in each conference room 6-206 and 94-232 where devices could be plugged into the wall port to project on screen without the need of a projector. We will try to have a college training session so everyone learns how to use these devices, but the connections are on the walls available and ready for use.

**b. Annual Report**

- The leadership team discussed the annual report, and they would like to have a clear direction of what is needed from each department or goals and how we fit in the whole scheme of the university along with receiving feedback after the report has been turned in.

- The times have not been scheduled, but WASC will visit campus on October 21st- 23rd. Once AD Gilli-Elewy receives a breakdown of the WASC schedule she can send it to all, to help for planning or scheduling around events.

- During the next student success team meeting, AD Gilli-Elewy would like the departments to collectively set the goals for the college that also align with strategic and master plans.

- Dr. Dixon has successfully been working for funding for the Native American Pipeline that targets a certain population aligning with the closing of the URM gap and graduation rates. AD Gilli-Elewy said this is a great conversation to have with others to potentially add to the pipeline or create other pipelines.

**c. Faculty Lecturer Handbook**

Dr. Chavez-Reyes attempted to create a file that could be shared and collectively edited by others like a google doc for the faculty lecturer handbook. Unfortunately, she has been unable to find a format that works without getting distorted.

- Since EDL recently became a department Ms. Stinson will be sharing an EDL file she edited.

- It is important to keep documentation on performance of lecturers to determine the appropriateness of a lecturer to teach a course. Chairs would also like to examine expectations for each course to ensure evaluations are in line with the level being evaluated. For example making sure that a 100 level course does not have a 400 level expectation.

- Dr. Chavez-Reyes would like to see the PAFS cointaining current syllabi to be able to see the content of the course and provide a proper assessment and evaluation. If possible, the lecturers would be responsible of making sure these are added into their PAFS with an updated CV. She does not feel it is fair to give an evaluation without evidence or valuable data. AD Gilli-Elewy said the criteria may need to be revised and submitted directly to the lecturer. We may also need to add an organization in Blackboard for the leadership team to share information, but it would not solve the problem of having different edited versions of a file floating around.

The leadership team will brain storm a solution and potentially discuss together in another meeting.

**d. Department chairs**

LS Dr. Chavez-Reyes will be on Sabbatical in the Spring and Dr. Estela Ballon will be filling in. Dr. Ballon is out in the Fall. IGE Dr. Quinn will be on Sabbatical in Fall Dr. Haakenson will be filling in.

**14. Next meeting August 6th**