



Director's Meeting Minutes

18 January 2017

UH-352

1:30p.m. – 3:00 p.m.

Convened: 1:33 p.m.

Adjourned: 3:30 p.m.

Attendees: Maggie Cecil, Iwona-Maria Contreras, Chris Lindfelt, David Marshall, Ed Mendoza, Jennifer Montgomery, Veronica Ramirez, David Reyes, Terry Rizzo, Kristen Stutz, Faye Wong

Absentees: Camelia Fowler, Qiana Wallace

**Approval of minutes:** D. Reyes had 1 correction to line 36 in the 7 December 2016 minutes. It should read \$18,000 not \$25,000.

**SSI call for proposals:** V. Ramirez requested feedback from her colleagues who have previously received SSI funds, inquiring about the experience, reporting, and presentation as a result of receiving funding. C. Lindfelt stated the process is nominal at best and that recipients of SSI funds are accountable for their spending; hard data to support recipients' activities is best, but the ability to show an anecdotal affect will suffice. Reporting is an interview report shared at the SSI Retreat. D. Reyes stated that the process and product of the SSI reporting is open to interpretation, with Lindfelt adding that the bulk of recipients' time will be spent affecting student change. T. Rizzo encouraged everyone to apply for SSI funds for their departments for activities and equipment relevant to student success, adding that funds currently available are carried forward from AY 15/16; once those funds are allocated, there may be a call for SSI funds in the current year.

K. Stutz asked if anyone would be interested in a collaborative SSI project with SAIL because SAIL's grant-funded status makes it unlikely they can request SSI funding, based on their experience with Q2S funding; T. Rizzo confirmed that collaborative projects are highly favored, reminding everyone that attendance at one of the SSI workshops is a requirement in order to submit an application.

C. Lindfelt stated there are semi-permanently SSI-funded positions, expressing concern that some jobs may end without funding. T. Rizzo said the Provost has funded some positions but believes the funding for the positions C. Lindfelt is referring to is from another source. D. Marshall asked if the funds are one-time project money, to which I. Contreras responded that the money is not permanent money.

1 D. Reyes reported that tutoring is continuing its partnership with the Department of Accounting  
2 and Finance, noting that demand has been astronomical in Accounting, compared to Finance.  
3 Fifty students have signed up for Study Skills Workshop scheduled for next week, and M.  
4 Markin in Advising is helping to identify specific groups of students on campus who will benefit  
5 from the program.

6 E. Mendoza expressed concern that because students can now take four classes instead of three  
7 there are likely to be workload issues for some students, indicating that more support from areas  
8 such as tutoring and teaching time management will be vital to students' success. D. Reyes is  
9 piloting a project with supplemental primers for students before they start a key lesson, hoping to  
10 implement a workshop this quarter; he is currently working with the Math department.

11 E. Mendoza stated A. Ramirez's last day is Friday; M. Harrison will provide additional  
12 assistance until another advisor is hired. Six advisors submitted a joint proposal, five of whom  
13 were selected to present at NACADA Conference; M. Markin, E. Hernandez and E. Knox will  
14 attend, along with C. Lindfelt.

15 V. Ramirez is preparing for spring advising beginning 2/1/17, engaging in outreach to students  
16 who did not enroll in the winter quarter in addition to sending out progress reports. EOP has been  
17 invited to present at the Student Account Leadership Network in a week; the transfer admission  
18 cycle is closed; they had 4,000 applications by 11/30/2016. Voicing concerns about disturbing  
19 instances occurring on campuses after the national election results, particularly regarding AB540  
20 students, The EOP Statewide Association issued a joint statement from its Directors saying they  
21 are not in support of identifying undocumented students. This statement was sent to the  
22 President's Offices on all 23 campuses and the Chancellor's Office on 1/14/2017. V. Ramirez  
23 recently received funding from the Obershaws for the Renaissance Scholars Program, as well as  
24 a \$250.00 scholarship via Bob Carr, founder of the Give Something Back Foundation which has  
25 partnerships with 17 institutions in 11 states and focuses on providing access to higher education  
26 institutions for students who might otherwise be unable to attend colleges and universities. We  
27 were recommended for the scholarship due to the great relationships with some of the social  
28 service programs that we partner with throughout the community. Mr. Carr is interested in  
29 providing funding to students who have incarcerated parents, foster youth, and students who  
30 have an EFC (Estimated Family Contribution) of '0'. The goal is to identify the students as early  
31 as the 9<sup>th</sup> grade and offer them a summer academy every year until the 12<sup>th</sup> grade, potentially  
32 allowing them to attend the EOP program through CSUSB; the gift from the donor would be a  
33 full ride including room and board, and tuition for 4 years. There have been legislative changes  
34 for the K-12 segment of the population, but the Foster Youth Program does not have a baseline  
35 budget for that component.

36 D. Marshall stated that the Honors Program budget situation has not improved. He convened the  
37 Senate Honors Committee, consisting of one representative from each of the five colleges and  
38 one from the library, for the first time in eight years. Three of the six members attended the  
39 meeting, creating probation and dismissal protocols for the first time; some students have been  
40 languishing at 2.3 G.P.A.'s for over a year with no formal mechanisms in place to remove them.  
41 The Honor's Program was allotted \$8,000.00 from Q2S for their own transformation process,

