**Leadership Minutes**

**August 26th , 2019 from 12:30-2pm**

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

1. **Welcome**

Dean Passe welcomed all to the leadership meeting.

1. **Leadership team photo**

The Leadership team had their photo taken by Ms. Sheena Huang.

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

Leadership meeting minutes of July 23rd were approved with no changes.

1. **Commencement**

Dean Passe gave an update on commencement meeting he had with Ms. Theresa Navar-Rodriguez from the President’s office regarding the inclusion of credential students at graduation. This commencement only four marched and we are assuming that was because of the late notice, regalia and check-in confusion. We do hope to have more credential students in the future with a designated central check-in location just as other students have.

- We have not been notified of next years commencement date for CEIS.

1. **Enrollment**

AD Gilli-Elewy gave an update on CEIS enrollment as there was an issue with the transferring of information from Peoplesoft into the dashboards. She has since spoken to Lisa Rotunni’s office and believes it has been cleared up and the numbers should now be accurate.

- AD Gilli-Elewy has been working with Ms. Zeida Garcia to put together a budget worksheet that explains the allocations that we get from the Provost office for adjuncts and where we stand. She needs information from departments on release time, assigned and related duties for all current and new faculty split by department. This would include chair duties, etc., and this will give us a good idea on how much wiggle room we have in regards to scheduling. As some departments will need more space or smaller classrooms and aligning them with budget and SFR’s would be really helpful.

1. **Travel Award approval**

Dean Passe presented and discussed the submissions for scholarly travel awards with leadership team and the following were approved:

- Teresa Lloro-Bidart $1500 for American Anthropological Association Annual Meeting

- Dennis Quinn $1500 for New Weird Fiction & Lovecraft

Faculty have until June 1st to submit travel, but deadlines may need to be revised as Concur may require pre-approvals.

Dean Passe and the Leadership Team discussed Dr. Richard Navarro’s application for $1,500 as this is part of his sabbatical research international travel to El Salvador. There is no current policy on sabbatical and this decision could set a precedent for future scholarly activities. The difference with the current plan that we have in place for funding is that the person has to be accepted as a presenter, etc. The question for this type of travel funding, in general, was how do we ensure papers, publications, etc. are actually being written on research conducted and the system is not taken advantage of?

- Dr. Pataray-Ching had two thoughts 1. If the person could have someone write a memo to verify the research or something to that effect. 2. Can this person present their research at all college meeting once they have completed?

- Dr. Hurlbut thought that it would be wise to grant the person funding for this type of research and have them provide a deliverable. If they do not deliver they will not be eligible for next year.

- Dr. Quinn inquired if there is a way to attach conditions to the funding, such as, if it is not fulfilled it must be returned. Dean Passe does not think this would be a wise idea as it would require someoe to be responsible for collecting money.

The consensus was that the college should support all faculty that apply for funding for scholarly travel. For Dr. Navarro, $1500 was unanimously approved as a one time arrangement. We are not encouraging any new applications of this kind until we have a policy in place that will need to be discussed.

1. **International travel**

International travel was set at $500 in addition to the standard $1,500 that could potentially be received. The Leadership Team agreed to have this amount stay the same for now.

1. **College committees**

AD Gilli-Elewy notified the leadership team that we will reach out to schedule assessment and curriculum committee meetings soon.

- The curriculum committee received information from Ms. Ashley Ly and is ready to proceed.

- The assessment committee is a bit delayed because of Portfolium, but she and Mr. Taylor Quinn will work with assessment coordinators to upload whatever needs to be uploaded into Portfolium. Including rubrics, learning outcomes and lists of courses in order to get it done quickly.

Once Portfolium is set up it will work and be linked through Blackboard so the assessment committee can go in and pull items as necessary. AD Gilli-Elewy asked the department chairs to share the names of those on the committees

1. **All-College meetings**

Dean Passe discussed all-college meetings as a concern had arose at the last leadership meeting where it was expressed that some faculty did not find the meetings relevant. Dean Passe pointed out that the meeting topics were items from CEIS’s strategic plan. These include learning more about collegues, creating bonds across the college, providing contact with cultural centers, and emergency preparations. Dean Passe’s analysis is that the majority of the faculty do attend and almost all of those who don’t tend to miss for reasons other than irrelevance. Forthcoming meetings will have highly-relevant Task Force-related discussions along with a poster session for November’s meeting.

1. **Attendance/absence reporting**

Dean Passe reported on the continued problem we are having with staff taking days off and not reporting their absences along with department offices being closed with no indication of operating hours. He plans to have private conversations with department chairs to see how they are monitoring staff. We had an incident last week where an ASC did not report to work and failed to notify CEIS Absenses and this caused a professor to wait and run around looking for staff. In another instance a student had taken off work to find that a class had been canceled. There was a notification posted for the first class meeting that day with the same professor, but not the second.

- Dr. Pataray-Ching inquired on whether this procedural information has been passed down to staff. AD Gilli-Elewy confirmed that she has spoken to staff and ASCs about procedures many times, but it does not seem to be an automatic response and many times CEIS Absences is not notified, leaving the Dean’s office unaware of absences.

- Dean Passe reminded chairs to ensure procedures are being followed. AD Gilli-Elewy clarified that sometimes the ASCs do communicate with their department chairs via text or phone call, but the message never gets to CEIS Absences which is the main electronic trail. If it never reaches CEIS Absences we as a college do not know if an office is closed for the day and do not know what to tell those who are inquiring on office whereabouts. Should we tell them to come back in five minutes or the following day because the office is closed for the day? Dean Passe has spoken to staff and asked them to communicate by posting a note on their doors when they will be out or returning from an errand. This seems to work, but sometimes he will be on campus over the weekend and see a note posted on someone’s door saying, “Be right back”. So he would like notes to be date and time specific to help professors and students who may only have one hour in between classes. He understands there are emergencies and that sometimes deliveries need to be made across campus so he encourages better communication.

