



San Diego Continuing Education
Faculty Hiring Priorities Committee
Meeting Notes

Tuesday, March 7, 2017
4:15 p.m. – 5:00 p.m., ECC, Rm. 121

ATTENDEES/ PROXIES	<i>Committee Members</i>	
		Kate Alder, Co-Chair
	Timothy Pawlak, Co-Chair	Corinne Layton
		Mary LeDuc- Absent
	Don Aragon- Absent	Esther Matthew- Absent
	Marilyn Biggica- Absent	Pat Mosteller – Absent
	Jim Brice- Absent	Donna Namdar- Excused
	John Bromma	Jane Newcomb- Absent
	Kathy Campbell- <i>Proxy Kenny Parker</i>	Linda Osborn- Absent
	Sean Caruana	Sam Phu- Absent
	Robin Carvajal	Barbara Pongsrikul
	Lorie Crosby Howell	Leslie Quinones- Absent
	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- Absent	Carol Wilkinson- Absent
	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 4:19 p.m. • Roundtable introductions were made. • Kenny Parker attended on behalf of Kathy Campbell for Healthcare Careers.
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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 B: Review and Approval of Minutes:

DISCUSSION	<p>February 14, 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 approve the minutes, by Robin C. and John B, with the following edits: <ul style="list-style-type: none"> ○ Agenda Item C: First bullet- correct spelling to silos. ○ Agenda Item D: Final bullet- remove. Did not discuss edits to the Faculty Request Form. • Minutes will be held for the next meeting due to a lack of quorum. • Committee reviewed current membership and requested to add Corinne Layton as Program Chair for ESL and Lynda Reeves as Acting Dean for BIT to the all future committee documentations. Committee also requested to remove Caron Lieber from the current committee membership.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Makes edits to prepare for approval at next meeting. • Add Corinne Layton as Program Chair. • Add Lynda Reeves as Acting Dean. • Remove Caron Lieber from committee listing. 	<ul style="list-style-type: none"> • Ginger Davis • Ginger Davis • Ginger Davis • Ginger Davis 	<ul style="list-style-type: none"> • Before next meeting. • Before next meeting. • Before next meeting. • Before next meeting.

Agenda Item C: New Business:

DISCUSSION	<ul style="list-style-type: none"> • Counseling and Student Services have an entirely different process to request faculty. At some point we will need to meet to review and streamline processes. • Suggestion is to add this item to a future agenda.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Add Counseling and Student Services process to request faculty. 	<ul style="list-style-type: none"> • Ginger Davis 	<ul style="list-style-type: none"> • TBD

Agenda Item D: Continuing Business:

DISCUSSION	<p>Steering Committee Update- Robin Carvajal</p> <p>Scoring Rubric</p> <ul style="list-style-type: none"> • At the last meeting the scoring rubric had been passed out but not discussed. • The current version 3 incorporates feedback given at the 1/19/17 meeting.
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- A quick mention of the edits made were reviewed and presented in the rubric.
- At this point, it would be a good idea to use the current form to see how it works and revise as needed.
- Discussion occurred around streamlining the Faculty Request Form and the Scoring Rubric so that they were more in alignment.
- Criteria C should be its own row on the Scoring Rubric. It's important to be able to align the request with program review, strategic plan, or other initiatives.
- The Faculty Request Form also has a section F that is not currently reflected on the Scoring Rubric.
- Verbiage could be added to section F that's directed to CTE Programs. Those who respond, can be scored base on Criteria B. This would equal one score only for Criteria B.
- We need to redesign the rubric to give some benefit to those who can address each criteria clearly.
- In summary, each section of both documents were reviewed and recommended edits were provided as follows:

Faculty Request Form:

- Section A- No Changes
- Section B- Change section title to: Description and Rationale for the Position/Assignment. In the instruction portion of this section, remove the sentence that starts with "Include data/information...". Add new sentence, "All CTE programs must address item F for scoring of this item."
- Section C- Change section title to: Linkages to Integrated Planning.
- Section D- In the section title, replace the word impact with enhance. In the instruction portion, replace "transition to college" to "skills development for workplace and/or college transition".
- Section E- No Changes
- Section F- Change section title to: CTE Supply and Demand Data to Support Your Request. Change final word in instructions from recommendation to request.

Scoring Rubric:

- Highest level 4
- Criteria A- No Changes
- Criteria B- Add "All CTE programs must address item F" in the Criteria description. Edit scoring verbiage as follows:
 - 4- Rationale for position strongly articulated and justification is substantiated using relevant data. Delete "sets provided by the Office of Institutional Effectiveness".
 - 3- Rationale for position is articulated and justification is substantiated using relevant data. Delete "sets provided by the OIE".

	<ul style="list-style-type: none"> ○ 1- Rationale for position indicated, but not justified. Delete “sets provided by the OIE”. ● Criteria C- Create new row with Criteria noted as “Linkages to Integrated Planning”. Add scoring verbiage as follows: <ul style="list-style-type: none"> ○ 4- Request is strongly linked to existing planning documents. ○ 3- Request is moderately linked to existing planning documents. ○ 1- Request is minimally linked to existing planning documents. ○ No Points- Not addressed. ● Criteria D- Remove the word Department in Criteria and Scoring columns. Edit scoring verbiage as follows: <ul style="list-style-type: none"> ○ 4- Program or CE is significantly enhanced. ○ 3- Program or CE is moderately enhanced. ○ 1- Program or CE is minimally enhanced. ● Criteria E- Edit scoring verbiage as follows: <ul style="list-style-type: none"> ○ 4- Program is significantly impacted. ○ 3- Program is moderately impacted. ○ 1- Program is minimally impacted. ● Recommendation of revisions to be approved at next meeting due to lack of quorum.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item E: Roundtable:

DISCUSSION	● None
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item F: Next Meeting

DISCUSSION	● Date and time TBD.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● Set-up monthly meeting schedule.	● Ginger Davis	● ASAP

Agenda Item G: Adjournment

DISCUSSION	<ul style="list-style-type: none">The meeting was adjourned by T. Pawlak at 5:40 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 Electronically on: 6/1/17