



San Diego Continuing Education
Faculty Hiring Priorities Committee Minutes

Monday, December 13, 2021
3 p.m. – 4 p.m., Zoom

ATTENDEES/ PROXIES/ GUESTS	Committee Members/Guests	
		Michelle Fischthal, Co-Chair
	Rachel Rose, Co-Chair	Andrei Lucas
		Steve Major
	Maria Allan - ABSENT	Carolyn McGavock
	John Bromma	Eric Miller
	Mary Burns - ABSENT	Edith Quintero
	Patricia Comey - ABSENT	Timothy Pawlak - ABSENT
	Lisa Cork	Sam Phu - ABSENT
	Lorie Crosby Howell	Shirley Pierson
	Sheila Davis - ABSENT	Cat Prindle
	Brad Dorschel - ABSENT	Bob Pyle - ABSENT
	Marquest T. Glover- ABSENT	Zac Ruvalcaba
	Michelle Gray	Katie Serbian - ABSENT
	Jacqueline Hester	Char Shade - ABSENT
	Veleka Iwuaba/Sean Caruana	Cassandra Storey
	Jan Jarrell	Jeff Strack - ABSENT
	Neill Kovrig	Claudia Tornsauer - ABSENT
	Carolyn McGavock	Helena Wei

Agenda Item A: Call to Order/Approval of Meeting

DISCUSSION	<p>The meeting was called to order by Rachel Rose at 3:03 pm.</p> <p>Approval of Agenda was M/S/C by Sean Caruana and Megan as is.</p> <p>Discussion: None</p> <p>Opposed: None</p> <p>Abstentions: None</p> <p>Action: Approved</p>
-------------------	--

ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item B: Approval of Minutes

DISCUSSION	<p>The October 25, 2021, Approval of Minutes was M/S/C by Sean Caruana and Michelle Gray.</p> <p>Discussion: None</p>
-------------------	---

	Opposed: None Abstentions: None Action: Approved
--	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: Old Business

DISCUSSION	Voting Models Discussion has been postponed.
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item D: New Business

DISCUSSION	<p>1. Current Open and Frozen Positions – Michelle Fischthal</p> <ol style="list-style-type: none"> a. Two years ago, positions were frozen. Most of the current open positions are due to people retiring, and CE being unable to hire to refill. b. We now have a few open positions that are unfrozen. c. Four positions have also been recently opened due to State funding. d. Rose thanks Fischthal for compiling the list of the current positions so that we have transparency about what is open, frozen, etc. e. Quintero asks whether this information is only about instructional positions, and Fischthal believes that it is. Fischthal will look into compiling a list of non-Instructional positions as well.
	<p>2. Review Anthology Program Positions Conditions Met Status – Michelle Fischthal</p> <ol style="list-style-type: none"> a. Fischthal shares a list of the current open conditions and where they fall on the conditions met status. This information is considered by PRIE during the Resource Allocation Process. b. Fischthal acknowledges that due to COVID, most programs are negatively impacted right now in terms of student enrollment. Our scheduling is therefore already slim. This is affecting conditions met but will hopefully shift in a year. c. Quintero comments that counselors are not usually dedicated to one program. Instead, the majority work with 3-5 programs due to the number of certificates across multiple campuses. <ol style="list-style-type: none"> i. Rose agrees and says it would be good if counselors could be designated fewer students. Says that instructional staff and faculty are advocating for counselors in their program reviews. ii. Quintero states that having enough counselors is important to program health. iii. Fischthal agrees with the importance of counselors and says this is an Enrollment Management issue, redirecting the conversation to the agenda. d. Crosby Howell says a baking position has been open for two years and should be on this list, but it is not showing up. <ol style="list-style-type: none"> i. Leppert and Crosby Howell speculate that this is because the baking position was originally entered when Culinary Arts and Clothing and

Textiles were one program. Fischthal recommends that the position be re-entered into Anthology as part of Culinary Arts. She inquires whether all conditions are met for this position, and Leppert confirms that they are.

- e. Jarrell asks whether this list is for hiring for the academic year 2022-2023. Fischthal says this list is for hiring starting now until we make a new list.
- f. Rose instructs members to enter new positions into Anthology and then confirm with Jessica.
- g. Everything will be submitted to President Falconer Boger, who has more behind-the-scenes information than anyone. She will share feedback on the positions and process and make the final decisions.

3. Discussion on Gaps in Criteria Entered into Anthology

- a. [Review additional criteria](#)
- b. In the past few years, it may have been frustrating or confusing for members to compile a list of positions that meet conditions, only for the president to make choices that fall outside of the conditions due to other priorities.
 - i. Storey agrees that it has been tough in the past, because the president had hiring priorities that were unknown to the committee.
- c. Fischthal shares a list of criteria that are not currently considered but perhaps should be.
- d. Bromma states that we should incorporate growth fluctuation both in faculty and students and ensure that they stay parallel. It is important to support growth. Rose comments that it is also important to have maintenance for faculty; yet the way Anthology is structured, it may state that a position does not meet conditions even when the position is dire to maintaining the program.
 - i. Bromma says we should also look at years-long patterns of growth, since basing all our hiring decisions based on data from the last year would be unwise.
- e. Rose asks whether staffing developments that take place after positions are submitted in Anthology (such as instructors suddenly leaving) are taken into account by the president when making hiring decisions. Fischthal says such circumstances are taken into account.
- f. Fischthal says that historically, Program Review has looked backwards and not forwards, though it has gotten slightly better. Forward growth and innovation should always be part of our considerations, so she suggests adding criteria for that.
- g. Rose says perhaps there should be a workgroup that works on new criteria and clarifying existing criteria for Anthology.
 - i. Pierson agrees that further definition is needed.
 - ii. Fischthal asks the Committee whether this should be done in a smaller group or by the full Committee.
 - iii. Rose suggests that a smaller group meet during the second half of the next Committee meetings.
 - 1. Committee votes to form a smaller group to create and clarify criteria.
- h. Fischthal says any changes should be submitted to the Program Review

	<p>Committee by April at the very latest (but possibly sooner).</p> <p>i. Rose says the two open positions should be chosen by January before our next meeting.</p>
--	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Compile a list of non-instructional positions and their standings (frozen, open, etc.). • Re-submit baking position to Anthology • Small group will be formed to clarify existing Anthology criteria and create new ones. 	<ul style="list-style-type: none"> • Michelle Fischthal • Lorie Crosby Howell • N/A 	<ul style="list-style-type: none"> • N/A • A.S.A.P. • Will happen at next meeting (1/24/22)

Agenda Item E: Roundtable

DISCUSSION	None
-------------------	------

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	<ol style="list-style-type: none"> 1. January 24, 2022 2. May 2022
-------------------	--

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 G: Adjournment

DISCUSSION	The meeting was adjourned by Rachel Rose at 4:00 p.m.
-------------------	---

Submitted by River Shaw, Project Assistant, Instructional Services
 Approved on: 2/9/22