1. **Concur**

Dean Passe discussed Concur, the new electronic travel request and expense management system, which will be a challenge for people at first and eventually easy to use. All faculty and staff will need to be trained as soon as possible.

- Dean Passe confirmed with Ms. Stephanie Rascon that Ms. Michelle Cardona will contact faculty directly to schedule these training sessions as it will be fully online by January.

- AD Gilli-Elewy reported that Ms. Zeida Garcia is working with Ms. Cardona and Mr. George Tejadilla to schedule a college training for staff, but we need to determine who is a reviewer, delegate and approver for faculty and/or whole departments.

- Dr. Pataray-Ching said this system is already a problem for supervisors who are already visiting sites. Dean Passe recommended they use paper format for now and slowly transition until January.

- Dr. Dixon is concerned that these trainings are being done so late and we are expected to jump on board and transition by the end of fall. Ms. Rascon mentioned that staff was contacted and trained during the summer, but faculty is now being contacted as they return from break.

1. **Classroom updates**

AD Gilli-Elewy provided updates on classrooms and office spaces.

**a. Classrooms**

The chairs are coming in for 6-204 and 6-216 and tables will take a while longer,;she advised Mr. Andrew Naranjo to keep everything and wait until the whole order arrived to minimize disruptions in classrooms. Once we have a date we can schedule with departments and ensure there is minimal interruption to classes.

- Dr. Hurlbut reported that classroom 6-207 has a capacity of 48, but only has 42 desks for students. AD Gilli-Elewy will contact Ms. Kathy Hine.

**b. Office Spaces**

AD Gilli-Elewy mentioned that CLASS currently has two FERPing faculty share one office and asked how the leadership team felt about having FERP faculty share spaces especially because there are 9 adjuncts sharing an office space in ECS. AD Gilli-Elewy says we are looking across the college seeing where we are hiring this year and next year while trying to keep adjunct offices with about 4-5 per office.

- Dr. Alford expressed it may be difficult to move two FERP people into two spaces because of all of the materials they may have. Some suggested to pair those who are FERPing at different times to solve this problem. Dean Passe offered the Dean’s office student assistant if anyone should need assistance moving materials.

- Dr. Quinn believed it may also be hard to put 4-5 lecturers in an office if they are all teaching full-time. AD Gilli-Elewy agreed that this must be taken into consideration and asked for departments to provide her with a list to include: locations, lecturers. and how much are they each teaching. We do not know where lecturers currently are and how many there are to an office.

- Dr. Dixon offered Dr. Charles Sepulveda’s old office space and her own for lecturers to use while they search for a new faculty.

**c. Storage Spaces**

AD Gilli-Elewy inquired on using the CLA building for storage and was told no one was allowed to be in that building. She was also told that most of those in that building have moved to digital files and we should follow that model. Ms. Zeida Garcia will find out which ones could be digitized and or sent to Sacramento dependent on whether we are allowed to shred them ourselves or not.

**13. Cuesta College**

Dean Passe briefly discussed preliminary Cuesta College partnership with the Leadership Team, but this information will remain confidential as details, agreement and MOU is pending and will have another report by next month.

**14. Other**

**a. CEIS lecturer handbook**

Dr. Chavez-Reyes had sent out information to all chairs with revisions a couple meetings ago and has now also revised the peer observation portion which we have 14 days to distribute to faculty. She wondered if the leadership team agreed with changes or if she should move forward.

- Dr. Chavez-Reyes will send the latest version to all department chairs with tracked changes so they can review and give a decision by the end of the following day. She updated everything that is generic to get some agreement across all departments and has an additional file that is specific changes to her department.

Dean Passe belives that we should have a standard document for all and addendum for individual departments. He asked that everyone make this a priority since we are at day 3 now.

**b. Concept called normin**

Dean Passe discussed norming, which is the idea that when you have different people evaluating something we have to ensure we are all doing it the same way. He would like to schedule a norming gathering or training:

- Dr. Nancy Hurlbut discussed ECS going up for accreditation and faculty needs to be normed on rubrics. They will be holding a training session since they have key assignments for NAEYC to ensure there is realiability and validity. Dean Passe asked if there were any other departments that would like to be invited to this training.

- Dr. Chavez-Reyes thought the training would be useful and mentioned the relationship of this to the lecturer peer evaluations.

- Dr. Alford thought that perhaps we could have a speaker or training session at one of our all-college meetings. (One training session would not work for all in EDL since they are not available at the same times.) She would also like to see an expert to talk about signature assessment and another could be looking at qualifying exams.

- Dr. Quinn thought this would be good for IGE.

**c. IT screen training demonstration**

Dean Passe commented on the conference room screen. The Leadership Team would like to have someone from IT come in for additional training, possibly by next meeting. If someone should need something sooner, they should contact the Deans office.

- Dr. Chavez-Reyes said she tried connecting to the wall plate and it projected onto the screen, but her laptop screen became microscopic.

**d. Poster sessions for future all-college meetings**

Dean Passe encourages department chairs to share their own scholarly work at future all-college meetings and set a precedent for their faculty.

**e. Collaborations with German education universities**

AD Gilli-Elewy received one email from a faculty member that was interested in pursuing the collaborations with German education universities and wanted to make another call to see if anyone else was interested. This could be to send over students or even faculty to do research.

**15. Next meeting September 16th**

**Meeting adjourned 1:44pm**