

**San Diego Continuing Education  
Faculty Hiring Priorities Committee  
Meeting Notes**

Thursday, April 20, 2017  
4:00 p.m. – 5:00 p.m., ECC, Rm. 121

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

**Agenda Item A: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by R. Carvajal at 4:00 p.m.</li> <li>Robin is designee Co-Chair of this meeting in Kate’s absence.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

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

<b>DISCUSSION</b>	<p><b>March 7, 2017 minutes</b></p> <ul style="list-style-type: none"> <li>The minutes draft was emailed to all committee members prior to the meeting for review.</li> <li>A motion was moved to approve the minutes, by Sean C. and Barbara P., as is.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Finalize minutes.</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>Timeline for Spring 2017</b></p> <ul style="list-style-type: none"> <li>The committee discussed concerns around hiring faculty in various scenarios.</li> <li>There is a need to clarify how to support contract positions, retiring in the spring. If we don't meet in the summer months, we need to figure out how to support this need.</li> <li>We also need to know how to fill recently vacated positions or recent retirees. Doesn't meet the need of program growth.</li> <li>If the need for contracts is based on current contract faculty, will the prioritization need to be changed? We need to clarify how to define/create need. Would we need to re-score?</li> <li>Scoring is only applicable to new positions.</li> <li>This is a systemic decision that needs to be made by the committee.</li> <li>It would be helpful to develop information (i.e. FAQ) that supports the request and rubric forms that outlines different scenarios on how to support faculty vacancies so that we can be consistent.</li> <li>How do we grow programs if we are waiting around for contract positions to fill?</li> <li>The goal is for the rubrics to be incorporated in next year's program review submission process.</li> <li>Suggestion is to send questions/concerns to Kate for guidance and discussion at the next meeting in May?</li> <li>Include this agenda item again in the May 9<sup>th</sup> meeting to discuss when Dr. Alder is present.</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 D: Continuing Business:**

<b>DISCUSSION</b>	<p><b>Final Drafts</b></p> <p><b>Faculty Request Form</b></p> <ul style="list-style-type: none"> <li>The revised version, with changes/additions requested at the March meeting, was presented for approval.</li> <li>A motion was moved to approve the Faculty Request Form, by Carol W. and Cathy K., as is.</li> </ul> <p><b>Scoring Rubric</b></p> <ul style="list-style-type: none"> <li>The revised version, with changes/additions requested at the March meeting, was presented for approval.</li> </ul>
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	<ul style="list-style-type: none"> <li>Depending on who is scoring, there may be some variations on the interpretation of what qualifies as a level 4 versus a level 3.</li> <li>A motion was moved to approve the Scoring Rubric, by Carol W. and Cathy K., with the additions of adding the words: strongly, moderately, and minimally to all applicable categories so that scoring verbiage is consistent.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item E: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Notification of current vacancies come from the district office. The Chancellor will provide notification of new positions that eventually filter down to the campus.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item F: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>May 9, 2017, 4p-5p, ECC 121</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item G: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned by R. Carvajal at 4:28 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 Electronically on: 6/1/17