



San Diego Continuing Education
Faculty Hiring Priorities Committee
Minutes

Tuesday, January 17, 2018
4 p.m. – 5 p.m., ECC, Rm. 121

ATTENDEES/ PROXIES	Committee Members	
	John Bromma, Co-Chair	Corinne Layton
	Kay Faulconer Boger, Co-Chair	Esther Matthew
		Joan McKenna
	Kathy Campbell	Henry Merritt
	Sean Caruana	Laurie Mikolaycik
	Robin Carvajal- Absent	Pat Mosteller
	Lorie Crosby Howell	Kenneth Parker- Guest
	Marquest Glover	Timothy Pawlak
	Richard Gholson	Sam Phu- Absent
	Michelle Gray- Absent	Barbara Pongsrikul- Absent
	David Holden- Absent	Leslie Quinones- Absent
	Neill Kovrig- Absent	Carol Wilkinson

Agenda Item A: Call to Order

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by J. Bromma at 4:02 p.m.
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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 B: Review and Approval of Minutes

DISCUSSION	<p>November 15, 2017:</p> <ul style="list-style-type: none"> The minutes were M/S/C by Sean Caruana and Henry Merritt as is. Abstentions: Lorie Crosby Howell, Esther Matthew and Carol Wilkinson
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post minutes on SDCE master calendar. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item C: New Business

DISCUSSION	<p>Faculty Hiring Requests Submitted</p> <ul style="list-style-type: none"> The Office of Institutional Effectiveness provided a list of 25 faculty
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	<p>requests, submitted in this year’s Program Review, to the Committee Co-Chair, John Bromma. 21-new faculty requests; 4- previously submitted</p> <ul style="list-style-type: none"> • The 25 faculty requests received were not submitted in the format the committee approved. To support the approved FHPC rubrics and forms we completed, a suggestion was to have the submissions be redone on the approved Faculty Request Form, so the committee could begin the prioritization process. • In order to prioritize the faculty requests submitted, the committee requests the 25 submissions be submitted on the approved Faculty Request Form. M/S/C- CAROL WILKINSON AND MICHELLE GRAY • The timeline is to have the revisions of the already submitted requests into the new approved format to John by Tuesday, February 20th. John will then send the submitted requests out via email to the committee to review and score. Scores would then be submitted back to John by Thursday, March 15th so results could be reviewed at the March 21st meeting. THIS TIMELINE WAS AGREED BY CONSENSUS. <p>Prioritization List</p> <ul style="list-style-type: none"> • Ideally, faculty requests would be submitted in December. Then, in January, the committee would score the submitted faculty requests to be prioritized. The prioritized list will then be recommended to the SDCE President for final consideration. • This will be applied to the 2018-2019 Program Review process. <p>Meeting Times</p> <ul style="list-style-type: none"> • A proposal was brought to the committee to meet at 3pm. • Due to the Professional Development Committee, which meets on the third Wednesday of each month at 3pm, the FHPC meeting time will not change. • The FHPC will continue to meet at its regularly scheduled time of 4pm on the third Wednesday of each month.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item D: Continuing Business

DISCUSSION	<p>Mid-Year Replacements Updates</p> <ul style="list-style-type: none"> • Kay and John met with Carlos regarding retirements and mid-year replacements. • Carlos agreed that we could compromise and give extra points to replacements which would give them an advantage but not a guarantee on replacing the position. • The idea is that the committee as a whole will score each request and give additional points as a group. • A motion was moved to allow Healthcare Careers to access the current open contract to comply with California Department of Health for programmatic needs, effectively immediately. M/S/C - PAT MOSTELLER AND SEAN CARUANA; ABSTENTION- CAROL
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	<ul style="list-style-type: none"> Per the meeting with Carlos, Kay and John, Faculty requests will be reviewed twice a year. One suggestion is that January/February requests, take Program Review data into consideration for hires effective July 1st; and, March hires will take retirements into consideration for hires effective September 1st. As a committee, we should consider the two best points in the year to review. This will allow the committee to be more responsive in organizational needs. (i.e. February and October)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Come up with a reasonable number of extra points to propose to give to mid-year replacements to discuss at a future meeting. 	<ul style="list-style-type: none"> John Bromma 	<ul style="list-style-type: none"> By Feb. 21st meeting.

Agenda Item E: Roundtable

DISCUSSION	<ul style="list-style-type: none"> Retirements are typically a 3-6 month process. Deans have different experiences. Notifications range from 2 weeks to a year in advance. If programs submit multiple faculty requests, programs can rate their position requests by priority. The committee can discuss how to take this into consideration when scoring for the prioritization list.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Add multiple faculty requests submission to the next meeting agenda. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> By Feb. 21st meeting.

Agenda Item F: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> Next meeting in February 21st, 2018, 4 p.m. – 5 p.m., ECC 121
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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 F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by J. Bromma at 4:58 p.m.
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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

Submitted by Ginger Davis, Sr. Secretary, VP Instruction
 Approved on: 2/21/18