



San Diego Continuing Education  
Faculty Hiring Priorities Committee  
Minutes

Monday, April 8, 2019  
1 p.m. – 2 p.m., ECC, PDC 106

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

**Agenda Item A: Call to Order**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was called to order by M. Fischthal at 1:08 pm</li> </ul>
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ACTION ITEMS	PERSONS 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: Review and Approval of Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• February 25, 2019 Minutes               <ul style="list-style-type: none"> <li>○ M/S/C by <i>Esther Matthew and Barbara Pongsrikul as is.</i></li> </ul> </li> </ul>
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Finalize minutes and post them on master calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>• Before the next meeting.</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>Prioritization List</b></p> <ul style="list-style-type: none"> <li>• A print out of the memorandum from the President in response to the 2019 faculty hiring prioritization recommendations submitted by the Committee</li> </ul>
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	<p>was distributed and reviewed.</p> <ul style="list-style-type: none"> <li>• All approved positions begin on page 2. These are the 6 new positions.</li> <li>• Committee Concerns discussed: <ul style="list-style-type: none"> <li>○ Emeritus Program (reference on page 2 regarding the two positions requested)- there was a vacancy that was allowed to be refilled; the program is still requesting one position.</li> <li>○ ESL Program- The current hire and transition positions are from last year. Now doing three Vocational hires and not filling a Citizenship position. VESL position is from the current year and has not yet been filled.</li> <li>○ Auto Body Program- No Faculty Request Form was submitted.</li> <li>○ ABE/ASE Program- Math was awarded a position; they did not hire in fall or spring. This is a carry-over position from 2018.</li> <li>○ It would be helpful to have a table listing the approved positions with reference to where the positions came from.</li> <li>○ Understanding the President’s priorities would help the Committee in compiling the prioritization list. Instead of scoring a faculty request submission by how it’s filled out, the Committee could take the President’s priorities into account when prioritizing the list.</li> <li>○ As a Committee, we can be more supportive of applicants who submit requests if we know what the President’s priorities are. We should consider the role of this Committee in the request process.</li> <li>○ When a list is prioritized and ranked, an expectation is created. Rather than using the semester to prioritize a list, the Committee felt their time could have been utilized differently since the outcome of approved positions were very different from the list the Committee recommended to the President.</li> <li>○ A brief discussion occurred around the idea of creating a pool rather than ranking a list. This will be discussed further at a future meeting.</li> </ul> </li> <li>• In terms of clarifying the document from the President, the Committee would like: <ul style="list-style-type: none"> <li>○ A summary table of the approved positions.</li> <li>○ The reprioritized September 2018 list referenced in the memo.</li> </ul> </li> <li>• As a note to keep in mind, the Program Review (PR) process of prioritization is going to be improved. The PR Committee has done surveys to get feedback on the process and there is an understanding that processes still need to be aligned to get the results we need. Feedback from the survey is still being reviewed. Goal is to see if we are capturing the priorities of the Institution.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
○ Send electronic copy of memo to the FHP Committee.	• Ginger Davis	• 4/8/19

**Agenda Item D: Continuing Business**

<b>DISCUSSION</b>	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• This is regarding the 25 points Health and Safety item discussed at the February 4<sup>th</sup> meeting.</li> <li>• If the Committee considers removing the ranking factor when creating a prioritization list and moving towards creating a pool, the 25 points related to health and safety, when evaluating a request, will not be relevant.</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>• No comments.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item F: Next Meetings**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• April 29, 2019, 1pm, PDC 106 <ul style="list-style-type: none"> <li>▪ Agenda Items: <ul style="list-style-type: none"> <li>• Committee Role <ul style="list-style-type: none"> <li>○ List Creation Method- Pool vs. Rating</li> </ul> </li> <li>• Review Prioritization Lists <ul style="list-style-type: none"> <li>○ Recommended List from FHPC and Approved List from President</li> </ul> </li> <li>• May 22, 2019 Meeting- Cancel?</li> </ul> </li> </ul> </li> <li>• May 22, 2019, 1pm, PDC 106</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 T. Pawlak at 2:06 p.m.</li> </ul>
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Submitted by Ginger Davis, Administrative Secretary, VP Instructional Services

Approved on: 4/29/19