**Leadership Council**

AGENDA – September 11, 2018

1:30 - 2:45 PM in UNIV 449

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| --- | --- | --- | --- |
| X | Pat Stall, Director  School of Education | X | Lorna Kendrick, Director  School of Nursing |
| X | Anne Rene Elsbree/Annette Daoud Associate Directors, School of Education | X | Wendy Hansbrough, Associate Director  School of Nursing |
| X | Teru Toyokawa, Director  Human Development Department | X | Emmanuel Iyiegbuniwe, Director  Public Health Program |
| X | Jeff Nessler, Chair  Kinesiology Department | X | Emiliano Ayala, Dean  CEHHS |
| X | Blake Beecher, Chair  Social Work Department | X | Deborah Kristan, Associate Dean  CEHHS |
| X | Lori Heisler, Chair  Speech-Language Pathology Department | X | Shannon Cody, Assistant Dean  CEHHS Student Services |

Guest(s):

1. Approval of Agenda (EA)

Agenda is approved

1. Approval of Minutes (EA)

Move to approve minutes, ??. Second, ??. Approved.

1. Updates/Notices
   1. Timeline for Schedule Build for Spring 2019 (DK)
      1. Reminder to attend to the deadlines; the change to only one Degree Planner Demand report may improve the process and not having to “redo” or revisit previous schedules;
      2. Degree Planner Demand reports only apply only to Stateside undergraduate programs.
   2. Chair handbook (DK)
      1. Debbie will be posting a draft handbook for chairs and directors to adopt as their own “living” document to add, delete, adjust, etc.
      2. the handbook will include logistical and operational information (e.g. how to run Enrollment Summary reports, Student rosters);
      3. Might also be good information for new lecturers;
      4. please let Debbie know if others should have access to Peoplesoft
      5. Pat asked about the Course evaluation process given Melinda’s departure, which will be handled by the Dean’s Office
      6. Debbie also commented on the section on lecturer offers, evaluations, etc.
   3. Commencement update (EA)
      1. Call went out on 9/10/18; will close on Friday 9/17/18
      2. Kyle will compile results and provide to Emiliano
      3. Emmanuel asked if campus will consider a Fall ceremony in addition to a Spring ceremony; Emiliano said he is not aware of a move to commencement twice a year
      4. The CEHHS ceremonies are likely to be on Saturday
   4. Governance Committee Voting
      1. Shannon will send email update to voting constituencies for BAPC and CIDE seats
      2. Shannon will ask for nominations from the chairs and directors for selection of a student representative to CIDE
   5. Staff working hours (EA)
      1. Traditionally staff should be expected to be at their workstations during regular business hours; some concerns have been expressed both internally and in other office at CSUSM that this is not the case
      2. Stems in part from confusion around communications from Extended Learning to certain CEHHS staff who have received messages saying they could take a day off, etc.; CEHHS staff should never take direction from Extended Learning as it pertains to work hours
      3. During the academic year, we need to have coverage until 5:00 p.m., give or take 30 minutes
      4. Lorna asked Emiliano to communicate with her directly if any of the complaints involved staff in Nursing
      5. Debbie suggested putting departmental business hours on their websites
   6. Probation Workgroup (Cody)
      1. A cross-divisional workgroup has been formed by the Vice Provost to address probation of undergraduate students
      2. CEHHS could choose to have a faculty member participate in the workgroup, if desired
   7. Evaluation of Lecturers
      1. Chairs should give explicit feedback for each course being evaluated in a lecturer evaluation;
      2. Also make sure to fill out the evaluation completely and sign; any omissions could mean the evaluation would be grieved
      3. Separate courses can all be on one form, but should be itemized
      4. Chairs and directors can get more notes and assistance from Debbie, if desired.
   8. Budget Transparency
      1. Emiliano asked the LC who, when and how budget information should be shared; in other words how do we share budget and process information and with whom?
      2. Clear sense of budget and categories should be transparent
      3. Pat commented that we need to decide the purpose
      4. Lori commented there may be some desire for a better understanding of the budget to see if there is any inequity (e.g. class size requirements)
      5. Two specific topics discussed that should be carried forward to the next meeting are: (1) use of discretionary funds & (2) equity to class sizes among programs. It was noted that historical practice, accreditation, pedagogy, etc. all may affect class sizes.
   9. Space Utilization
      1. We need to provide information to the Provost who may be able to advocate for our space needs. Please think about future needs in addition to current needs. Please provide some justification for requests (e.g., FTES, tenure density, currently understaffed, etc.).
      2. Chairs to provide number of spaces needed, but do not indicate particular rooms at this time.
      3. DK will send FTES data to the group for the current year.
      4. Dean Ayala will send handout for space request electronically to chairs/directors.
2. Action/Decision Items
   1. CRASH representative to committee (SC) – Shannon will send a call to the directors and chairs for any faculty who might be interested in serving on the Probation workgroup
   2. Debbie will plan a demonstration of the department chair/directors handbook and demonstrate Peoplesoft access
   3. Shannon will work on course evaluations for first-half courses
   4. Lecturer evaluations (DK)
   5. College budget sharing processes/protocol (EA)
   6. Space utilization (EA)
3. Discussion Items
   1. Discussion items: neither item discussed due to time, both items will be carried forward to the next meeting agenda.
      1. Student dismissal policies (SC)
      2. Lecturer entitlements and confidentiality of entitlement information (DK)
4. Announcements (All)
   1. Dean’s office is in the process of filling Melinda’s position; thanks to everyone for their patience during this process.
   2. Dean’s office is working on process regarding upcoming retirement of Michael Bell.
   3. Taste of Success: group discussed how funds can be used and if people want a broader use of the funds beyond supporting student travel. It was noted that the total amount of funds is quite small. Our current criteria is similar to COBA but CHABSS allows for more uses of the funds. Discussion to be continued once we have a better idea of funding.
   4. With the end of the University’s Capital Campaign, some donor profiles are being shared with college Deans. There may be more fundraising happening at the college Dean level than done previously.