

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

Monday, February 04, 2019
3 p.m. – 4 p.m., ECC, PDC 106

ATTENDEES/ PROXIES	Committee Members	
	Timothy Pawlak, Co-Chair	Lorie Crosby Howell
	Michelle Fischthal, Co-Chair	Joan McKenna
		Sean Caruana
	Kathy Campbell	John Bromma
	Michelle Gray	
	Corinne Layton	Sam Phu-Absent
	Andrei Lucas	Cassandra Storey-Absent
	Neill Kovrig	Stephanie Crosby
	Pat Mosteller-Zoom	Marquest Glover-Absent
	Barbara Pongsrikul	Henry Merritt-Absent
	Esther Matthew	Laurie Mikolaycik-Absent
	Linda Osborn	

Agenda Item A: Call to Order

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by M. Fischthal at 3:00 pm
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Agenda Item B: Review and Approval of Minutes

DISCUSSION	<ul style="list-style-type: none"> October Minutes Approved by <i>Pawlak/Howell</i> November Minutes Approved as Amended by <i>Pawlak/Gray</i> <p>Abstention: <i>Sean Caruana</i></p> <ul style="list-style-type: none"> Agenda item C, under 'Review the Program Review Resource Rubrics', eighth sub-bullet down should read, "Some additional concerns expressed were over the low number base of 3 (range of scores 1-3) and it causing similar scores among requests."
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Approve the February 04, 2019 meeting minutes. 	<ul style="list-style-type: none"> Committee Members 	<ul style="list-style-type: none"> At the next meeting on February 25, 2019

Agenda Item C: New Business

DISCUSSION

The Prioritization List Review

- M. Fischthal invited Research Analyst, Jesus Rivas to assist in providing a breakdown of the numbers.
- Members reviewed a breakdown of the order in which the contract positions were prioritized based on survey responses.
- Members discussed numbers and discrepancies of this breakdown report.
 - It was reported that in the individual scores there was one component where there were some discrepancies in the safety regulatory question.
 - A safety regulatory question held a much greater weight, literally in points to determine the actual point outcome.
 - Committee members recall a previous discussion on how components of a faculty position may cause a health and safety issue but not hiring for a faculty position itself.
 - Members agreed that placing 'Health and Safety' as factor on rubric isn't related to an overall health concern for the institution and should be removed.
 - Motion introduced by T. Pawlak, based on previous conversations, to not include 'Health and Safety' as a rubric factor from Faculty hiring
 - Motion to approve by *Pawlak/ Kovrig*
 - Motion carried
 - Abstentions: *J. Bromma/L. Howell*
- E. Matthews recommends that committee members take into account the fact that some Faculty positions will be filled by adjuncts and how this may impact this discussion.
- M. Fischthal reported that a few positions have already been filled since this prioritization recommendation list was developed. (Emeritus, Health, HVAC, and Cyber Security).
 - Members agreed that this information be distinguished on the prioritization list. The following notations will be displayed on the list so that they go with the process.
 - Emeritus already filled 2019
 - Health II position has been allocated
- This list will go to the President as a recommendation from this committee.
 - This process will be repeated each year
- Members agreed that 12 & 13, Culinary and Fashion, be removed from contract faculty prioritization list
- According to this list ESL is at the top
 - Recommendation introduced by N. Kovrig to adopt the 'Prioritization List' as is with the notations regarding those already filled
 - Motion to approve by *Fischthal/Caruana*
 - Motion carried
- Identified gaps in this process. (Program Review, Curriculum Development, Current faculty non-classroom assignments)
 - Rating the writing and not the meaning of the content

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Place on the next agenda. <ul style="list-style-type: none"> ○ In depth discussion of 'Health and Safety' ○ Identify ways in which the rubric can more closely match the application. 	<ul style="list-style-type: none"> • Ginger Davis 	<ul style="list-style-type: none"> • Next Meeting

Agenda Item D: Continuing Business

DISCUSSION	<ul style="list-style-type: none"> • None
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item E: Roundtable

DISCUSSION	<ul style="list-style-type: none"> • None
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • N/A 	<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"> • February 25, 2019, 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 G: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by M. Fischthal at 3:59 p.m.
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Submitted by Jeanie Colotario, Project Assistant, VP Instructional Services
Approved as amended on: 2/25/19