**Leadership Minutes**

**August 27, 2018, 12:30-2pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Christina Chavez-Reyes, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Sandy Dixon, Dr. Betty Alford, Dr. Nancy Hurlbut, Mrs. Rebecca Briseno and Mr. Marcos Pineda

1. **Welcome**

Welcomed all attendees.

1. **Approval of previous minutes**

Leadership meeting minutes from July 16, 2018 were approved by leadership team.

1. **Shredding Day tomorrow!**

Shredding day is scheduled for Tuesday, 08/28 between 12-3pm, Ms. Stephanie Rascon Assistant to the Dean sent an email to all staff and faculty. Dean Dr. Jeff Passe would like everyone to spread the word and have necessary boxes of paper to be shredded ready.

1. **Committees**

**a.** Associate Dean Dr. Hend Gilli-Elewy addresses the need to have volunteers for the CRTPC, the two terms have ended in committees and there is no one currently serving. The names are due soon. If there are no representatives the RTP documents will go to URTPC which takes longer.

- The college committee will review if there is a dispute or if there is a need to review the RTP documents. A person cannot simultaneously serve on department and college RTP.

- Those that have FERP’ed can serve, as long as it is the same term they are teaching.

- Department Chairs cannot serve on the committee because they write evaluations for faculty.

- Dean Passe asks the Department Chairs to provide him with the names of faculty who may be eligible to serve on a committee. They will email this information directly to him.

**b.** Assessment committees will need to start meeting soon. Not sure if there will be any changes with new AVP for Academic Programs & Accreditation Liaison Officer Dr. Laura Massa.

- Dr. Christina Chavez-Reyes says departments will need to start preparing. Here are some things to look at: IEEI table, updated semester program MQID, URMS and graduation rates, etc.

- IGE is not a major and there is no data that is currently collected along with graduate studies. Dr. Chavez-Reyes will speak with the Assessment Committee once they meet to find a solution.

1. **New department update**

Dean Passe, AD Gilli-Elewy, Education Leadership and Early Childhood Department met with Faculty Affairs Dr. Martin Sancho-Madriz and Ms. Rosalinda Velasco to discuss various concerns:

- The current policy does not allow for Associate or Co-Department Chairs.

- The Curriculum Committee needs full representation; every department must be represented. The new departments will have to elect a representative and the existing have to re-elect. The Current Curriculum Committee representatives are Estela Ballon, Hilary Haakenson, Analena Hassberg and pending other departments.

- Dean Passe would like to put the Budget Committee on the agenda for next Leadership meeting to further discuss if one is necessary.

- The Student Success committee is pending new guidelines from Dr. Terri Gomez. This committee would not be an opportunity for junior faculty to serve.

1. **All-college meeting time change?**

Dean Passe discussed the conflict with current all-college meeting schedule taking place on Wednesdays from 1-2pm. That time is now a prime teaching time on semesters. It was suggested to have time changed to 12-1pm, but that would interfere with staff lunch hour. The Leadership team discussed, and it was decided to change meetings to Monday’s 11am-12pm.

- It was also decided to have the teaching schedule across departments left open at this time for future semesters. This would give all faculty and staff the opportunity to attend all-college and department meetings.

1. **Change of major info**

AD Gilli-Elewy discusses the need to provide this information quickly for online updates that were missed during semester conversion. It is a guiding table for students interested in changing majors. It includes GPA requirements, information sessions, links to forms, etc.

- The department has the liberty to set the GPA requirement higher, if it is an impacted major; otherwise most have minimum requirements.

- Currently missing information for ECS.

1. **Chair release time**

AD Gilli-Elewy is also needing information for all faculty release time before FAD reports are generated.

- Per Faculty Affairs Dr. Sancho-Madriz Department Chairs are getting 6 WTU’s per semester from the Provost office, but contracts say .5 which is 7.5 WTU’s and not 6 that would be .4. Dr. Sancho-Madriz’s interpretation is taking 3 hours off for service and .5 of that makes 6WTU’s. Executive Director of Academic Research and Resources Ms. Lisa Rotunni will budget whatever comes from Faculty Affairs. AD Gilli-Elewy will speak to Ms. Mary Lucero-Ferrel to confirm for accuracy.

- By switching to semesters in some cases teaching workloads have increased. In order to get an extra credit, you have to teach minimum 120 students. If someone is interested in teaching larger class sizes they can apply and be placed into a pool to get rooms that are appropriate. If you qualify you are eligible to receive additional support such as an assistant.

