



San Diego Continuing Education
Faculty Hiring Priorities Committee
Minutes

Tuesday, November 15, 2017
4 p.m. – 5 p.m., ECC, Rm. 121

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

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by J. Bromma at 4:05 p.m. Roundtable introductions were made to welcome new members.
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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>October 18, 2017</p> <ul style="list-style-type: none"> The minutes were M/S/C by Timothy Pawlak and Sam Phu as is.
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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:

<p>DISCUSSION</p>	<p>Timeline- Filling Vacancies</p> <ul style="list-style-type: none">• Each December, Faculty Hiring Requests are submitted through the annual Program Review reporting process.• Discussion occurred around how to deal with faculty requests submitted outside of the Program Review cycle timeline. <p>Mid-Year Replacements</p> <ul style="list-style-type: none">• All requests, regardless of when they are submitted, will complete a Faculty Request Form and be submitted to this group for review.• We may need to create an addendum to support requests submitted after the Program Review cycle is closed out for the current year.• We need to be mindful of sustainability and emergency circumstances for these initial requests. Anything else should be reviewed and submitted through a competitive process.• When a retirement occurs, we have to have the department complete the request form which is then submitted to the FHP Committee for reordering on the prioritization list.• Positions that become vacant due to retirements, deaths, etc., are not filled automatically. The position must be formally requested. The reality is, the decision is made at the top. This committee is just the recommending body.• A suggestion was to bring this issue to the campus President to see how he'd like to fill these positions.• ACTION: Add this item to the January agenda. John and Kay will meet with Carlos to discuss. <p>Program Review Form</p> <ul style="list-style-type: none">• Due to the approval time of the faculty request form, the final version did not make it into the template for this year's program review cycle.• The Program Review Form will be included as an attachment in the report submission. <p>Faculty Request Form</p> <ul style="list-style-type: none">• A suggestion was to add a place on the form for name and program information.• Section F:<ul style="list-style-type: none">○ In the Program Review training provided, programs with no LMI data are advised to skip this section.○ If programs wish to complete this section, any data that bolsters a request can be used. Ex. Average Class Size data, Outcome of Services, etc.○ At this point, it is too late to make any revisions; we just need to inform users on how to complete the request form. Next cycle, we can adjust the title and language to incorporate all programs.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item D: Continuing Business:

DISCUSSION	<p>Faculty Request Form Tallies Update</p> <ul style="list-style-type: none"> • FHPC Rubric Results were presented. • Rankings were as follows: <ul style="list-style-type: none"> ○ HCT (Nursing Instructor)-145 ○ Emeritus Instructor-126 ○ ESL Transition to College- 107 ○ ESL Pre-vocational Instructor-105 • This was an exercise and no current vacancies are available. • We will include this form in the current Program Review process when it comes to the Faculty Request Form section of the report.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: Roundtable:

DISCUSSION	<ul style="list-style-type: none"> • No discussion.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> • December 20, 2017 is canceled. • Next meeting in January 17th, 2018, 4 p.m. – 5 p.m., ECC 121
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by J. Bromma at 5:05 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by Ginger Davis, Sr. Secretary, VP Instruction
Approved on: 1/17/18