

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

Monday, December 19, 2019
2 p.m. – 3 p.m., ECC, PDC 106

| ATTENDEES/ PROXIES | Committee Members/Guests | |
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| | Michelle Fischthal, Co-Chair | Megan Leppert |
| | Timothy Pawlak, Co-Chair | Andrei Lucas- <i>Absent</i> |
| | | Esther Matthew |
| | John Bromma- <i>Absent</i> | Henry Merritt- <i>Absent</i> |
| | Sean Caruana - <i>Absent</i> | Sam Phu- <i>Absent</i> |
| | Lisa Cork- <i>Absent</i> | Shirley Pierson |
| | Lorie Crosby Howell | Lynda Reeves- <i>Zoom</i> |
| | Marquest Glover- <i>Absent</i> | Rachel Rose |
| | Michelle Gray- <i>Zoom</i> | Cassandra Storey- <i>Absent</i> |
| | Veleka Iwuaba- <i>Absent</i> | Claudia Tornsaufer |
| | Jan Jarrell | Carlos Turner Cortez- <i>Guest</i> |
| | Neill Kovrig- <i>Absent</i> | Carol Wilkinson |
| | Corinne Layton | |

Agenda Item A: Call to Order

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| DISCUSSION | <ul style="list-style-type: none"> • The meeting was called to order by M. Fischthal at 2:07pm. • A motion was made to add another agenda item under <i>Agenda Item C: New Business</i>. Reopen discussion regarding membership and the distribution of voting among members. <ul style="list-style-type: none"> ▪ M/S/C by Claudia Tornsaufer and Rachel Rose. ▪ Opposed- Lorie Crosby Howell ▪ Abstentions- Michelle Fischthal ▪ Discussions- None |
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| ACTION ITEMS | PERSONS RESPONSIBLE | DEADLINE |
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| • None | • N/A | • N/A |

Agenda Item B: Review and Approval of Minutes

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| DISCUSSION | <ul style="list-style-type: none"> • September 23, 2019 Minutes <ul style="list-style-type: none"> ○ M/S/C by Claudia Tornsaufer and Lorie Crosby Howell as is. ○ Abstentions- None ○ Discussions- None |
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| ACTION ITEMS | PERSONS RESPONSIBLE | DEADLINE |
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- Finalize minutes and post them on the master calendar.

• Ginger Davis

- Before the next meeting.

