

San Diego Miramar College  
**Faculty (Contract) Hiring Committee**  
Co-Chairs: Gerald Ramsey and Marie McMahon  
September 26, 2013

**APPROVED 10/17/13**

**MINUTES OF SPECIAL MEETING**

**Present:** G. Ramsey, L. Ornelas, L. Ascione, P. Hopkins, G. Beitey, A. Jacobson (for herself and D. Navarro), N. Grisham (for D. Short), D. DiMarzo, W. Hamidy, L. Pink, D. Willkie, J. Young, S. Gobble, K. Reinstein, F. Bereaud, N. Gehler, M. McMahon, L. Woods (for herself and P. Hopkins), S. Lickiss, G. Bochicchio, F. Carr, P. Elias, B. Haidar (for herself and D. Figueroa), M. Hertica (for himself and B. Fritsch), J. Thompson

**Absent:** D. Short, D. Navarro, E. Murrietta, B. Fritsch, T. Schilz, M. Kjartanson, J. Omens, M. Hart, D. Figueroa,  
E. Murrietta

**Guests:** Darrel Harrison

**Call to order:** The meeting was called to order at 3:07 p.m. by G. Ramsey.

1. Approval of Agenda. It was moved, seconded and carried to approve the agenda for September 26, 2013.
2. Approval of Minutes. The following revisions were made to the draft minutes of September 19<sup>th</sup>:
  - Page 1, first full paragraph: change “paragraph 3” to “paragraph 1.”
  - Page 2, Paragraph 1, first full paragraph after the quoted resolution, delete “...if a ninth position is available.”
  - Page 2, Paragraph 6, change the last sentence to: “The committee will need to keep working despite the passage of the motion.”

It was moved, seconded and carried to approve the revised minutes of September 19<sup>th</sup>.

**Old Business:**

3. Procedural Error at Meeting of September 19, 2013. G. Ramsey said that at the last meeting a committee member was allowed to address the committee before the meeting was called to order, and he proposed a resolution which was then discussed after the meeting was called to order. The member’s proposed resolution was then offered as a motion, which was seconded and carried. After the meeting, G. Ramsey did research and determined that procedurally the committee didn’t have authority to act upon that motion because it was not on the agenda, was not added to the

agenda, and was not an emergency item that was noticed to the committee between the time the agenda was published and the time the committee met; so that action is null and void. He apologized for the error and invited discussion.

4. Approval of Committee Timeline. G. Ramsey reminded the committee that at the last meeting, B. Haidar suggested some revisions to the timeline, and the committee gave permission for the co-chairs and the Academic Senate President to review the timeline, based upon a motion that she made. Subsequently, M. McMahon, B. Haidar and L. Woods made some proposed revisions (highlighted in yellow below) to the timeline, which were presented to the committee:

Timeline

- *Summer: Work on rubric and reaffirm procedures for the year*
- *09/19/13: Wrap up the proposals (L. Woods sent draft May 2nd to the committee)*
- *ASAP: Obtain three years' data re fulltime/part-time ratio and WSCH per FTEF (for all departments)*
- *10/10/13: Proposals due from school managers*
- *10/14/13: Forward list of top requested positions and spread sheet with filled-in criteria to all members of the Hiring Committee*
- *10/17/13: Presentations of Instructional positions to committee with pre-fill numbers/criteria filled in*
- *10/24/13: Scoring (non-pre-filled) of positions due to Co-Chairs*
- *10/28/13: Co-Chairs send the summary of the scores to Hiring Committee*
- *10/31/13: Hiring Committee meeting for deliberation and approval of the prioritized list. Half an hour at beginning of AAC is not enough for serious deliberations*
- *11/05/13: Present FHC recommendations to the Academic Senate*
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- *11/12/13: Academic Senate acceptance*
- *11/19/13: CEC acceptance*
- *11/21/13: May not need to meet on Nov. 21 for Faculty (Contract) Hiring Committee (may replace that with a meeting on 10/31/13)*

*College Annual Planning Calendar dates affecting this committee:*

- *10/01/13: Program Review updates due*
- *12/01/13: Prioritized list for next year due*

It was moved, seconded and carried to accept the timeline as modified.

