**Contract Faculty Hiring Prioritization Committee Minutes**

**September 4, 2025, 2:00 pm – 3:30 pm, Room M-108**

**Chair: Mary Kjartanson**

**DRAFT**

**Members Present:** Mary Kjartanson (Chair, non-voting), Michael Odu, Adrian Gonzales, Lisa Muñoz, Andy Lowe, Jordan Omens, Randy Claros, Mary Hart, Mara Palma-Sanft, Ryan Monroy

**Members Absent:** Kandice Brandt

**Guests:** Lou Ascione, Rebecca Bowers-Gentry, Francois Bereaud, Claudia Estrada-Howell, Max Moore, Jeff Orgera, Jennifer Peña, Linda Woods

1. Call to Order
	* Meeting called to order at 2:05pm.
2. Approval of Agenda
	* MSC (Omens/Ascione) to approve the agenda as presented. (0-Nays; 0-Abstentions)
3. Approval of Minutes
	* April 10, 2025 minutes not available. Will be approved at a future meeting.
4. Old Business

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| **#** | **Item** | **Strategic Goal\*** | **Accreditation Standard\*\*** | **Initiator** |
| 1 | Status Report* In Spring 2024, the CFHPC developed a new rubric and went through the prioritization process as an exercise to test the rubric.
* Five positions were ranked.
* Ranking was valid through June 30, 2025 (in case any positions became available over the summer)
* The usual process is to complete a ranking each fall for the year.
* Currently there are no new positions available or predicted to be available soon.
* Discussion of how the rubric worked in the spring. Members expressed comfort with the rubric and did not raise any concerns or request any changes at this time.
* Review of the data sets used in the process – the data analyzed is different for instructional vs. non-instructional positions.
 | III | III | Odu |

1. New Business

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| **#** | **Item** | **Strategic Goal\*** | **Accreditation Standard\*\*** | **Initiator** |
| 1 |  Review of Charter and Membership* Committee reviewed its membership, purpose & charge, responsibilities, and procedures as listed in the [College Governance Handbook](https://sdmiramar.edu/sites/default/files/2024-08/CGH_Fall_2024.pdf) and on the [Committee Webpage](https://sdmiramar.edu/governance/committees/contract-faculty-hiring-prioritization-committee).
 | III, IV | I, III, IV | Kjartanson |
| 2 |  [Priority List Procedures](https://sdmiramar.edu/sites/default/files/2023-09/hiring_priority_list_procedures_2022-23_final_1.pdf)* Committee reviewed the procedures for filling both new and replacement contract faculty positions.
* Odu noted that sometimes when we get a new position from the District, it is mandated that it be instructional.
* Committee agreed to edit point #1 under “New Positions” to clarify that position requests should be driven by Program Review each spring, but that the Request Form doesn’t get completed until the following fall.

  | III, IV | I, III, IV | Kjartanson |
| 3 |  Rubric Review and Update* Committee reviewed the rubrics for both instructional and non-instructional positions (posted on [webpage](https://sdmiramar.edu/governance/committees/contract-faculty-hiring-prioritization-committee)).
* Odu clarified that for Question #3 – Replacement History, new positions should receive all four points, as they have no such history to consider.
 | III, IV | I, III, IV | Kjartanson |
| 4 |  Review of [Request Form](https://sdmiramar.edu/sites/default/files/2024-09/fillable_form_cfhpc_5.2.24_approved.pdf)* Committee reviewed the Full-Time Faculty Request From, which is to be submitted for all ranking requests.
 | III, IV | I, III, IV | Kjartanson |
| 5 | Timeline* Kjartanson proposed a timeline for the entire process in fall 2025.
* An “Intent to Apply” email should be sent by the Deans to Chair Kjartanson by **5:00pm on** **Monday, September 8th**
* The VPI & VPSS Offices will prepare the data required for the proposals and provide to the requestors by **Monday, September 15th**
* Final proposals are due to Chair Kjartanson by **5:00pm on Monday, September 22nd**
* Kjartanson will add a November College Council presentation date to the timeline (informational only).
 | III, IV | I, III, IV | Kjartanson |

1. Announcements
	* None
2. Next Scheduled Meeting: Wednesday, October 2, 2025
3. Adjournment
	* Adjourned by consensus at 2:45pm.

# **\*** [**San Diego Miramar College 2020 – 2027 Strategic Plan Goals**](https://sdmiramar.edu/services/planning/outcomes)

1. Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
5. Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community

# **\*\*** [**ACCJC Accreditation Standards (Adopted June 2014):**](http://www.sdmiramar.edu/evidence/San%20Diego%20Miramar%20College%20SER%20Online.pdf)

1. Mission, Academic Quality and Instructional Effectiveness, and Integrity
2. Student Learning Programs and Support Services
3. Resources
4. Leadership and Governance