

**San Diego Continuing Education
Faculty Hiring Priorities Committee
Minutes**

Tuesday, September 24, 2018
4 p.m. – 5 p.m., ECC, Rm. 121

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

Agenda Item A: Call to Order

DISCUSSION	<ul style="list-style-type: none"> • The meeting was called to order by M. Fischthal at 4:07 p.m. • Timothy Pawlak reported that he is currently serving as Chair of Program Chairs and Co-Chair for Faculty Hiring Priority Committee, in place of John Bromma who has moved on to Vice President, of Academic Senate. • Motion made to move Agenda item D, 'Continuing Business' to the top of the Agenda. <ul style="list-style-type: none"> ○ M/S/C Timothy Pawlak and Lorie Crosby Howell • Abstentions: N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item B: Continuing Business

DISCUSSION	<p>17-18 Prioritization List Update</p> <ul style="list-style-type: none"> • Carlos Cortez reported that over the past years have seen major enrollment decline in ESL and Business programs. • Fine tuning the process each year as we proceed • The decision has been made to hire 6 positons at this time, based on 6 openings.
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	<ul style="list-style-type: none"> ○ IT ○ ESL ○ Healthcare ○ Emeritus ○ ASE ○ Child Development <ul style="list-style-type: none"> ● 7-13 have been identified ● Will have 2 additional positions open in ESL, due to retirements. However Carlos Cortez stated that he will not be in a position to fill those positions at this time. ● Carlos highlighted the need to invest our resources into programs that are most impacted. ● Carlos reported that he will proceed with filling slots 7 & 8 with HVAC and Healthcare. These two programs were identified by Michelle Fischthal's team as having immediate growth opportunities. <ul style="list-style-type: none"> ○ Has already prioritized 9-13 for 4 additional ESL positions and an Emeritus position. ● Future prioritization opportunities are as follows; <ul style="list-style-type: none"> ○ Plumbing, Cyber Security, Renewable Energy ● <i>Carlos asked VPI, Michelle F., to notify the Dean and Program Chair in areas where there is a gap in Dean's positions. Work together to ensure that their requests are built into Faculty hiring prioritization process.</i> <ul style="list-style-type: none"> ○ Michelle F. reminded members that Program Review meetings are where a lot of this takes place and then it's brought to this committee for review. ● Carlos stated that in addition to the 8 positions we have 2 Counselor positions, 1 AFT made available after January 1st, optimistic that there might be funding in DSPS for Faculty.
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item C: New Business

DISCUSSION	<p>17-18 Faculty Hiring Requests Feedback and Next Steps:</p> <ul style="list-style-type: none"> ● John B. suggests having a 'Prioritization list' provided at Program Review in order to get their input for early spring. He stated that the more information they have the more congruent the process will be and more people will embrace it. ● Michelle F. stated that whatever comes out of PIE committee will provide the overriding principles while doing Program Review and for establishing prioritizations. <ul style="list-style-type: none"> ○ <i>Michelle F. will talk to the PIE Committee to see how quickly that can be developed.</i> ● Guided Pathways should be a guiding principle ● Michelle F. stated that the President is taking retirement into consideration
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	<p>as he is determining the priorities. However, if a retirement occurs in the end of fall, hiring cannot occur until the spring hire. The question is can the Program sustain itself while this is being determined.</p> <ul style="list-style-type: none"> • <i>It was suggested to review the Rubrics and the needed adjustments</i> • Lorie Crosby-Howell stated that both external and internal factors need to be included discussing changes to the Rubrics. • John Bromma agrees that inserting those external factors early in the process informs our thinking and evaluation. • Michelle F. stated that if the other committees adopt the new guiding principles recommended through PIE, the current rubrics would no longer be applicable. Also, that the PIE committee is looking into bringing in external support in development of Rubrics. <ul style="list-style-type: none"> ○ Michelle F. invited members of the Faculty Hiring Priority committee to participate in helping with this work. • John B. stated that we had created a Rubric that was based on Program Review information, a contained process and not necessarily on all the external factors. • <i>PIE committee will secure consultant.</i> • Scoring needs and a form assessment to be built into the rubrics. • Lorie Crosby-Howell highlighted that the need doesn't necessarily drive the assessment, but the assessment drives the needs • <i>Michelle Fischthal to take back to Presidents Cabinet, the request from Program Deans to have a message, for why we are not filling all of their contracts.</i> • Michelle F. stated that a big piece institutionally is employer engagement and creating pathways.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Include, 'Review and adjust the Rubrics' on the next meeting Agenda. 	<ul style="list-style-type: none"> • Jeanie Colotario 	<ul style="list-style-type: none"> • Before next meeting.
<ul style="list-style-type: none"> • PIE committee will secure consultant. • To report back to the Faculty Hiring Committee when their input and support in amending the rubrics is required. 	<ul style="list-style-type: none"> • John Bromma 	<ul style="list-style-type: none"> • Next Meeting
<ul style="list-style-type: none"> • To take back to Presidents Cabinet, the request from Program Deans to have a message, for why we are not filling all of their contracts. 	<ul style="list-style-type: none"> • Michelle Fischthal 	<ul style="list-style-type: none"> • N/A

Agenda Item D: Review and Approval of Minutes

DISCUSSION	<p>May 16, 2018:</p> <ul style="list-style-type: none"> • The minutes were M/S/C by Esther Matthews and John Bromma with the following edit:
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	<ul style="list-style-type: none"> Abstentions: Lorie Crosby Howell
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post minutes on SDCE master calendar. 	<ul style="list-style-type: none"> Jeanie Colotario 	<ul style="list-style-type: none"> Before Next Meeting

Agenda Item E: Roundtable

DISCUSSION	<ul style="list-style-type: none"> N/A
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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"> October 22, 2018, PDC 106 (ECC Headquarters Building)
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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: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by M. Fischthal at 4:56 p.m.
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Submitted by Jeanie Colotario, Project Assistant, VP Instructional Services

Approved as amended on: _____10/22/18_____