

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

Monday, October 22, 2018  
4 p.m. – 5 p.m., ECC, Rm. 121

<b>ATTENDEES/ PROXIES</b>	<b><i>Committee Members</i></b>	
	Timothy Pawlak, Co-Chair	Esther Matthew-Absent
	Michelle Fischthal, Co-Chair	Joan McKenna
		Henry Merritt-Absent
	Kathy Campbell	Laurie Mikolaycik-Absent
	Sean Caruana	Pat Mosteller
	Lorie Crosby Howell	Sam Phu
	Marquest Glover-Absent	Barbara Pongsrikul
	Michelle Gray	Cassandra Storey
	Neill Kovrig	Carol Wilkinson
	Corinne Layton	Jamila DeCarli-Absent
	John Bromma	
	Andrei Lucas	

**Agenda Item A: Call to Order**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by T. Pawlak at 4:15 pm</li> </ul>
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**Agenda Item B: Review and Approval of Minutes**

<b>DISCUSSION</b>	<p><b>September 24, 2018:</b></p> <ul style="list-style-type: none"> <li>The minutes were M/S/C by Sam Phu and Lorie Howell with the following edits:</li> <li>Under Agenda item C, under the first bullet rephrased statement changed to “He stated that the more information they have the more congruent the process will be and the more people will embrace it.”</li> <li>At the top of page 3, removed the duplicate word ‘Prioritizations’</li> <li>Second bullet down from the line of page 3, remove the word ‘it’ from sentence.</li> <li>Third bullet down from the line of page 3, rephrase from “to help with this work” to “in helping with this work”</li> <li>Striking Barbara P. comment, fifth bullet down from the first sub-bullet on page 3 and instead incorporate the action item stated on the top of page 4.</li> <li>Abstentions: None</li> </ul>
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Post the September 24, 2018 minutes on SDCE master calendar.</li> </ul>	<ul style="list-style-type: none"> <li>Jeanie Colotario</li> </ul>	<ul style="list-style-type: none"> <li>Before Next Meeting</li> </ul>

**Agenda Item C: New Business**

DISCUSSION	Process for Amending Rubrics
	<ul style="list-style-type: none"> <li>J. Bromma reported that they've had several online meetings with a LA based consultant, who is helping to create a general rubric that will in turn help create a more standardized rubrics.</li> <li>A team consisting of members who have volunteered from the different committees will be organized to help assist the consultant. <ul style="list-style-type: none"> <li>The name of this committee is, 'The Core Team for Committee Rubrics Consultant Visits' team</li> <li>This core team will review the general rubric along with the consultant and by extension our request forms, all with the idea of trying to improve them.</li> <li>The core team will help set up initial priorities and ideas, and then the consultant will meet with this Committee and make his recommendations.</li> </ul> </li> <li>The consultant will help incorporate external factors beyond just what are presented within the program review.</li> <li>At the preliminary discussion phase of, what exactly are the guiding principles and the external factors that impact the rubrics</li> <li>In the next couple of weeks the discussion will be moving from these broad ideas to a more tangible explicit format.</li> <li>M. Fischthal reminded the committee of their 6 week timeline to get this all accomplished.</li> <li>J. Bromma invited committee members to join the, 'Core Team for Committee Rubrics Consultant Visits' team <ul style="list-style-type: none"> <li>November 6, 2018 is a live meeting with the consultant and the core team that has volunteered.</li> </ul> </li> <li>C. Layton asked that this committee (FHPC) address the fact that Basic skills and ESL don't do a labor market review, putting them at a disadvantage, when making changes to the rubric.</li> </ul>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Contact John Bromma to join the 'Core Team for Committee Rubrics Consultant Visits team'</li> </ul>	<ul style="list-style-type: none"> <li>ALL</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>To give an update on the rubrics</li> </ul>	<ul style="list-style-type: none"> <li>John Bromma</li> </ul>	<ul style="list-style-type: none"> <li>Next Meeting</li> </ul>

**Agenda Item D: Continuing Business**

DISCUSSION	
	<ul style="list-style-type: none"> <li>A. Lucas asked to introduce a motion to change an approved HVAC position to an Auto Body position.</li> </ul>

	<ul style="list-style-type: none"> <li>○ M. Fischthal stated that this type of request cannot be decided upon in this committee, but instead has a separate procedure</li> <li>○ A. Lucas to contact Michelle personally to discuss this procedure.</li> <li>○ T. Pawlak further explained that due to outside factors, this committee had to make modifications, to their most recent hiring list and in order to have that list modified again, would require that they go through the entire process.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Contact Michelle Fischthal regarding hiring list procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Andrei Lucas</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item E: Roundtable**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• T. Pawlak introduced Sean Caruana as the permanent replacement for David Holden ABE/ASE Program Chair position</li> <li>• M. Gray suggests having the rubrics consultant review the LMI of various programs to help in providing a solution.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Provide Academic Senate member to fill the vacant roll on FHPC committee.</li> </ul>	<ul style="list-style-type: none"> <li>• John Bromma</li> </ul>	<ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>

**Agenda Item F: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• November 26, 2018, PDC 106 (ECC Headquarters Building)</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• The evaluating process of IE placed on the next agenda. (What were the challenges?)</li> <li>• Sean Caruana replacing David Holden ABE/ASE Program Chair position. Remove from the Academic Senate listing.</li> </ul>	<ul style="list-style-type: none"> <li>• Jeanie Colotario</li> </ul>	<ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>

**Agenda Item G: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned by T. Pawlak at 3:50 p.m.</li> </ul>
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Submitted by Jeanie Colotario, Project Assistant, VP Instructional Services  
 Approved as amended on: 2/4/19