**Leadership Council Minutes**

**August 26, 2014 - UH 449**

**1:30pm-2:45pm**

Members in Attendance:

Denise Garcia (Associate Dean), Sue Moineau (SLP Chair), Jeff Nessler (KINE Chair), Gigi Nordquist (SW Program Director), Janet Powell (Dean), Manuel Vargas (SoE Director), Shannon Hofmann (Student Services Director)

Guest:

Kamel Haddad, Vice Provost

1. **Agenda**

Approved as presented

1. **Minutes**

April 15, 2014 approved as presented

1. **The Culture of Leadership at CSUSM**

Handout from President Hayes was shared. Janet asks that you share with people in your units and to hold one another accountable. Janet pointed out a few highlights:

* Work to resolve issues at the peer level first
* Practice meeting etiquette; ensure agendas and talking points for 1:1 meetings, respect others’ time and schedules
* Email etiquette; keep email to a minimum, keep complicated issues off of email, be mindful of forwarding and using “reply all”
* Close communication loops
* Be intentional of scheduling routine meetings with colleagues
* Practice spirit of collegiality; “have each others’ backs”, but know when to hold each other accountable.
1. **Faculty Hires for Tenure-line**

Need to provide solid rationale (justify need and funding source) and submit to Dean.

* Okay to have a short conversation before writing rationale
* Budget coming shortly; possibility of getting more money
1. **Signing Personnel Files for Careful Consideration**

Importance of following procedures was reviewed.

* If a decision regarding employment is made and file has not been signed, it becomes an issue
* File must be signed and dated before any offer of work
* Signatures usually occur around evaluation time
1. **Schedule**

Associate Dean reviewed process of scheduling classrooms.

* Classes needing computer labs (content must be delivered via computer) get scheduled first
* Tentative Classrooms are getting a hard look; take valuable resources avoid using “place hold” on schedule
1. **“Impossible to Place Classes”**

Kamel Haddad, Vice Provost, was introduced by Dean Powell and he offered to meet individually with anyone to discuss his profile of work. Vice Provost presented new process to schedule impossible to place classes:

* S25 – class scheduling program. Same software as Live25 used for

 scheduling meeting rooms

* Program randomly schedules and places classes given the restrictions of the class
* S25 recognizes “preferences” (such as classroom adjacent to your office) as a “requirement” and can lead to difficulty in placing the class.
* List of classes that can’t be scheduled are given to unit chair/director, along with list of vacant rooms and times.
* Given 4 days to prepare “draft” with 1st through 3rd choices
* Classroom Rush = day of scheduling, when unit chair/director and support staff enter choices in S25.
* Classroom Rush is divided into 4 tiers that are based on room capacity, i.e. 1st tier - large capacity rooms, 65-80 students
* Convert “draft” into actual request, then classroom is scheduled and confirmed
* Program doesn’t distinguish between undergrad and grad

Associate Provost Haddad further explained CSUSM shows 86% of space is utilized, and Chancellors office shows us at 84%--most likely the result of two mis-labeled rooms. CSUSM is within the average range in CSU system and will not receive new buildings. He encouraged all to speak to senators and engage in student access initiative.

1. **Announcements**

Associate Dean Garcia - FARS due by census-September 22. Use as a tool to talk to faculty about what they are doing.

* Tenure Track completes their own and must add up to 15. (Example: 6 units teaching, 3 chair, 3 research, 3 creative activity=15 units)
* Chair/Director reviews
* Associate Dean verifies it was reported

 XI. **Adjourned**

 Dean Powell thanked guest and members and adjourned at 2:45 p.m.