



San Diego Continuing Education  
Faculty Priorities Hiring Committee  
Meeting Notes

Thursday, November 17, 2016  
9:00 a.m. – 10:00 a.m., ECC, Rm. 121

<b>ATTENDEES/ PROXIES</b>	<i>Members/Attendees</i>	
	Kate Alder, Co-Chair	Mary LeDuc
	Timothy Pawlak, Co-Chair	Donna Namdar
	John Bromma	Esther Matthew
	Kathy Campbell	Pat Mosteller
	Sean Caruana	Sam Phu
	Robin Carvajal	Barbara Pongsrikul
	Ginger Davis	Cat Prindle- <i>Excused</i>
	Leah Gualtieri	Cynthia Rico
	Ann Holzknecht	Jane Signaigo-Cox
	Lorie Crosby Howell	Richard Weinroth
	Neill Kovrig	Carol Wilkinson
	Corinne Layton	

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by K. Alder at 9:09 a.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: Welcome/Introductions:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Roundtable introductions were made.</li> <li>T. Pawlak welcomed the group; he is the new co-chair of this committee.</li> <li>Our new VPI, K. Alder is also co-chair of this committee.</li> <li>Last meeting was held in September 2015.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

<b>DISCUSSION</b>	<p><b>September 29, 2015 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>• The minutes were M/S/C by J. Signaigo-Cox and C. Wilkinson to be approved as is.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• None	• N/A

**Agenda Item D: Continuing Business:**

<b>DISCUSSION</b>	<p><b>History of FPHC</b></p> <ul style="list-style-type: none"> <li>• Discussion regarding the history and development of this committee was shared. The group formed to support the annual program review process in the hiring of faculty by reviewing and prioritizing faculty requests submitted for positions available for hire.</li> <li>• The various types of program vacancies (i.e. new, vacancy, retired) were discussed. Terminology for each was defined. <ul style="list-style-type: none"> <li>○ New positions are defined as “newly funded” or vacated positions that are not justified by their program.</li> <li>○ Vacancy means the position already existed.</li> </ul> </li> <li>• A handout from fall 2015 prioritization outcomes was provided and discussed. Replacements are already in process.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item E: New Business:**

<b>DISCUSSION</b>	<p><b>Review of Committee Goals</b></p> <ul style="list-style-type: none"> <li>• Faculty Requests from Program Review would come to this committee for prioritization.</li> <li>• This committee’s goal is to submit recommendations for hiring; Dr. Carlos Turner Cortez is the final authority.</li> </ul>
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- A motion to consider all vacancies and new positions equally in the annual faculty prioritization hiring process was M/S/C by N. Kovrig and K. Campbell.
- Discussion:
  - Old practices on replacement positions was mentioned.
  - There is a need to standardize a form for faculty to submit in program review.
  - With this motion, we would be eliminating priority registration so positions can compete on the same playing field.
  - There is concern about filling vacancies and funding (ex. Emeritus Program). Strong Workforce monies are not going to faculty.
  - Question was posed on how student services vacancies were justified since they are tied to certain funds. These positions are not included in the prioritization.
  - Goal is to put some procedures in place so we have a more streamlined process.
  - The committee decided to approve any motions moving forward as a consensus.
- After discussion, the motion to consider all vacancies and new positions equally. DISAPPROVED BY CONSENSUS
- A new motion was moved to create a new prioritized list each year, based on submissions through program review, to be used to fill vacancies released by its department. APPROVED BY CONSENSUS
- Discussion:
  - The prioritization list should be stopped. A new contract position would be a newly funded position. When a new position is available, we should all present data to justify why we need the position. Modify list every year based on program review.
  - When vacancies come about due to a death or a retirement, many times that position will go away.
  - Challenge is to get on the same page in terms of what the FPHC's Rubric looks like.
  - In review, this committee, each year, creates a prioritized list based on faculty requests from program review and takes into consideration unexpected vacancies throughout the year based on a process to be determined.
  - The intention of the list is to track what we did in the past.
  - The prior committee put in a lot of work to be justified; we need to honor the work that was done in the past. In order for us to grow and continuously improve we need to review our processes and update them as needed.
- Program Review is due on December 9<sup>th</sup>. The Program Review Committee will be providing all faculty requests to this group to begin the prioritization process. Goal is to have the request to this group by the end of December.

**Review Membership**

- Discussion regarding membership and potential faculty and staff who could

	<p>participate occurred.</p> <p><b>Future Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• A standard schedule needs to be created. Through more meetings, communication will be easier and processes will be more defined.</li> <li>• The current governance handbook states that the committee meets each semester and after the annual program review has been completed for the institution. Additional meetings may occur as needed.</li> <li>• A new motion was moved to create a FHPC Steering Committee. APPROVED BY CONSENSUS</li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ The FHPC Steering Committee members will be T. Pawlak, R. Carvajal, S. Caruana, P. Mosteller. This group will be tasked with creating a meeting schedule and to 1) review existing program review and faculty request form, 2) using the existing faculty request form, creating some screening criteria/rubric, 3) bring that draft screening criteria/rubric back to whole committee for review/approval, 4) Create prioritization list, and 5) in spring, recommend changes to Program Review Committee for next year's process.</li> <li>○ Suggestion is to meet in January so that we will have things in process so that a prioritization list can be created.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Email faculty process and expectations.</li> <li>• The task is to 1) review existing program review and faculty request form , 2) using the existing faculty request form, creating some screening criteria/rubric, 3) bring that draft screening criteria/rubric back to whole committee for review/approval, 4) Create prioritization list, and 5) in spring, recommend changes to Program Review Committee for next year's process.</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Chairs</li> <li>• FPH Steering Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting.</li> <li>• Steps 1-3: By Program Review deadline: December 9, 2016</li> </ul>

**Agenda Item F: Announcements/Events**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• N/A</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 G: Roundtable**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Large versus smaller departments, considered in rubric for scoring.</li><li>• Smaller departments will not be able to attend these meetings because of less staff.</li><li>• Glad to hear that Faculty Request forms are coming back to this committee for review.</li><li>• Suggestion is to have the entire program review report available for reference when the FPHC begins reviewing and prioritizing faculty requests forms submitted.</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<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 H: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Date and time TBD.</li><li>• Early January, week 1 or 2.</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"><li>• Doodle Poll</li></ul>	<ul style="list-style-type: none"><li>• Ginger Davis</li></ul>	<ul style="list-style-type: none"><li>• ASAP</li></ul>

**Agenda Item I: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The meeting was adjourned by Dr. Alder at 10:53 a.m.</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<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>

Taken by and Submitted by Ginger Davis, Sr. Secretary, VP Instruction  
Approved on: 1/19/17