



San Diego Continuing Education  
Faculty Hiring Priorities Committee  
Minutes

Monday, September 23, 2019  
3 p.m. – 4 p.m., ECC, PDC 106

<b>ATTENDEES/ PROXIES</b>	<b><i>Committee Members/Guests</i></b>	
	Michelle Fischthal, Co-Chair	Megan Leppert- <i>Absent</i>
	Timothy Pawlak, Co-Chair	Andrei Lucas
		Esther Matthew- <i>Absent</i>
	John Bromma	Henry Merritt- <i>Absent</i>
	Sean Caruana - <i>Absent</i>	Sam Phu- <i>Absent</i>
	Lisa Cork	Shirley Pierson
	Stephanie Crosby	Barbara Pongsrikul
	Lorie Crosby Howell	Rachel Rose- <i>Absent</i>
	Marquest Glover	Cassandra Storey- <i>Absent</i>
	Michelle Gray- <i>Zoom</i>	Claudia Tornsauer
	Veleka Iwuaba	Carlos Turner Cortez- <i>Guest</i>
	Neill Kovrig	Carol Wilkinson
	Corinne Layton- <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 T. Pawlak at 3:01pm.</li> <li>• Welcome and roundtable introductions.</li> <li>• Agenda Item: Institutional Priorities was added as the first item of discussion under New Business.               <ul style="list-style-type: none"> <li>○ M/S/C by Timothy Pawlak and Neill Kovrig.</li> <li>○ Abstentions- None</li> <li>○ Discussions- None</li> </ul> </li> </ul>
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• May 22, 2019 Minutes               <ul style="list-style-type: none"> <li>○ M/S/C by Michelle Fischthal and Lorie Crosby Howell as is.</li> <li>○ Abstentions- None</li> <li>○ Discussions- None</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**

<p><b>DISCUSSION</b></p>	<p><b>Institutional Priorities- President Carlos Turner Cortez</b></p> <ul style="list-style-type: none"> <li>Institutional Priorities for 2019/20-2020/21 were presented to help frame the work the committee will be doing in ranking and prioritizing faculty hiring requests for recommendation to the President. The Institutional Priorities’ purpose is to guide SDCE in decisions related to planning and resource allocation. They are as follows: <ul style="list-style-type: none"> <li>Increase student enrollment, retention, and completion of programs</li> <li>Institutionalize the four Pillars of Guided Pathways: Create Pathway, Choose and Enter Path, Stay on Path, and Intentional Outcomes</li> <li>Launch - Interactive Competency-based Online Microcredentialing (ICOM) Academy</li> <li>Implement nine career and apprenticeship readiness pathways through coordination with student success services and integration with DSPS, ESL, ABE/ASE, and Emeritus</li> <li>Institutionalize career and college transitional services to increase student transition</li> <li>Build infrastructure and culture for data-informed planning and decision-making</li> <li>Embrace entrepreneurship as a key institutional value</li> </ul> </li> <li>Ongoing Strategic Priorities were also presented. These are the broader priorities that come from our Strategic Plan and are informed and driven by state wide initiatives. They are as follows: <ul style="list-style-type: none"> <li>Align activities with SDCE Mission, Institutional Goals, Institutional Learning Outcomes, Accreditation Action Plan, and accreditation standards</li> <li>Align and/or support process evaluation, assessment, and professional development</li> <li>Create internal and external program pathways focusing on the student journey</li> <li>Maintain a balanced budget</li> </ul> </li> <li>Discussion occurred on the best approach the committee should take when prioritizing faculty and whether the committee should consider faculty from student services or instruction in support of the institution’s priorities. Funding to hire faculty is often distinct to which positions they support. The challenge will be to consider both areas simultaneously in an integrated manner.</li> </ul> <p><b>How Institutional Priorities will drive the FHPC</b></p> <ul style="list-style-type: none"> <li>Handout was provided noting the President’s Considerations for Hiring. These considerations should drive the approach the committee takes in the</li> </ul>
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work of prioritizing faculty requests.

- **Need**
  - Meets 2019/20-2020/21 Institutional Priorities
  - FTES/FTEF Ratio (special consideration for recent retirements and resignations)
  - Labor Market Data indicates demand
  - Student Interest and Potential for Immediate Growth
- **Readiness**
  - Questions to consider:
    - How prepared is the program to take on the new hire?
    - Do you have the following to offer the programs?
      - Facilities
      - Technology
      - Curriculum developed and approved
      - Supplies to run the program
- **Committee Purpose in Consultation for Hiring**
  - Help programs strengthen their justifications for faculty hires
  - Identify missing elements in requests
  - Review priority grouping assigned
- **Committee Request for Resources Consultation Process**
  - President attends first Committee meeting in September to communicate priorities
  - Committee Chair provides information in advance of December
  - FPHC reviews Requests for Resources in December meeting- those with submitted requests should be prepared to answer questions if needed
  - President attends December meeting to take part in discussions
  - Utilizing additional information discovered during the meeting, the committee notes any revisions to check marked conditions in unit-submitted Requests for Resources and sends to PRIE
  - PRIE brings to EGC and management team grouped by Overall Level of Need/Readiness to Implement

