**Leadership Minutes**

**September 17, 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 Mrs. Sheena Huang

1. **Welcome**

Welcomed all attendees. EWS Coordinator Mr. Marcos Pineda has accepted a new position at Cal State Nortridge and IGE Coordinator Mrs. Sheena Huang will take his place on Leadership team to represent staff.

1. **Approval of previous minutes**

Leadership meeting minutes from August 27, 2018 were approved by leadership team and will be posted on CEIS website.

1. **Committees**

a. Curriculum Committee

Interim Department Chair for EWS Dr. Sandy Dixon will be representing EWS. AD Dr. Hinda Gilli-Elewy will be calling a meeting soon because of an approaching deadline of Octobert 1st, provided to her by Ashley Ly the Senior Curriculum Specialist in Academic Affairs. This deadline will be for first catalog edits, prerequisite revisions and modifications that feed into the curriculum sheet and other online platforms. These will not go through the University as AD Gilli-Elewy will be sending directly to Ashley Ly and send information to Department Chairs to make changes on curriculog. The representative on the Curriculum Committee will be able to report back to each department regarding any deadlines, etc.

1. **New department update**

Dean Dr. Passe announced that the search committee that will be selecting the new department chairs will be meeting this Wednesday 09/19 to discuss criteria and set-up guidelines.

1. **Cleanliness issues**

Dean Passe asked the Leadership team about their perception of cleanliness in building 94. He will take the feedback and have a discussion with Facilities.

- Dr. Dixon said the trashcans in offices are not emptied weekly or as frequently as they should be. The EWS office trash has gone 2 weeks without being emptied.

- Education Leadership Department Chair Dr. Betty Alford would like to see the area blown for leaves and debris to make the courtyard look better.

- Mrs. Huang brought up cleaning of office floors that are supposed to be cleaned and waxed once a year. If non-routine cleaning is desired it would be an additional cost.

1. **Renovations update**

AD Gilli-Elewy gave updates on room and building renovations:

**a.** Classroom 6-204 does not hold any classes on Fridays which allows us to get work done on these dates and before Winter break. The removal of wiring and painting will have to be done before the arrival of new furniture.

**b.** Plans have been drawn out for 16 benches in building 6 hallways and we are awaiting Fire Marshall approvals before ordering them.

**c.** Building 94-232 conference room will have new paint, carpet, table and chairs. A large monitor will be placed in the room instead of an overhead projector which is much more expensive. The monitor will have A/V cables to be able to hook-up laptops and hopefully once we work with IT we could do some things wirelessly. There will also be tack boards for student clubs to be able to hang up stuff and a new glass dry erase board that is magnetic and can be used for exhibits.

- Education Department Chair Dr. Jann Pataray-Ching says there was a problem with the AC in the room the last time she was there. Mrs. Huang says she will call Facilities to take a look at AC units in room.

1. **Survey regarding community engagement**

Dean Passe discussed the surveys that are going to be sent out to faculty by Department Chairs once he comes up with a final draft. After consulting with individuals who do this kind of work he has come up with a few questions and would like Leadership team input and suggestions.

**1.** Do you do any kind of community outreach? IGE Department Chair Dr. Dennis Quinn suggests calling this “community engagement” instead, because outreach you are looking for something and engagement your doing it. ECS Department Chair Dr. Nancy Hurlbut also believes it would be helpful to define what community engagement means so faculty are clear.

**2.** If so, is it research based or community engagement based?

**3.** Who is the agency of demographic you are dealing with?

**4.** If you are doing research, is it actual research or undergraduate research?

Liberal Studies Department Chair Dr. Christina Chavez-Reyes recommended the following questions:

**5.** How many students do they serve a year or term? Because these are the numbers that the Center for Community and Civic Engagement looks for.

**6.** What are the types of projects that they do?

**7.** How many different community members do your students interact with? This would help to measure impact.

**8.** How many hours per student for active interaction or inactive time? Or finding a way to measure the impact of what faculty and students are doing in the community.

1. **Brown-bag ideas – 1) social justice, 2) examining our mission**

Dean Passe has been talking to faculty about what they would like to see us doing and many would like regular brown bag discussions. Discussions could be theoretical, philosophical and scholarly or more practical things to improve courses. Dean Passe would attend. Two sessions he thinks would work are:

**1.** Social Justice; Faculty would like to know what other people are doing in their courses with social justice.

**2.** Examining our mission; Faculty would discuss our mission and what are we trying to do in The College of Education and Integrative Studies.

This is separate from sharing Scholarship, Dean Passe is working on a poster session where faculty can set-up posters on projects they are doing. This will take place in the Spring.

- Dr. Quinn and Dr. Pataray-Ching think it would also be a good idea to have a brown bag session to discuss scholarly work and projects. This could get an open discussion going between faculty.

- Dr. Dixon scheduled 15 minutes during an EWS department meeting for faculty to discuss research and it turned out really well. She suggests something of this same nature for All-College meetings. Dean Passe will work on something like this.

1. **Strategic Planning debriefing**

Dean Passe sent an email to the Leadership team on Strategic Planning debriefing, but will be sending again as he seeks clarification and feedback.

1. **Lecturer gathering idea**

Dean Passe believes it is a good idea to bring lecturers together to find if there’s anything we could do to help them, what challenges they are facing and if there any resources we could provide. Dean’s Assistant Ms. Stephanie Rascon will be sending out a doodle to find a time that works for the majority.

- Dr. Chavez-Reyes suggests using Zoom to link up those who cannot make it in.

1. **Lecturer travel policy brainstorming**

The group agreed to include lecturers with 1 and 3 year entitlements who are presenting papers for consideration in disbursing travel funds once tenure-line faculty applications have been addressed.

1. **Reminder - Staff working hours: CTO or overtime, no unofficial time.**

AD Gilli-Elewy reminded the group that the staff working hours policy is that there is no “unofficial time”. All working hours need to be accounted for through either CTO or overtime.

1. **Peer advisors: Getting 2 ambassadors, suggesting to hire 2 peer advisors (5 hours x $11.00 x 13 weeks => $715 per student per semester. $1430 /4 = $357.5 each for ECS, EWS, LS, and Dean’s office.**

AD Gilli-Elewy suggested hiring 2 peer advisors and split the cost between ECS, EWS, LS, and the Dean’s office. Suggestion was approved, with the understanding that peer advisors would be trained to serve all departments.

1. **Encourage faculty to attend advising workshops that will be announced by Student Success Office.**

AD Gilli-Elewy mentioned faculty advising workshops are being planned by the Office of Student Success and asked chairs to encourage their faculty to attend.

1. **EO 1071 and 1071R: Departments will be required to assess their subprograms (options, concentration, and emphases) before next scheduled program review. Affected are GEMS (14%) and Education (20%). Ratio of major core units to total major units needs to be greater than 50%. LS is fine at 51%. No info on ECS yet. We will need to schedule meetings with Keith Forward and Salomon Oldak to work through this. There are three options: 1) increasing major units, 2) elevating subprograms to a major degree, 3) discontinue program.**

AD Gilli-Elewy will schedule individual meetings with Departments and Dr. Keith Forward/Dr. Salomon Oldak to move forward on making programs compliant.

1. **Question about semester conversion DPR issues: due to semester conversion, students may be short on units (core or support) even though they fulfilled course requirements. Do we need a blanket memo from the Dean to satisfy deficient units with any units from either excess units or units in courses not used.**

Currently there seems to be no need for a blanket memo.

1. **Other**

Orientation services is soliciting feedback on 2018 summer orientation experience.

1. **Next meeting – October 8th**