

**Faculty (Contract) Hiring Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson

Thursday, April 4, 2019; 2:00 P.M. – 3:25 P.M.

**Room: R3-100**

**MINUTES**

**Members Present:** Paulette Hopkins, Lou Ascione (proxy for George Beitey), Linda Woods (proxy as Jesse Lopez), Cheryl Barnard, Kirk Webley, Mary Hart, Judy Patacsil, Dawn DiMarzo, Larry Pink, Duane Short (proxy for Alan Viersen), Dan Willkie, Joe Young, Carmen Jay, Molly Fassler, Lisa Brewster, Daniel Igou, Richard Halliday, Andrew Lowe (proxy for Gina Bochicchio), Namphol Sinkaset, Francois Bereaud, Mary Kjartanson (proxy for Mara Palma-Sanft), David Mehlhoff, Scott Moller, Jordan Omens, Marie McMahon, Jessica McCambly, Rebecca Bowers-Gentry, Rechelle Mojica, Isabelle Martin

**Members Absent:** Adrian Gonzales, Jesse Lopez, George Beitey, Daniel Miramontez, Tonia Teresh, Mara Palma-Sanft, Monica Demcho, Kandice Brandt, Naomi Grisham, Mona Patel, Alan Viersen, Nicolas Gehler, Gina Bochicchio, Darren Hall

**Guests:**

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The Faculty (Contract) Hiring Committee was held on Thursday, April 4, 2019 at 2:00 P.M. in Miramar College, Room R3-100. The meeting was called to order at 2:08 P.M. by co-chair, P. Hopkins, with a quorum being present.

- I. **Call to Order** – 2:08 P.M.
- II. **Approval of Agenda** - Motion to approve the agenda by L. Woods; seconded by N. Sinkaset; motion to approve carried.
- III. **Approval of Minutes**
  - a. February 7, 2019 Minutes
    - i. M. McMahon requested to add the following in item IV. b. Review of Faculty Contract Hiring Recommendation to Retain the 2017 FCHC Ranked Prioritized List (Kjartanson): “M. McMahon stated that the charge of the FCHC was to create a prioritized list each year that reflected the faculty hiring needs of the college and cautioned that although the committee voted last semester to keep this old list, that with so few new faculty positions coming to Miramar College, it would be worthwhile to endure the process of making a new list to ensure that the current needs were accurately reflected by the committee. A member

mentioned that there was no time for creating a new list, and M. McMahon reminded all that it was still possible for this committee to create a new list – as Chancellor Carroll had corrected the message sent out by President Patricia Hsieh that there was a mandate “to complete all hires by the end of Spring”; Chancellor Carroll stated clearly that there was no “mandate” and that email was forwarded by M. McMahon to all FHC members. A member indicated that this sounded like a good idea but no other comments were made and the topic was closed.”

- ii. J. Patacsil requested to correct ‘Sundayo’ to ‘Patacsil’ in the attendance list and item V. c. i., FHC Taskforce Formation: Revision of Process in Generating a Fall 2019 Ranked Prioritized List (Kjartanson).
  - iii. Motion to approve the minutes by L. Pink; seconded by L. Ascione; motion to approve carried.
- b. March 7, 2019 Minutes
- i. Motion to approve the minutes by N. Sinkaset; seconded D. Igou; motion to approve carried.