Agenda Item C: New Business

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| DISCUSSION | <p>Faculty Resource Request</p> <ul style="list-style-type: none"> • The committee’s purpose in consultation for hiring was reviewed (9/23/19 minutes, pg. 3). The committee’s role is to help programs strengthen their justifications for faculty hires, identify missing elements in requests, and review priority grouping assigned. • The Planning, Research and Institutional Effectiveness (PRIE) Office did an initial review of all submissions for missing information. • The Committee reviewed and discussed all Faculty Resource Requests submitted in this year’s program review and specifically discussed if faculty request conditions were met or not, and address missing information. • Committee discussion included: <ul style="list-style-type: none"> ○ No Automotive or Healthcare representation at today’s meeting. ○ Bakeshop Skills Contract Faculty <ul style="list-style-type: none"> – Connect the request to a strategic plan objective. ○ ESL Citizenship Contract Instructor <ul style="list-style-type: none"> – No labor market data. – Need to inform the PRIE Office that labor market information does not apply to any of the non-CTE programs. – Connect the request to a strategic plan objective. – Relation to the unit objective needs to be moved to a different place. Section F is not applicable to non-CTE programs. ○ ESL VESL Contract Instructor <ul style="list-style-type: none"> – Connect the request to a strategic plan objective. ○ Health Nutrition and Wellness <ul style="list-style-type: none"> – No labor market information. Not applicable; no action. – Update date of submission. ○ Emeritus Instructor- General <ul style="list-style-type: none"> – No labor market information. Not applicable; no action. – For Non-CTE programs, it might be better to align with guided pathways and how they are supporting efforts. – Update date of submission. – Connect the request to a strategic plan objective. ○ Automotive Body Contract Instructor Evening <ul style="list-style-type: none"> – Update date of submission. – Link the request to a unit objective. ○ Project Management Contract <ul style="list-style-type: none"> – Some conditions met. – The intent is for this request not to be a high priority. – Need to provide missing notes indicated. ○ Child Development Instructor <ul style="list-style-type: none"> – Not a high priority; strategic thinking for future. |
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| | <ul style="list-style-type: none"> – Connect the request to a strategic plan objective. – Unclear if this was instructional or counseling. May need a designated counselor to support this role. – The counseling prioritization process is a separate process all together. ○ CalWorks Counselor <ul style="list-style-type: none"> – Incomplete; check to see if this is a valid request. – Refer this request to be completed through the counseling hiring process. ○ Advanced HVAC <ul style="list-style-type: none"> – Currently in development; this is strategic thinking for the future. ○ Construction Trades <ul style="list-style-type: none"> – Update the date of submission. – Link the request to a strategic plan objective. ○ Fashion <ul style="list-style-type: none"> – Not a duplicate. Only one request was submitted. – Link the request to a strategic plan objective. ○ Renewal Energy <ul style="list-style-type: none"> – Update the date of submission. – Link the request to a strategic unit objective. ○ Auto Body <ul style="list-style-type: none"> – On the list as a priority this year but in the submission of the request, it was noted as not a priority. The President would like the committee to follow up on this and provide an update on the status of this program’s request. ○ Adjunct submissions <ul style="list-style-type: none"> – May have been submitted through this process. Need to clarify with PRIE what that process is. ○ Business Information Technology <ul style="list-style-type: none"> – Online programs going up next summer or fall. – From a strategic plan perspective, a recommendation is to review the ICOM programs and consider submitting requests for OL faculty. We need to anticipate growth in this area. We will have additional resources available: library services (OER), tutoring services, etc. – The President expanded on OER services and the role of the ICOM Academy. (i.e. 24 hour call center, various counseling services) ● Next Steps: Programs missing information will have until January 24th to update their faculty requests. All revised submissions will then go to the management team on January 27th. <p>Reopen discussion regarding the distribution of voting among members</p> <ul style="list-style-type: none"> ● Postpone item for our next meeting in January. ● This item may be impacted by the timeline of finalizing the Participatory Governance Handbook. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> Connect with PRIE on the following items: <ul style="list-style-type: none"> Non-CTE Programs- Labor Market Information does not apply. May want to include a box on the request to indicate if a program is CTE or non-CTE. Non-CTE could be aligned with guided pathways. Relation to the unit objective needs to be moved to a different place. Re: Letter F. A counseling request was submitted from instruction, but doesn't follow the current rules of the current process. Clarify adjunct submissions. Meet with VPSS regarding the faculty counselor submissions. (i.e. Child Development/Parent Ed Counselor, CalWorks Counselor) | <ul style="list-style-type: none"> Co-Chair Co-Chair | <ul style="list-style-type: none"> N/A ASAP |

Agenda Item D: Roundtable

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| DISCUSSION | <ul style="list-style-type: none"> No comments. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <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 E: Next Meeting

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| DISCUSSION | <ul style="list-style-type: none"> January 27, 2020, 3pm, PDC 106 or via Zoom Meeting Only. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> Add Agenda Item: What to meet on for all future meetings. | <ul style="list-style-type: none"> Ginger | <ul style="list-style-type: none"> Before next meeting. |

Agenda Item F: Adjournment

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| DISCUSSION | <ul style="list-style-type: none"> The meeting was adjourned by M. Fischthal at 3:06 p.m. |
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Submitted by Ginger Davis, Administrative Secretary, VP Instructional Services
Approved on: 2/24/20