5. Approval of the Faculty (Contract) Hiring Proposal. L. Woods reviewed the hiring proposal (see below) that the committee discussed in May:

**Contract Faculty Hiring Proposal 2013-2014**

*Instruction: Complete the sections below and briefly answer question 6 and 7. Prefilled data will be generated with the help of VP of Instruction's Office. Prefilled data will be shared with the Department Chair and the Area Dean or VPSS prior to criteria ranking. Oral presentation will be made to the Faculty Hiring committee on the agreed upon meeting dates.*

- *Proposed Faculty Position* \_\_\_\_\_
- *List all of the Four letter Subject Area that would be taught by this position:*\_\_\_\_\_
- *Department Chair:* \_\_\_\_\_
- *Area Dean or VPSS:* \_\_\_\_\_

1. *Contract/Adjunct FTE Ratio = (Adjunct FTEF + Overload FTEF + Pro-Rata FTEF)/Total FTEF (Pre-filled)*
  - *Sabbatical Replacement will be counted as Contract FTEF*
  - *Temporary leaves will still be counted as Contract FTEF*
  - *Non-contractual release time will be counted as Contract FTEF*
2. *Is this needed to meet a state, federal, accreditation or licensing mandates? (Pre-filled)*
3. *Is this a new or emerging or newly approved program within the instructional master plan? (Pre-filled)*
4. *What number is this position ranked in your School Priority list?*
5. *Use the 3-or 5-year trend data of WSCH/FTEF to demonstrate the Student Demand of the course that the instructor will be expected to teach.*
6. *How does this position meet the needs of industry and/or the community? How will this position meet the need of your future students?*
7. *What other significant factors that is impacting your program which have not been discussed, i.e. number of course in inventory to full time faculty; purpose of hire or anything else?*

*Oral Presentation: A one-minute presentation on: What is your most important and/or compelling reason for this position? And a four-minute discussion per position.*

*Approved on xxxxxx*

L. Woods then reviewed the criteria weighting (see below) which had been approved in April 2013, and discussion followed.

DRAFT CRITERIA			
2013-14			
Criteria	Score: 0, 1, 2, 3	Weight	Point
1 Purpose of Hire: Replacement, Growth, or new emerging approved program.		20	
2 FT/Adj FTE: Please see below (SP goal 2): 3 or 5 year history		5	
3 State, Federal, Accreditation or licensing mandate (SP goal 4)		15	
4 3 Yr Trend Student demand (SP goal 1: WSCH/FTEF		25	
5 School priority (Program Review/Integrated Planning)		5	
6 Meets needs of industry, transfer and/or community (Future Students) (SP goal 4)		20	
7 Other significant factors impacting program; i.e. number of courses to full time faculty		5	
8 Criteria not covered		5	
	Total Number of Pt	100	
Standardize number for counseling and librarian to compare, threshold unmet to hire. (adjunct FTEF+overload FTEFT + Pro-Rata FTEF)/Total FTEF State formula			
Committee Composition:			

G. Ramsey proposed that a small group review the discussion and bring recommendations back to the committee. It was moved, seconded and carried (11 for, 10 against) to accept the process as is, except to make changes by removing the weight from #5 and moving #5 to the top, take the points from #5 and #25 -- that's 30 points -- and divide them equally between all the rest. It was moved and seconded to get a smaller committee together to look at refining that option. There was no vote. Volunteers for the work group were L. Ascione, S. Gobble, L. Pink and J. Thompson. It was moved, seconded and carried to approve the draft proposal.

It was moved, seconded and carried to extend the meeting to 4:30.

**New Business:** None.

**Adjournment:** 4:21 p.m.

**Next regular meeting:** October 17, 2013.

*Reporter: K. Todd*