



San Diego Continuing Education
Faculty Hiring Priorities Committee
Meeting Notes

Tuesday, February 14, 2017
4:00 p.m. – 5:00 p.m., ECC, Rm. 121

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

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> • The meeting was called to order by T. Pawlak at 4:20 p.m. • New members were introduced.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item B: Review and Approval of Minutes:

DISCUSSION	<p>January 19, 2017 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 Kate Alder and Sean Caruana, as is. • APPROVED BY CONSENSUS.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Finalize minutes. 	<ul style="list-style-type: none"> • Ginger Davis 	<ul style="list-style-type: none"> • Before next meeting.

Agenda Item C: New Business:

DISCUSSION	<p>What requests are coming to this committee? When?</p> <ul style="list-style-type: none"> • Continued discussion on the types of faculty requests that would come to this committee for consideration. This would apply to contract positions only. • Types of silos/positions that may need to get filled. All types will use the same Faculty Request Form. <ul style="list-style-type: none"> ○ New Positions, never existed before- submitted through Program Review. ○ Unexpected/Emergency Vacancies- submitted through a different review cycle. ○ Expected Vacancies- submitted through a different review cycle. • For new positions, in order to be reviewed, faculty requests would have to be submitted through the annual program review process by December. This committee would then prioritize the list in January. • For Unexpected and Expected vacancies, in addition to our annual prioritization process, we could have a faculty prioritization as needed, for requests submitted outside of the program review process. • When a position is available, the positions get filled based on the prioritization list. • The current process being discussed: PR Faculty Request Forms will be vetted through this committee, which will then create a prioritized list. The next thing would be to prioritize positions that did not get submitted through the program review process. If this is the direction we go in, the committee will have to meet more regularly. • Keep in mind, if we are only getting minimal requests throughout the year, we may not need to meet monthly. If we receive a lot of requests, a monthly scheduled meeting would be helpful. • We can move forward with scheduled meetings; if we need to cancel a meeting, we can decide as meeting dates come up. • All faculty vacancies would come to this committee. New positions, would
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	<p>be submitted through the annual Program Review process and the committee would prioritize the requests. All other faculty position requests would still come to this committee, and be filled as needed, throughout the year.</p> <ul style="list-style-type: none"> • A new motion to support faculty hiring requests was moved by K. Alder and seconded by J. Bromma as follows: Each year, beginning in January, this committee would prioritize requests submitted through the annual program review process. This committee will also accept requests for expected and unexpected vacancies throughout the year for consideration for recommendation to the president. APPROVED BY CONSENSUS <p>Scoring Rubric</p> <ul style="list-style-type: none"> • The revised scoring rubric was handed out.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Review Scoring Rubric and provide feedback at the next meeting. 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • March 7, 2017

Agenda Item D: Continuing Business:

DISCUSSION	<p>Steering Committee Update- Robin Carvajal</p> <p>Revised Faculty Request Form Template</p> <ul style="list-style-type: none"> • A motion was moved to use the newly revised Faculty Request Form in the current program review cycle, after edits are made per committee recommendations. Motioned by J. Bromma and seconded by E. Matthew. APPROVED BY CONSENSUS
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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 E: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> • None
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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">• Tuesday, March 7, 2017 at 4:15pm – 5p
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• Send outlook meeting invite.	<ul style="list-style-type: none">• Ginger Davis	<ul style="list-style-type: none">•

Agenda Item G: Adjournment

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by T. Pawlak at 5:12 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

Taken by and Submitted by Ginger Davis, Sr. Secretary, VP Instruction
Approved on: 3/7/17