**Leadership Council**

Minutes – September 10, 2019

1:30 - 2:45 PM in UNIV 449

|  |  |  |  |
| --- | --- | --- | --- |
| X | Pat Stall, Director  School of Education | X | Tom Olson, 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 |  | Deborah Kristan, Interim Director  Public Health Program |
| X | Paul Stuhr, Chair  Kinesiology Department | X | Emiliano Ayala, Dean  CEHHS |
| X | Blake Beecher, Chair  Social Work Department |  | 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)

* Motioned by: Dean Ayala
* Seconded: Assistant Dean Cody
* Unanimously Approved

1. Approval of Minutes from May 14, 2019 (EA)

* Motioned by: Dean Ayala
* Seconded: Assistant Dean Cody
* Unanimously Approved

1. Updates/Notices
   1. General welcome by Dean Ayala to the new academic year.
   2. President Neufeldt visit on Sept 20th (EA)
      1. Due to time constraints, Dean Ayala encouraged the unit leads to have a handout about their programs to describe their efforts to provide the President at the meeting.
      2. In the Deans’ meeting, the topics will include the relationship with EL, student issues, clinical practice, Temecula location and updates about our budget.
      3. Unit leads discussed a variety of subjects they would like to cover including, listening to her questions, describing their unique program needs and cost structures, and allowing the dialogue to unfold.
         1. Dean Ayala suggested putting complex and technical items into the handouts, utilizing a programmatic focus, to free up discussion time at leadership.
   3. EL MoU SSIBAC budget/planning update (EA/DK)
      1. Dean Ayala provided background on the status of the budget, which essentially entailed a delay in funding approval and specific revenue share amounts.
      2. Consensus amongst the leaders trended toward confusion regarding the process and the actual amounts. Several explained how there were multiple amounts and divergent versions of the budgets with conflicting material terms.
      3. Concerns were raised on the workload generated and the decentralized program and financial knowledge required by the budget creation and management necessitated by the new MOU and budget models. Dean Ayala encouraged feedback and inclusion of program leads within the departments.
   4. State-side budget/planning (EA/DK)
      1. College received a cut in FTES. The building is also incomplete.
         1. Degree planner numbers factored into the FTES cut, which resulted in additional discussion explaining degree planner and possible future adjustments to actuals.
      2. Stateside moneys are expected to face additional cuts and clawbacks.
   5. Clinical Hours project (SC)
      1. Student Services is collecting data regarding units’ clinical placements and hours students spend off campus (i.e. learning activities, community service, etc). Gwen will be reaching out to collect the data.
      2. Dean Ayala mentioned how much work accomplished by our students for the community is not captured and recorded, elements that can reflect upon the programs’ contributions.
   6. UH secondary space/moves (EA)
      1. As soon as the Dean has a grasp of our budget he will begin the process of identifying move priorities.
2. Action/Decision Items
   1. Newsletter support needs/Marilyn Huerta (EA)
      1. Dean Ayala invited feedback from the committee regarding the viability of newsletters for each unit. Discussion surrounded timing (monthly, semiannually, per semester) and target audiences (SoN currently focuses on faculty only, SLP reaches out to students and alumni as well).
      2. Rather than monopolizing a significant chunk of Marilyn’s time, she could provide the units templates for use and input on specific components, but not create the content or handle the editing/processing.
      3. Perhaps her role could be focused on the external newsletters to alumni and community partners. Use her quality work on the important communications while templates and units work on internal communiques.
3. Discussion Items
   1. Faculty/Staff Awards on December 6th (EA)
      1. Extensive discussion regarding the history of the awards, their function, and future use. Possibly reduce the number of awards to one for faculty, lecturer and staff. It was recommended to change the staff award to remove the voting component.
      2. New structure of Awards:
         1. An Award Recommendation Committee (ARC) will review all three awards (Outstanding Faculty, Outstanding Staff, Outstanding Lecturer) and make recommendations to the Dean. The Dean will review recommendations and make the final decision.
         2. The ARC will comprise of two faculty, one lecturer, and one staff. The faculty and lecturer must be from disparate units. The staff may be from any unit. A call will be made for nominations only. The Dean will select the members as ARC is considered a Dean lead ‘taskforce’ in form.
4. Announcements (All)
5. Future Items

* Dean Morningstar will attend the November meeting.