

**San Diego Continuing Education
Faculty Hiring Priorities Committee
Minutes**

Tuesday, October 18, 2017
4 p.m. – 5 p.m., ECC, Rm. 121

ATTENDEES/ PROXIES	Committee Members/Guests	
	Laura Burgess, Co-Chair	Corinne Layton
	John Bromma, Co-Chair	Esther Matthew- Absent
		Joan McKenna
	Kathy Campbell	Henry Merritt- Absent
	Sean Caruana	Laurie Mikolaycik- Absent
	Robin Carvajal	Pat Mosteller
	Lorie Crosby Howell- Absent	Timothy Pawlak
	Marquest Glover- Absent	Sam Phu- Absent
	Richard Gholson	Barbara Pongsrikul
	Michelle Gray	Leslie Quinones
	David Holden- Absent	Carol Wilkinson
	Neill Kovrig- Absent	

Agenda Item A: Call to Order:

DISCUSSION	
	<ul style="list-style-type: none"> The meeting was called to order by J. Bromma at 4:03 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

Agenda Item B: Review and Approval of Minutes:

DISCUSSION	
	<p>May 9, 2017</p> <ul style="list-style-type: none"> The minutes were M/S/C by T. Pawlak and S. Caruana as is. <p>September 20, 2017</p> <ul style="list-style-type: none"> The minutes were M/S/C by C. Layton and M. Gray as is. One point of clarification regarding membership attendance; Assistant Program Chairs (APCs) are welcome to attend any FHPC meeting but are not required as per the participatory governance handbook.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post minutes on SDCE master calendar. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item C: New Business:

DISCUSSION	Philosophy/Purpose of the Committee- J. Bromma
	<ul style="list-style-type: none"> Discussion occurred around retirement vacancies and who ideally would handle them. Administration has discussed the faculty retirement pool or replacement pool of candidates, coming to this committee for prioritization. Faculty discussions have suggested retirements being handled within their own departments in which first priority selections are made. Last year, the FHP Committee agreed that programs would get priority on retirement vacancies. Then, come to this committee for inclusion in the overall prioritization process. Evidence provided in the Program Review process will dictate priority and need of each vacancy. The committee's purpose will be to recommend filling vacancies; as SDCE President, Carlos Turner Cortez will have the final authority in which positions are filled. On an annual basis, prioritization lists will be created and submitted to the Campus President for final consideration. At a recent Program Review Committee meeting, it was noted that this year's Program Review Reporting process does not currently incorporate the approved Faculty Hiring Request form and Scoring Rubric.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Speak with Marne Foster, from the Program Review Committee, to incorporate the approved Faculty Hiring Request Form and Scoring Rubric. Add Timeline of filling vacancies to the November agenda. How to deal with mid-year replacements. 	<ul style="list-style-type: none"> J. Bromma G. Davis 	<ul style="list-style-type: none"> ASAP November 15, 2017

Agenda Item D: Continuing Business:

DISCUSSION	Faculty Request Form Feedback
	<ul style="list-style-type: none"> Initial feedback provided: <ul style="list-style-type: none"> Challenging to not be biased. Need strategic alignment (Ex. Section A, what is a good ratio?) Missing criteria F from the Scoring Rubric. Demands of each program are different. (Ex. ESL does not do labor market index figures. A suggestion was to look at average class size

	<p>instead of LMI for ESL.)</p> <ul style="list-style-type: none"> ○ Important to have shared principals to have strategic decision making. ○ Similar to screening committees we may have participated on in the past. Individually, you have your own guiding thought process on how you score. When you come back as a group and input scores, a lot of times candidates will naturally rank as total scores are combined. <ul style="list-style-type: none"> ● Now that the Faculty Request form and Scoring Rubric have been incorporated into an activity, discussion on next steps occurred. <ul style="list-style-type: none"> ○ We need to provide a product and create a process that supports the institution. ○ We should look at what current opportunities we have; look at existing contracts to see how roles could be used in other ways. ○ In the past, this committee viewed presentations to supplement writing requests. ○ We need to move forward and try the forms out in Program Review for the current academic year. ○ Regardless of processes/procedures in place, programs have always been in support of other programs. ● The decision to incorporate the approved Faculty Request Form and Scoring Rubric, in the current Program Review year was M/S/C by T. Pawlak and R. Carvajal. In this motion, the Committee would, 1) develop an initial prioritization list in which the six current vacancies scored in the activity would be reviewed for consideration, and 2) develop a final prioritization list, incorporating the positions from the initial list that were not filled and the additional faculty requests that will come from this year's Program Review process. The end result will be one combined prioritization list to recommend to the SDCE President for final consideration.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Submit scores from the Committee activity assigned to John Bromma to compile data for next meeting. 	<ul style="list-style-type: none"> ● FHPC 	<ul style="list-style-type: none"> ● As soon as possible.

Agenda Item E: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> ● N/A
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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 F: Next Meeting

DISCUSSION	<ul style="list-style-type: none">• November 15, 2017, 4 p.m. – 5 p.m., ECC 121
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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 F: Adjournment

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by J. Bromma at 5:03 p.m.
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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

Submitted by Ginger Davis, Sr. Secretary, VP Instruction

Approved on: 11/15/17