



San Diego Continuing Education  
Faculty Hiring Priorities Committee  
Minutes

Tuesday, April 18, 2018  
4 p.m. – 5 p.m., ECC, Rm. 121

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

**Agenda Item A: Call to Order**

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| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>The meeting was called to order by J. Bromma at 4:05 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**

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| <b>DISCUSSION</b> | <p><b>March 21, 2018:</b></p> <ul style="list-style-type: none"> <li>The minutes were M/S/C by Carol Wilkinson and Lorie Crosby Howell with the following edit:             <ul style="list-style-type: none"> <li>Agenda Item C: New Business- Remove sentence: "On average, the ESL positions scored below 16."</li> </ul> </li> <li>Abstentions: Esther Matthew</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**

|                   |  |
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| <b>DISCUSSION</b> | <p><b>Review of Process/Current Forms- What worked? What did not work?</b></p> <ul style="list-style-type: none"> <li>• The following discussion is informational only and will be addressed in the fall.</li> <li>• Discussion occurred around what worked and did not work. The committee noted some items below they would like incorporated in next year’s process:             <ul style="list-style-type: none"> <li>○ Define the Full-time/Part-time Ratio                 <ul style="list-style-type: none"> <li>▪ Give both the actual number and percentage.</li> </ul> </li> <li>○ One form for each position versus one form for multiple requests                 <ul style="list-style-type: none"> <li>▪ One form for one position.</li> <li>▪ The PIE Committee will be providing the Institutional Strategic Plan before the program review process begins, as to assist faculty request submissions.</li> </ul> </li> <li>○ Average Score versus Total Score                 <ul style="list-style-type: none"> <li>▪ This came up because not all scores were submitted for each faculty request submitted. This is where average scores helped.</li> <li>▪ It may help to have Program Chairs track their programs next year to assure all requests are scored.</li> </ul> </li> <li>○ Timeline for the next year                 <ul style="list-style-type: none"> <li>▪ As a committee, we need to decide which fiscal year or years we are writing to.</li> <li>▪ One suggestion was to submit a faculty request each year.</li> </ul> </li> <li>○ Retirements                 <ul style="list-style-type: none"> <li>▪ Need to clarify process; note request as a “retirement” or score requests with extra points.</li> <li>▪ We may have to go with Institutional trends to fill these positions.</li> <li>▪ Brief discussion occurred around whether new and Retirements positions should have a separate process. The Campus President wants this to be a single process.</li> </ul> </li> <li>○ Make sure the form gets imbedded in Program Review and strict adherence to deadlines.</li> </ul> </li> <li>• Form Edits:             <ul style="list-style-type: none"> <li>○ Scoring Rubric:                 <ul style="list-style-type: none"> <li>▪ Missing item F; some programs don’t have LMI data.</li> <li>▪ Add: One form is used per contract position.</li> <li>▪ Add: Lines for Program Name, Submitted By, Date, etc.</li> <li>▪ Include clarification of ratio information to form.</li> </ul> </li> </ul> </li> </ul> |
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| ACTION ITEMS           | PERSONS RESPONSIBLE | DEADLINE               |
|------------------------|---------------------|------------------------|
| • Edit Scoring Rubric. | • Ginger Davis      | • Before next meeting. |

**Agenda Item D: Continuing Business**

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| <b>DISCUSSION</b> | <b>Prioritization List Update</b> <ul style="list-style-type: none"> <li>The prioritization list from the committee was emailed to the President for review and consideration. The President’s response noted that the list would be brought to the next President’s Cabinet meeting to obtain the perspective from the instructional deans. A report back will be provided before the end of April. There was also a note that new positions would be posted in early fall for spring 2019 semester for hire by Jan. 31.</li> <li>At the President’s Cabinet today, it was shared that 5-7 positions are currently available.</li> <li>Carlos honored the work and the list submitted by the committee although there may be a few adjustments.</li> </ul> |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
| • None       | • N/A              | • N/A    |

**Agenda Item E: Roundtable**

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| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>This is John Bromma’s last meeting in his role as Chair of Chairs. A new person will be co-chairing this meeting with the VPI next year.</li> </ul> |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
| • None       | • N/A              | • N/A    |

**Agenda Item F: Next Meeting**

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|-------------------|--|
| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>May 16, 2018, 4 p.m. – 5 p.m., PDC 106 (ECC Headquarters Building)</li> </ul> |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
| • None       | • N/A              | • N/A    |

**Agenda Item F: Adjournment**

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| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>The meeting was adjourned by J. Bromma at 4:56 p.m.</li> </ul> |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
| • None       | • N/A              | • N/A    |

Submitted by Ginger Davis, Sr. Secretary, VP Instruction  
 Approved on: 5/16/18