



San Diego Continuing Education
Faculty Hiring Priorities Committee
Meeting Notes

Thursday, January 19, 2017
11:00 a.m. – 12:30 p.m., ECC, Rm. 121

ATTENDEES/ PROXIES	<i>Committee Members</i>	
		Kate Alder, Co-Chair
	Timothy Pawlak, Co-Chair	Mary LeDuc- Absent
		Caron Lieber- Absent
	Don Aragon- Absent	Esther Matthew
	Marilyn Biggica- Absent	Donna Namdar
	Jim Brice- Absent	Pat Mosteller
	John Bromma	Jane Newcomb- Absent
	Kathy Campbell	Linda Osborn
	Sean Caruana- Absent	Sam Phu
	Robin Carvajal	Barbara Pongsrikul
	Lorie Crosby Howell	Leslie Quinones
	Ginger Davis	Cat Prindle
	Leah Gualtieri- Absent	Mary Prine- Absent
	Steve Gwynne- Absent	Jane Signaigo-Cox
	Lydia Hammett- Absent	Tom Smerk- Absent
	David Holden- Absent	Richard Weinroth- Absent
	Ann Marie Holzknrecht- Absent	Carol Wilkinson
	Magdalena Kwiakowski- Absent	

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> • The meeting was called to order by T. Pawlak at 11:09 a.m. • Programs that submitted their program reviews were congratulated. • A draft of the Self-Study Report Committee Members page was sent around to confirm degrees. • Faculty Priorities Hiring Committee (FPHC) should be reflected as (FHPC).
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item B: Review and Approval of Minutes:

DISCUSSION	<p>November 17, 2016 minutes</p> <ul style="list-style-type: none"> • The minutes draft was emailed to all committee members prior to the meeting for review. • A motion was moved to be approved the minutes, by Neill Kovrig and Pat Mosteller, once edits to names are made : <ul style="list-style-type: none"> ○ Change Lori Howell to Lorie Crosby Howell. ○ Campus President’s last name is Turner Cortez. • APPROVED BY CONSENSUS.
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• None	• N/A

Agenda Item C: New Business:

DISCUSSION	<p>Committee Name</p> <ul style="list-style-type: none"> • A new motion was moved to change the committee’s name in the 2016-2017 Administration and Governance Handbook. Motioned by T. Palwak and seconded by S. Phu. APPROVED BY CONSENSUS • Discussion: <ul style="list-style-type: none"> ○ The committee’s name is incorrect. The correct name should reflect as the Faculty Hiring Priorities Committee (FHPC). <p>Steering Committee Update- Robin Carvajal</p> <ul style="list-style-type: none"> • The FHP Steering Committee met to begin the process in creating a screening criteria and rubric to support Faculty Hiring Priority requests submitted through the annual Program Review process. • Tools from each of the other district campuses were referenced to assist in creating the current drafts of the rubric and screening criteria. It’s a starting point for SDCE. • A hard copy draft of the faculty request form and scoring rubric form were provided to the committee. • Initial feedback of the FHP Scoring Rubric: <ul style="list-style-type: none"> ○ Recommend removing the notation regarding counselor/student ratio in criteria #1. ○ The rubric draft does not currently reflect growth but it can be incorporated in criteria #2. Growth can be projected by the expansion of classes. ○ Growth was not consistent in the reports submitted; it can be assumed but not clear. This is a training opportunity to clarify important issues like this. ○ It would be helpful if examples and suggestions were provided to help identify what is needed to earn various scores.
-------------------	---

- Program review is not currently tied to resource requests. This is something we should consider in the future process.
 - We should incorporate the Faculty Hiring Prioritization Scoring Rubric in the program review process. This would be helpful when positions become available.
 - To avoid duplication, program review questions might need to be revised to incorporate questions on the faculty request form.
 - Program review as an instructional tool is a way to improve your programs. From an institutional perspective, it's a way to request resources.
- Motions from November 17, 2016 meeting were reviewed for clarification.
 - Currently there are no vacancies that are not in process.
 - Faculty requests were submitted in this year's program review.
 - Embedding the faculty request form could have drawbacks.
 - Small programs related to market labor program is a challenge when there are no funds available. Strategically, we need to make sure we incorporate the opportunities to respond at the corporate level.
 - A suggestion was to add a question about the number of applicants, contract vs. adjunct.
 - Recommend we use the Faculty Request Form as is, as a starting point in the current program review process and revise the form as needed. Once we identify what changes are needed, they can be given to the Program Review Committee to be considered for next year.
- A new motion was moved to use the revised Faculty Request Form, after edits are made per committee recommendation, in the current program review cycle. Motioned by J. Bromma and seconded by E. Matthew.
APPROVED BY CONSENSUS
- Discussion regarding edits to be made to the Faculty Request Form:
 - A. Program/Service Area Tenured/Tenure Track Faculty
 - FTEF for Adjunct
 - B. Description of the Position/Assignment (250 word limit)
 - Add reference to strategic plan. How does this request relate to your program review, strategic plan, and other initiatives? This will replace the current verbiage starting at sentence three.
 - C. Rationale for the Position- Description of Need (250 word limit)
 - Change enhance to impact.
 - "How does this request relate to your program review, strategic plan, and other initiatives?" This will replace the current sentence.
 - Chart: Adding item b. regarding the Cost by Department and Overall CE was perfect. Recommend to separate department and overall.
 - D. How would this position specifically impact the Program and Student Learning and Success? (250 word limit)

	<ul style="list-style-type: none"> ▪ Remove prompt under question d. ▪ Add “Include data/information on anticipated enrollments and outcomes, such as awards conferred, certificates, articulation, transition to college, and other success measures.” ○ E. What would the effect be of not filling this position (250 work limit) <ul style="list-style-type: none"> • Any additional edits should be emailed to Robin Carvajal.
--	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Revise Committee name in the Participatory Handbook. • Add agenda item: What requests are coming to this committee and when. • Add agenda item: Scoring Rubric 	<ul style="list-style-type: none"> • Ginger Davis • Ginger Davis • Ginger Davis 	<ul style="list-style-type: none"> • As soon as possible. • Next meeting. • Next meeting.

Agenda Item D: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> • None
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item E: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> • Date and time TBD. • Look for a meeting time after 3 pm during the first full week of February.
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Doodle Poll with 2 dates/times. 	<ul style="list-style-type: none"> • Ginger Davis 	<ul style="list-style-type: none"> • ASAP

Agenda Item F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by T. Pawlak at 12:30 p.m.
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Taken by and Submitted by Ginger Davis, Sr. Secretary, VP Instruction

Approved on: 2/14/17