#### **IV. New Business**

- a. Hiring Process Status Report on Faculty Positions (Hopkins)
- i. L. Ascione stated the Psychology position has recently closed and the History position will be closing shortly.
  - ii. L. Woods stated the search committee has recently finished up tallies for the Biology position. The Physics position will be closing on Friday, April 12.
  - iii. M. Hart stated the search committee for the Librarian position is undergoing tallying.
  - iv. C. Barnard stated the Mental Health Counselor and Counselor positions have not been listed on the Human Resources job search website yet.
  - v. P. Hopkins stated retirements have occurred in the Aviation, History, and Diesel ILT positions in addition to a Mathematics position, which will be open soon. Due to the restrictions for spending within the General Fund Unrestricted for the remaining fiscal year until July 1st, the respective deans will need to create and forward hiring proposals for the aforementioned positions.
- b. Qualitative Measures Discussion (Pink/Short)
- i. L. Pink stated the taskforce met once since the last committee meeting. He reviewed the taskforce’s goal in creating the process for the Ranked Prioritized List and what parameters had been agreed upon as a committee at the last meeting for the qualitative measures.
  - ii. The following questions were crafted as part of the criteria for qualitative assessment:
    - 1. Is this position mandated by program-level accreditation? If so, please summarize.
      - a. Depending on the way this question will be answered, a value or ranking process will need to be established.

2. Does this position support a new program or student service area approved to be published in the college catalog? If so, which one?
    - a. Aids in supporting new program areas
  3. What evidence exists that this position meets transfer, industry, or special student population needs? Please provide specific documentation such as:
    - LMI data (occupational data or COE study)
    - Major preparation articulation agreement
    - Major-specific transfers volume
    - Legislated requirements
    - Documented equity gap
  - iii. The committee discussed the following points:
    1. Request of language change from 'documentation' to 'evidence' or 'citation' in the aforementioned third question
    2. Qualitative data to be more measureable
  - iv. L. Pink requested that additional qualitative assessment questions be sent to him in order to be disseminated and reviewed by the taskforce. The taskforce will meet two more times before the next committee meeting on May 9<sup>th</sup>.
  - v. A new process may be developed by the next meeting and will be disseminated by email to the committee members for review.
- c. Quantitative Data Spreadsheet Review (Short)
- i. D. Short showed a simplified version of the proposed tool in generating the Ranked Prioritized spreadsheet, which had been shown in fall 2018. He reviewed the taskforce's spreadsheet goals (objective, comprehensive, responsive, and equitable) and its various columns (discipline, number of contracts, FTEF, % adjuncts, percentile) and tabs (ranking list and chart). He also defined what a discipline is and where it originates from, and how faculty and courses are assigned to a primary discipline.
  - ii. The committee members discussed the following points:
    1. Crediting faculty to a primary discipline and the variability for those in Counseling and those who teach different disciplines depending on the term and the amount of the faculty's assignment under a specific discipline; possible utilization of overall trend of faculty member's assignments in recent years
    2. Categorization of sub-disciplines
    3. Fluidity of the document
    4. Inclusion of reassigned FTEF
    5. Equitability in measuring workload (e.g., by the number of sections the faculty teaches, concurrent sections, double-lab sections, class cap sizes, contract faculty overseeing adjunct faculty, student demand by FTES, different sections with different number of units)
    6. Weight factor (total number of sections in the program versus total number of sections being offered)

7. Instructional versus non-instructional formulas
  8. Generating different spreadsheets for comparison
  9. Data adjustment for accuracy
- iii. The committee agreed to the overall structure of the spreadsheet. However, the data will need to be refined in addition to incorporating different measurements.
  - iv. D. Short stated the various points will be reviewed by the taskforce.
- d. Reallocation of Position in School of Liberal Arts (Ascione)
    - i. L. Ascione stated the Social and Behavioral Sciences department agreed to give up its History position to the Music position, which the Arts and Humanities department also agreed upon. Therefore, he requested the approval of the reallocation of the History position to the Music position.
    - ii. Motion to approve the reallocation by M. McMahon; seconded by C. Jay; motion to approve carried.

The committee agreed to utilize a portion of the Academic Affairs meeting to convene as a Faculty Contract Hiring Committee on April 18<sup>th</sup>.

- V. **Other** – The committee agreed to utilize a portion of the Academic Affairs meeting to convene as a Faculty (Contract) Hiring Committee on April 18<sup>th</sup>.
- VI. **Adjournment** – 3:15 P.M.