#### **Governance Handbook**

- The PRIE Office is currently updating the SDCE Governance Handbook and is requesting changes be submitted to their office for the new edition.
- The handbook is printed every few years. Changes can be made through the participatory process at any time.
- The current description, goals and membership of the committee were reviewed. The following motions were made to the committee membership for inclusion in the revised governance handbook:
  - M/S/C by Neil Kovrig and Claudia Tornsauer to change the language from Classified Senate to Classified Professionals (appointed by the Classified Senate).
    - Opposed: None
    - Abstentions: None

- All in favor
- M/S/C by Stephanie Crosby and Lorie Crosby Howell to strike the two academic senate members from the current membership.
  - Opposed: Claudia Tornsauer
  - Abstentions: John Bromma, Carol Wilkinson
  - Discussion:
    - Due to the revisions in membership, the key delegates and voting rules approved in September 2017 were reviewed and discussed.
    - 40% + 1 rule requires at least 8 people to form a quorum. This was formed due to having a lack of quorum in previous years.
    - Deans and program chairs are official voting members. All new program chairs (from the program splits) will become official voting members.
    - Two votes allowed per program. This included one program chair and one dean. Now we have deans with multiple program chairs. A possibility is to have each dean vote once per program.
    - Classified professionals would not be voting members and will not count for quorum.
    - Academic Senate members do not vote hence the request to have their membership removed. Plus, each program is already represented by a Program Chair or Assistant Program Chair who also serves on the Academic Senate. The two Academic Senate positions are redundant.
    - If a committee member is not a voting member, should they be included in the membership?
    - Historically, the Classified Senate and Academic Senate members were added to create a neutral oversight for our past voting process.
- All in favor
- M/S/C by John Bromma and Andrei Lucas to not limit each program to two votes. Instead, each dean that has more than one program, will vote once per program along with their chair or co-chair. Deans will have the same number of votes for programs they oversee.
  - Opposed: None
  - Abstentions: Carol Wilkinson, Claudia Tornsauer
  - Discussion: None
- M/S/C by Neill Kovrig and Timothy Pawlak to amend original motion to note that observer members are not permitted to move and second motions on action items related to the business of the committee. They can vote on procedural business (i.e. agendas, minutes).
  - Opposed: None

	<ul style="list-style-type: none"> <li>▪ Abstentions: None</li> <li>▪ Discussion: None</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
○ None	• N/A	• N/A

**Agenda Item D: Continuing Business**

<b>DISCUSSION</b>	<p><b>Recommended changes in the FPH process</b></p> <ul style="list-style-type: none"> <li>• An overview of the changes were outlined and discussed in the <i>Committee Request for Resources Consultation Process</i> section above (Agenda Item C).</li> <li>• Due to the timeline of the annual program review process, the December FHPC meeting aligns with the program review report submissions. The committee will not meet monthly as it did last year; the next meeting will be on December 19<sup>th</sup>.</li> <li>• On December 4<sup>th</sup>, the PRIE Office will have all submitted requests. Shortly after, they will provide the faculty requests to our committee to review and prioritize.</li> <li>• Last year, the committee prioritized a list that was ranked for recommendation to the President. That list did not align with the President’s list of faculty positions approved. This prompted the need for the President to communicate in detail the priorities of the institution earlier in the annual program review process.</li> <li>• Instead of ranking faculty requests, the committee will now create pools for recommendation to the President using an indicator form created to mark items that support the unit’s need and readiness to implement. <ul style="list-style-type: none"> <li><input type="checkbox"/> All Conditions Met (i.e. all conditions checked)</li> <li><input type="checkbox"/> Most Conditions Met (i.e. 6 or 4 conditions checked)</li> <li><input type="checkbox"/> Some Conditions Met (i.e. &lt;6 conditions checked)</li> </ul> </li> <li>• This process enables us to capture future planning within programs.</li> </ul> <p><b>Role of the Committee</b></p> <ul style="list-style-type: none"> <li>• The role of the committee is to no longer rank faculty requests based off of a rubric. The committee will serve in the capacity of confirming if certain conditions are met.</li> <li>• The focus of this committee is contract positions.</li> <li>• After a detailed discussion on the changes to be implemented in this year’s Faculty Hiring Priorities request process, the committee was satisfied with its modified role.</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
<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 F: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The Participatory Governance Handbook description under the Calendar section states, "This committee meets each semester and after the annual program review has been completed for the institution. Additional meetings may occur as needed." This information will remain the same.</li> <li>December 19, 2019, 2pm, ECC 121 (rescheduled due to Christmas holiday).</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: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned by T. Pawlak at 4:03 p.m.</li> </ul>
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Submitted by Ginger Davis, Administrative Secretary, VP Instructional Services

Approved on: 12/19/19