

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 10, 2013 • 1:00 – 2:30 P.M. • L-108

Members: Hsieh, Bell, Figueroa, Ledbetter, Ramsey, Haidar, Allen, Hubbard, and ASC VP

Attendees: Trevisan, Beitey, & Jacobson

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions:
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Faculty Hiring Processes (<i>attachment</i>)	1	Hsieh, Haidar & Ramsey
2	Update on ERP (Enterprise Resources Planning) System	1	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	College's Achievement Benchmarks	1	Ramsey & Figueroa
2	Update from Program Processes Task (College completion due date 10/09/13)	1	Haidar
3	Update on Implementation of Accountability Management System (AMS)/Task Stream	1	Bell

G. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West ahead of time to be included for distribution electronically.)

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

H. Announcements

I. Adjourn

* **San Diego Miramar College 2007 – 2013 Strategic Goals**

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

Goal 5: Refine the college's integrated planning process

Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2007-2013 Strategic Plan Folders

Faculty (Contract) Hiring Committee

Chair:

Co-Chairs – Co-Chairs of Academic Affairs

Committee Membership:

Voting members consist of the voting members from Academic Affairs and the Academic Senate Executive Committee.

Committee Goals:

The committee will develop and prioritize a contract faculty hiring list annually.

Committee Procedures and Calendar:

Committee will meet as per the following procedures to rank hiring priorities for all Contract Faculty Hiring.

Replacement Process	New Hire Process
<p>“Replacements” refer to any opportunity to replace a Faculty who transferred, resigned, or departed from this life. If the District is choosing to directly replace faculty and a separate program review process has not indicated the need for program replacements shall be considered automatic in the order submitted and by no later than the next fall start. Separations submitted after April 1st will be held vacant and back in effect for no more than one more academic year. The position will then be in the “replacement” process of the Fall following the late separation Exceptions to this may only be made by the Hiring Committee for critical nature.</p>	<p>“New hire” refers to any faculty position that did not previously exist in the program or service area. As such, some appropriate and current review information would be available to justify this new position.</p>
<p>3 – Limited Opportunities where the district has identified that not all replacement needs will be met. Prior to the end of September the hiring Committee will meet to determine the ranking criteria to be used for this cycle’s ranking. By the end of two weeks after the initial meeting each department will request ranking information and narratives to justify the replacement to the VPI’s office. This information will be collated and disseminated to each member of the hiring committee within one week. (The Vice President’s Offices will provide critical data to any requestor in a consistent format to ensure appropriate equalities in the data). The hiring committee will meet at least two weeks later to rank the recommendations. The ranking lists prepared at the meeting remains effective until the next meeting held each Fall.</p>	<p>Prior to the end of September the hiring Committee will meet to determine the ranking criteria to be used for this cycle’s ranking. By the end of two weeks after the initial meeting each department will request ranking information and narratives to justify the new hire to the VPI’s office. This information will be collated and disseminated to each member of the hiring committee within one week. (The Vice President’s Offices will provide critical data to any requestor in a consistent format to ensure appropriate equalities in the data.) The hiring committee will meet at least two weeks later to rank the recommendations. The ranking lists prepared at the meeting remains effective until the next meeting held each Fall.</p>
<p>Once the ranked lists are determined, alterations may not be made unless extenuating circumstances of a critical nature occur which were not anticipated in this list establishment cycle.</p>	<p>Once the ranked lists are determined, alterations may not be made unless extenuating circumstances of a critical nature occur which were not anticipated in this list establishment cycle.</p>
<p>When opportunities are limited by the district, faculty are hired in priority order from the Replacement List, then, when completed, from the New Hire List. Options to items 4 & 5 may be granted only by the Miramar College Hiring Committee)</p>	
<p>Hiring Committee Policies When a faculty transfers from another SDCCD college to Miramar College, the program/service area loses its similar position on the hiring list if such exists. If a program decides not to hire when a hiring opportunity arises, the program may opt to “pass” or not hire. A “pass” allows the hiring committee to go to the next faculty position listed on either list. The program being skipped maintains its position on that list for subsequent hires unless subsequent study determines the position is no longer necessary. Any position “passed” more than once is removed from consideration. Each school can alter a “Replacement” position from one discipline within the school to a “Replacement” or “New Hire” position in another discipline. In the mutual agreement of both programs’ faculty, the school faculty, the school dean and the Miramar College Hiring Committee. In the case of recommendations from the District that position would be automatically filled in the order the original separation was submitted. In the case of limited opportunities that position will be filled in the order determined in the replacement ranking list for the original position.</p>	

Standing Sub-Committees:

None

Note: All recommendations from this committee will be based on college-wide priorities, as defined in the College Wide Master Plan (CWMP). Please refer to appendix III

FACULTY HIRING PRIORITIES AS A FUNCTION OF STRATEGIC GOALS

- Goal 1:** Focus college efforts on student learning and student success.
- How would this position help the department meet transfer needs of students? (Qual)
- Provide SLOAC data for courses taught by this position. (Quant)**
- Goal 2:** Deliver instruction and services in formats and at sites that best meet student needs.
- Is there a lack of qualified adjunct faculty in this area? If so, please explain. (Qual)
- Provide the ratio of contract to adjunct/overload for courses taught by this position. (Quant)
- Is this a non-classroom position? If so, please include supportive evidence of the need for the position. (Qual)
- How is this position needed to meet student demand? (Qual)
- Provide wait-list data for the courses taught by this position. (Quant)**
- Provide fill rates, # sections offered, and **productivity data** for the courses taught by this position. (Quant)
- Goal 3:** Provide campus facilities, programs and co-curricular activities at Miramar College that enhance the college experience for students.
- Is this a new or emerging program within the academic master plan? (Qual)
- Goal 4:** Initiate and strengthen beneficial partnerships with business and industry, schools and community.
- Is this needed to meet a state, federal, or accreditation mandates? (Qual)
- How does this position meet the needs of industry and/or the community? (Qual)
- Goal 5:** Enhance Miramar College's visibility, attractiveness and reputation for quality and student centeredness in a setting that celebrates diversity.
- Provide gender and ethnic diversity data for this position in terms of students and faculty. (Quant)**
- Goal 6:** Improve and strengthen Miramar College's internal processes to include program review, master planning, strategic planning and budget development.
- Is this position included in the program's most recent comprehensive or annual Program Review/SLOAC report? (Qual)**
- If this position was listed on the preceding hiring list, what was the rank order of the position? (Qual)
- Other:**
- What is your most important and or compelling reason for this position? (Qual)
- Give a one minute overview and allow four minutes discussion for this position.