1. **New lecturer hiring form and procedures**

AD Gilli-Elewy is trying to understand how lecturers are hired and determining their initial salary steps. She is also working with Budget Analyst Ms. Zeida Garcia to streamline and generate a document that puts salaries within ranges based on certain criteria in order to keep consistency. The goal is to create categories to add into the hiring packet when it is sent over. She would like departments to provide information on degrees including the highest degree in their area while looking at relevant teaching experience.

- AD Gilli-Elewy passed a document to Department Chairs and will email an electronic PDF form that can be edited. This information will only be needed for new hires.

- AD Gilli-Elewy has compiled a packet to give to new lecturers with information that will include a copy of new lecturer handbook once she receives. She would like the departments to provide her a copy of each of the departments lecture criteria and lecturer handbooks.

1. **Tableau department goal metrics**

AD Gilli-Elewy would like to discuss FTES goals for each department that are now available to view on Tableau. The numbers may still change for each until add/drop period ends 09/06.

- The Department of Education Leadership and Early Childhood do not appear on this form yet, but this will continue to update, becoming more accurate.

- Ms. Rotunni is working on getting the budget trees ready for splitting departments.

- Liberal Studies Department Chair Dr. Chavez-Reyes has concerns with: 1) College Advisor Ms. Marlene Melinte pointed out the curriculum sheet for pre-credential is not matching the DPR that students have. This means some courses are missing and student are not taking them because they are not listed. She sent an email to new Registrar Mr. Daniel Parks. 2) There are some typos in general studies; it should be Stats 1200 and it lists 2100. Ms. Lam Le, who will be filling in for Ms. Inez Moran while she is out, may be able to assist with these changes.

- Early Childhood Department Chair Dr. Nancy Hurlbut has concerns with: 1) Prerequisites not showing up in the system, causing a disaster for registering students. Dr. Keith Forward is the Interim Director for GE and Undergraduate Programs and may also be able to assist Graduate Programs. 2) Students are showing up as Freshmen when they are in fact transfer students; this delays the process as each student must be verified. These problems are at the University level and are being addressed.

1. **Communications Policy**

Dean Passe read the communication statement discussed in last leadership meeting July 16th and asked Leadership team for feedback. The Leadership approves this policy.

- Communications Specialist Ms. Ashley Jones is Dean Passe’s designee and media concerns or questions can go directly to her.

- Media does not include personal social media accounts, however does include a newspaper requesting interviews from faculty.

- Ms. Jones will also be in charge of updating the new media screen in Bldg. 6. Dean Passe will check in with her about specifications and get back to the Leadership team about processing requests.

1. **Room renovations**

**a.** AD Gilli-Elewy has been working to have classroom 6-204 painted, wiring removed from walls and furniture ordered.

**b.** The renovations for conference room 94-232 will also be moving forward with a different vendor. The Leadership team was asked for input on desired colors or any specifics.

- Dr. Betty Alford would like comfortable and professional chairs.

- AD Gilli-Elewy will also look into a one piece table and a built-in TV screen with A/V hook-ups.

**c.** Currently working with the Fire Marshall for Bldg. 6 benches. The plans will be drawn out to ensure the safety of those in the building in case of an emergency.

**d.** The Bldg. 6-101 Student Lounge is pending other moving parts in order to continue.

**13. Electronic document opportunity**

Dean Passe met with VP of Division of Information Technology Mr. John McGuthry, who donated the TV media screen that is by the men’s restroom in Bldg. 6, 1st floor. They discussed the need to have documents moved to electronic versions in Polydocs for faster processing.

- Dean Passe would like each Department Chair to consult with their departments and send him a memo along with the form they would like to have created into an electronic version.

**14. Budget issues – Zeida to meet with ASCs**

Ms. Garcia will be sitting in the department ASC meetings from time to time to have open dialogue about paperwork needed and procedural items, rather than going through Department Chairs.

**15. Strategic Planning debriefing**

Not enough time to discuss during this meeting time. Dean Passe will be sending the summary of charts and will reach out to those in the Integration Group. He would like feedback on how to move forward to discuss at next All-College Meeting.

**16. Other**

Education Department Chair Dr. Pataray-Ching inquired on department budget status. Dean Passe reports that although we have received funding, Ms. Garcia has not had time to analyze and determine budgets yet.

**17. Next meeting – September 17th**

The Leadership team agreed to proceed with this meeting change, Ms. Rascon will update Outlook invite.

Meeting adjourned 2:10pm