1 with the goal of re-envisioning He has recruited 4 faculty members; one from each of the  
2 undergraduate colleges. Education was left out but will become a part of the recruiting process  
3 by drawing on one of the resident faculty members in the resident faculty program in the College  
4 of Education. D. Marshall is working in a very integrated way. He hopes to bring in B. Fairley  
5 with Office of Community Engagement, G. George-Williams in Housing and Residential  
6 Education, and also Q. Wallace from Undergraduate Studies as she is knowledgeable about  
7 academic programs and co-curricular activities. The goal is to re-envision the Honors Program  
8 holistically, thinking about it as fully integrated and synergistic. There will be a Living and  
9 Learning Community that will launch in 2018. As a way to try to prepare faculty for an  
10 expanded area for Honor's, D. Marshall is collaborating on an article he is writing with 2 of his  
11 students and a colleague at the University of Illinois, which makes the argument that it is an  
12 ethical imperative to have an Honor's Program on a university campus like ours. They hope to  
13 publish in the Journal of College Student Development that comes out of Johns Hopkins  
14 University. D. Marshall also stated that A. Castillo has moved back to English, D. Marshall is  
15 the only staff member in the department; a student assistant works 10 hours a week. Because  
16 everything has been cut except courses, D. Marshall will start teaching in English again and the  
17 \$4,000.00 for each English course he teaches will be returned to the Honors Program.  
18 Additionally, he emailed the Provost in December about the low morale in the Honors Program,  
19 explaining that Undergraduate Studies is unable to fix the budget issues as Honors has never had  
20 its own budget.

21 I. Contreras requested that Marshall share his budget wish list, as he is working on a long-term  
22 strategy for curriculum and potential budget implications; Marshall was told June 2015 there was  
23 an endowment of \$12 to \$16 million coming in, but has never received anything.

24 K. Stutz stated Saturday is the SAIL Kickoff. They will be using MBTI or encouraging students  
25 to use it and will infuse a developmental model. B. Luis will get her certification. Though SAIL  
26 admissions are closed for the year, direct referrals from faculty or staff are available; most  
27 students come in the fall, but there were about 40 students admitted for the winter. They will  
28 start reaching out to former SAIL students in their 6<sup>th</sup> year and re-invite them so they can help  
29 them reach graduation. Then they will reach out to students in their 5<sup>th</sup> year. There is a SAIL  
30 grant that will be awarded to eligible 1<sup>st</sup> and 2<sup>nd</sup> year students. SAIL receives \$25,000.00/year  
31 for the grant and the student must be Pell eligible. Students have been awarded for this year.  
32 There are funds that have been saved for the summer to be awarded to assist with summer  
33 school. The target for the summer are students who are deficient in units in their 1<sup>st</sup> and 2<sup>nd</sup> year  
34 to try to stay on track. The minimum and maximum is what the Pell would award, but will be at  
35 least \$600.00. SAIL is also working with the computer science department to develop an app.

36 T. Rizzo stated he will request talking points from the Director's every month.

37 F. Wong gave an EAP update on the MRWC-Mathematical Reasoning with Connection, a  
38 collaboration between CSUSB, the College of Education, Accounting Office in Riverside and  
39 San Bernardino who have been awarded two grants so far. The MRWC being piloted with 16  
40 teachers and 23 classes. The responses from teachers, administration, and students regarding the  
41 pilot are positive. Tomorrow and Friday, F. Wong will be doing a workshop with ten districts

1 between San Bernardino and Riverside in which they will be introduce themes in the workshop  
2 vs. modules. There will be 20 days of training. Five days in the spring, two weeks in the  
3 summer, and another five days in the fall. T. Rizzo would like that information to be included in  
4 her talking points to share with the Provost.

5 V. Ramirez inquired if all of the people that are to be trained will start the MRWC model in fall  
6 2017 in high school? Is he MRWC similar to ERWC? F. Wong responded it will take about 2  
7 years to get the program where it will take the 'C' requirement. The university cannot count it  
8 yet. It took the ERWC that long as well. Northridge, LA, Sacramento State, and San Diego are  
9 all recipient of the grant. The Chancellor's Office has started The Center for Advancement for  
10 Quantitative Reasoning. The Chancellor's Office, with the community colleges, asked that there  
11 be a collaborative EAP workshop; one will be held in Chico and the other in Crafton.

12 M. Cecil is setting up conversation groups for multi-lingual speakers that will start next week. A  
13 student assistant has been hired to cover a few evenings. M. Cecil is going to the National  
14 Council of Teachers of English (NCTE) Conference in Portland, OR in March to present. There  
15 are a lot of students attending the Writing Center for one on one conferences.

16 D. Reyes mentioned the WREE is scheduled for March 3, 2017 and the application deadline is  
17 February 22, 2017. There is not a WREE for PDC right now. They are expecting 75 students to  
18 register. The exam fee is \$25.00. The website has been updated with all of the information.

19 J. Montgomery informed UGS that our website will be updated. I. Contreras emailed M.  
20 Casadonte a layout of how the Dean's Office website will look. He is doing a mockup of how the  
21 layout will look. I. Contreras will forward that information to everyone. Once the Dean's site is  
22 complete, we will work on the subsequent areas.

23 T. Rizzo gave an update on CFS. Currently, the committee is trying to negotiate meal prices  
24 with Sodexo. They will hire a shadow for J. Ahlgren. T. Rizzo and A. Satterlund will give a  
25 report to the Vice President's Council. The CFS results can be shared with this body.

26 I. Contreras stated she still needs to meet with some of the Director's regarding their budget. T.  
27 Valencia did an amazing job and she encouraged everyone to thank her for the work she did with  
28 UGS in the interim. I. Contreras asks that she be given until the end of the month to schedule  
29 meetings. She also stated the CPDC has asked that the signage be updated to be ADA compliant.  
30 There will be new placards for the door sign. They will be updated with braille and bigger letters  
31 so we will be in compliance. CPDC is hoping the money that was allocated for the remodel  
32 where there was a line item for signage is able to be utilized if still there. I. Contreras also  
33 mentioned that the Director's will need to make edits to the organizational chart as soon as  
34 possible.

35 The meeting adjourned at 3:30 p.m.