



San Diego Continuing Education  
Faculty Hiring Priorities Committee  
Minutes

Tuesday, February 21, 2018  
4 p.m. – 5 p.m., ECC, Rm. 121

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

**Agenda Item A: Call to Order**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by J. Bromma at 4:06 p.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item B: Review and Approval of Minutes**

<b>DISCUSSION</b>	<p><b>January 17, 2018:</b></p> <ul style="list-style-type: none"> <li>The minutes were M/S/C by Michelle Gray and Corinne Layton as is.</li> <li>Abstentions: None</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Post minutes on SDCE master calendar.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>Submission for Multiple Faculty Requests from the Same Program</b></p> <ul style="list-style-type: none"> <li>Discussion occurred around multiple submissions for the same exact</li> </ul>
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	<p>position.</p> <ul style="list-style-type: none"> <li>• Regarding the Faculty Request Form: <ul style="list-style-type: none"> <li>○ May want to add an area on the scoring form to address positions with the exact same content.</li> <li>○ Need clarification if one form could be submitted for multiple requests.</li> <li>○ Need to clarify if duplicate submissions should be submitted on one form or if submissions should be submitted on their own individual forms.</li> </ul> </li> <li>• Faculty requests were submitted based on Program Review needs for that current year.</li> <li>• A suggestion was to treat each position individually.</li> <li>• For duplicate submissions, the scores would likely be the same.</li> <li>• We may want to have a secondary analysis. If we do, we would need a secondary scoring rubric.</li> <li>• In the past, positions were looked at distinctly.</li> <li>• Data is the evidence that justifies the need. Data should justify each submission.</li> <li>• One of the questions on the form is to note the impact of the position not being filled. This would be different for duplicate submissions. The impact would be explained differently.</li> <li>• Past discussion with the SDCE President was to have a prioritization list at least twice a year (once in spring and once in the fall).</li> <li>• To still meet our original timeline, the committee's conclusion is to leave the submissions as is and score the positions individually if multiple positions are noted on one request form.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Clarify how many times a prioritization list will need to be completed in a year with the SDCE President.</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Fischthal</li> </ul>	<ul style="list-style-type: none"> <li>• Before 3/21/18 meeting.</li> </ul>

**Agenda Item D: Continuing Business**

<b>DISCUSSION</b>	<p><b>Faculty Hiring Requests Update</b></p> <ul style="list-style-type: none"> <li>• A total of 25 faculty requests were originally submitted. Of those submissions, only 10 requests were re-submitted on the new faculty request form.</li> <li>• Since not all requests were resubmitted on the new approved forms, the committee discussed how to proceed with scoring the submissions; we will only score the resubmitted faculty requests.</li> <li>• To meet the current timeline, the committee will move forward with the current process already defined noting flexibility with specific occurrences (e.g. retirees, contracts vacated). THIS WAS APPROVED BY CONSENSUS.</li> </ul>
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	<p><b>Mid-Year Replacements Update- Extra Points</b></p> <ul style="list-style-type: none"> <li>• SDCE President wanted retirements back into the general pool. As a committee, we did not prefer that strategy.</li> <li>• The compromise was to give retirements some extra weight (e.g. 10% per contract), but still add them to the general pool to be considered in the prioritization process.</li> <li>• A total of 20 points can be earned on the scoring rubric. With the extra points rule in place, a retirement request that scored an 18 would have their score adjusted to 20.</li> <li>• A suggestion was to increase the extra point value.</li> <li>• On the prioritization list, it would be helpful to have the scores next to them. If retirements are included, we could see the adjusted score based on the “extra points” provided.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Send email to the committee with the 10 submissions, plus Parent Education submission, scoring rubric and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• John Bromma</li> </ul>	<ul style="list-style-type: none"> <li>• By Friday, 2/23/18.</li> </ul>

**Agenda Item E: Roundtable**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Barbara- need clarification on ratio question. Adjunct and Contract are different. Request help from Timothy P. and Robin C.</li> </ul>
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item F: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• March 21, 2018, 4 p.m. – 5 p.m., PDC 106 (ECC Headquarters Building)</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item F: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned by J. Bromma at 5:01 p.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Submitted by Ginger Davis, Sr. Secretary, VP Instruction

Approved on: 3/21/18