**Leadership Council**

MINUTES – November 13, 2018

1:30 - 2:45 PM in UNIV 449

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| --- | --- | --- | --- |
| X | Pat Stall, Director  School of Education | X | Pam Kohlbry, Faculty (Replacing Director Kendrick)  School of Nursing |
| X | Anne Rene Elsbree/Annette Daoud Associate Directors, School of Education |  | Wendy Hansbrough, Associate Director  School of Nursing |
| X | Teru Toyokawa, Director  Human Development Department |  | 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 |

1. Approval of Agenda (EA)

No changes recommended.

1. Approval of Minutes from 10/9/18 (EA)

No changes recommended.

1. Updates/Notices
   1. Department/School Informational Flyers (EA)
      1. Dean Ayala envisions the target audience for these flyers are external entities (community partners, handouts at events, etc). As a result, they serve as a snapshot of the college and the programs. Currently, they are geared for recruitment, should they be redesigned (i.e. contact info changed to the unit)? Another flyer created?
      2. Discussion of different flyers for EL/Stateside hybrid programs. Consensus trending toward refocusing the flyers from recruitment to disseminating relevant information to external parties. The current flyers will *not* be reprinted as the Dean moves forward with redesign.
   2. Roles & Responsibilities for Dean, Associate Dean, Assistant Dean (EA)
      1. This is a draft to provide clarity of the various roles and responsibilities of the Dean, Associate Dean and Assistant Dean.
      2. Blake suggested including the staff roles of the Dean’s Office and Student Services. Lori suggested clarifying the supplemental role of the EL Dean’s Office for hybrid programs.
      3. As a living document, additional items will be reviewed, added and changed.
2. Action/Decision Items
   1. None
3. Discussion Items
   1. Department/School Websites & Microsites (EA)
      1. Kinesiology has a microsite. Dean Ayala queried how other units would like to manage their ‘websites’.
      2. Dean Ayala will reach out to Kevin Morningstar (IITS Director) regarding best modalities for reaching out to students (i.e. website vs YouTube) and design/planning for websites and microsites.
   2. Presidential Search: Preparation for Open Forum (EA)
      1. Dean Ayala explained the Presidential Search experience and how it will progress moving forward utilizing his past experiences. Units may wish to organize themselves to have a single voice to advocate for themselves or have a college level voice. Lori mentioned the need for a college level advocate. Discussion lead to the advocating of items including accreditation, promotion of community partnerships (preceptorships, internships, engagement), a realistic appraisal of the costs incurred running professional programs, the fact that colleges and units are best prepared to determine what is needed by their students and the interaction with EL throughout the budget and program administration. The Deans’ encouraged finding appropriate venues for these as not all are specifically college relevant, some are better raised by faculty bodies or units, for example.
   3. EL Revenue Shares/Budget Transparency (EA)
      1. Carryforward to the next meeting
   4. Lecturer entitlements spreadsheet (DK)
      1. This will assist in tracking entitlement changes, meeting entitlement and appointment types.
   5. PeopleSoft Demonstration (DK)
      1. Carryforward to the next meeting
4. Announcements (All)
5. Future Items
   1. Review of Extended Learning revenue shares and Associate Dean Kristan’s PeopleSoft demonstration.