**Leadership Council**

MINUTES – March 12, 2019

1:30 - 2:45 PM in UNIV 449

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| X | Pat Stall, Director  School of Education | X | Pamela Kohlbry, Director  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 | 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 |
|  | Lori Heisler, Chair  Speech-Language Pathology Department | X | Shannon Cody, Assistant Dean  CEHHS Student Services |

1. Approval of Agenda (EA)

Approved as it stands

1. Approval of Minutes from February 2019 (EA)

Approved as it stands

1. Updates/Notices
   1. Nominations for student and alumni awards due 3/15 (EA)
      1. Nearly all programs have a student ready for nomination. The alumni award is difficult as some of the programs are still too young to have a large alumni pool.
      2. The committee for the student alumni award is comprised of Student Services staff including Tiana, Virgin, Nam, and Shannon. After review, the committee will make a recommendation to Dean Ayala.
   2. EL office moves in Summer, 2019 (EA)
      1. Between June 29 and August 23rd, EL will move faculty and departments progressively. During this period, faculty/staff should be ready to move, possibly using boxes as temporary storage.
      2. The offices are furnished, but any special items you would like moved will have to be coordinated with the campus movers.
   3. IPE taskforce (EA)
      1. Was sent out and Dean Ayala is inviting feedback from all units, even if there isn’t any IPE planned or in use.
2. Action/Decision Items
   1. none
3. Discussion Items
   1. Role of Dean’s Office in Statement of Concern notices (SC)
      1. The Dean’s Office (specifically, Assistant Dean Shannon Cody) aims to strengthen SoCs and aid in their ability to withstand possible scrutiny from other departments on campus. The focus will be avoiding student grievances and providing guidance for the process. Any violated policies will be noted to avoid complications.
   2. Dean’s Office requests for Chairs/Directors on Com Eng and Advancement/workload (EA)
      1. Dean seeks feedback from the committee regarding his level of engagement with the unit leads.
         1. The committee is receptive and appreciative of Dean Ayala’s support.
   3. EL MOU Status
      1. Committee inquired as to the status of the MOU and whether the drafts that they received were final copies.
         1. Dean Ayala explained that EL has been close lipped regarding the process and noticed inequitable application of deadlines, but it is still under review. Assoc. Dean Kristan asked that unit leads copy the Deans when submitting their budget plans to EL.
   4. Chair Evaluations of Lecturer Faculty (DK)
      1. Per Michelle, please send your chair evaluations via email to the lecturers as an attachment by the deadline. The college has done well in this regard, so keep up the good work!
   5. Faculty Professional Development Funds (DK)
      1. How would the college like to handle Faculty PD? There is a Professional Development Plan form on our college website that serves as a request for approval to spend Faculty PD. Should this be used? Should the units handle this individually?
         1. Consensus was to create a policy that would allow for general approval of most common professional development items, but any items outside of this scope would require the current PDP form.
         2. **To Do:** Assoc. Dean Kristan will work on generating the new policy by working with unit staff.
   6. ‘Absence from Class’ Form (DK)
      1. This form is used by the faculty/lecturer to inform the unit lead that the faculty would not be teaching class. The form is for internal purposes. This allows the unit to track faculty absences and encourages faculty to think about what they want students to do during their absence.
      2. This form also tracks students, in case of fire the form notifies relevant authorities that the students are not in that room.
      3. This form is mandated by the campus and the Dean’s Office.
      4. **To Do:** Dr. Kristan will send the form out to the unit leads, which, in turn, will send it out to faculty. Dean’s Office will also post to website.
   7. Assignments of non-course WTUs (DK)
      1. Faculty Affairs noticed that different faculty are receiving different wtus for doing the same work, i.e. 3 wtus for program A coordinator and 1.5 wtus for program B coordinator.
      2. Unit leads are encouraged to follow their rubrics for calculating non-course WTUs. The ultimate responsibility lies with the unit leads to defend their wtu assignment, so following the rubric consistently is a strong argument.
      3. If there is no rubric, the unit leads must create and follow the rubric. Rubrics should also be attached to the faculty assignments/schedules submitted to the Dean’s Office so there is a record.
4. Announcements (All)
   1. SoN Director Search has commenced with ACES.
   2. Faculty members are also being searched for by PMHNP in Nursing and HD.
   3. Michael Bell’s replacement will be hired soon.
   4. Changes were made to the use of alcohol on campus at the Chancellor’s level. The change (cannot use EL campus revenue share) will be announced campus wide and is already in effect.
5. Future Items
   1. Budget transparency

Adjourned 2:27pm