

**San Diego Miramar College
Committee on Committees (ConC)**

Meeting Agenda

11/9/21; 3:30-5:00 PM via Zoom:

<https://cccconfer.zoom.us/j/94663090977?pwd=cGdpUVNnT05iRDR2engzcUFTeTFRQT09>

Members: Pablo Martin (Chair), Laura Murphy, Angela Romero, Josh Alley, Alex Sanchez, Carmen Carrasquillo, Melissa Martinez, Dan Igou

I. Call to order

II. Approval of agenda

1. This includes the consent agenda: approving and finalizing uncontested committee appointments

III. Approval of minutes

1. Committee agreed to review the transcript for the following meetings to ensure the accuracy of the minutes and save time in our next meeting.
 - a. The minutes for 10/5/21 were approved at our last meeting, however a discrepancy was raised between the minutes and the video recording. Committee decided to review the differences.
 - b. The minutes from 11/2/21

IV. Business:

1. Ensuring fidelity in reporting the process and other discussions within ConC to outside bodies
 - a. Let's just be sure that we stick to what folx actually said, rather than interpretations. If we must share our interpretations, then let's be sure to be clear that this is what we are doing.
2. Confirm committee membership:
 - a. Discuss and confirm governance committee membership for faculty who wish to fill contested vacancies (this list may be updated prior to the meeting):
 - b. Discuss and confirm screening committee membership:
3. Continue to refine the ConC Process
 - a. Members collaborated on Google Docs to produce the "Final Draft Committee on Committee Process 110921.docx" document (see below).
 - b. Members agreed to update the City form to exclude references to board protected classes and to include language from the Final Draft Committee on Committee Process 110921.

V. Roundtable

VI. Adjournment

Committee on Committee

Process for Appointing Faculty to Faculty Hiring Screening Committees
Updated November 9, 2021 (Edited 11/16/21 to include functional links)

Given Miramar's efforts to move in a direction of intentional inclusiveness, the Academic Senate's Committee on Committees (ConC) supports the faculty appointment process to faculty hiring screening committees as follows:

1. The ConC will adhere to [AP 4200.1](#) (https://www.sdccd.edu/docs/District/procedures/Human Resources/4200_01.pdf) in the application of this process.
2. The Dean, Department Chair, and the Committee on Committees will solicit faculty interest campus-wide in order to broaden and diversify the pool of volunteers.
 - a. Faculty will have up to 10 business days (i.e. Monday through Friday) from the date of solicitation to express their interest. The solicitation will include the due date.
3. The Committee on Committees Chair will forward all faculty interest requests to the Dean and Department Chair.
4. On the date of solicitation, the Committee on Committees Chair will also forward a list of faculty who have self-identified as being able to offer an equity-focused perspective to the screening committee.
 - a. Our understanding is that this list will be a living document housed by the LEAD Office.
5. In establishing the screening committee roster, Department Chairs and Deans will review both the faculty interest requests and the "DEI List" of faculty volunteers when making their selection.
6. The Dean/Department Chair will then forward their selected roster to the Committee on Committees Chair using the screening committee form [under construction—[here's a link to City's form that we'll be adapting](#) (<https://docs.google.com/forms/d/e/1FAIpQLSceA2akyZtN6fTr1CWI3DeNEN4Iht3I7eFzNfGxNZwbeRcOGQ/viewform?c=0&w=1>)].
7. The Committee on Committees Chair will then forward the roster and form to the College President for final approval.
8. The membership of the screening committee will not be publicized as to adhere to the directives from district HR that "the composition of a screening committee is not for publication or open discussion outside of a need to know basis."

