

San Diego Miramar College
Faculty Hiring Committee
Meeting Minutes
September 1, 2011, 2:00-4:00 p.m.

Present: Lou Ascione; Randy Barnes; Dawn Burgess; David Buser; Bob Fritsch; Sheryl Gobble; Darrel Harrison; Mary Hart; Paulette Hopkins; Mark Manasse; Marie McMahon; Erica Murrieta (for David Navarro; Lynne Ornelas; Tom Schilz; Duane Short; Katinea Todd; Harvey Wilensky; Dan Willkie; Linda Woods; Joe Young.

I. **Call to Order:** The meeting was called to order at 2:14 p.m. by L. Woods.

II. **Approval of Agenda:** The meeting agenda was approved unanimously.

III. **Approval of Minutes:** The Minutes of March 3, 2011, were approved unanimously.

IV. **Old Business:**

A. Review College Governance Handbook Page. The committee members were asked to review the College Governance Handbook page on the college website and be prepared to discuss at the next committee meeting whether or not to revise the 2010-11 hiring policies for 2011-12. Any changes made will be effective from that date forward only and will not be retroactive. A question arose regarding revisions made last year and whether they were retroactive. It was explained by D. Figueroa that the revisions were only meant to clarify the committee's prior intent and were not retroactive.

B. Review Faculty Hiring-Related Materials. Before the meeting, L. Woods sent the committee members materials from last year to consider whether to make changes for 2011-12. Rod Porter responded that he had a list of concerns and L. Woods requested that he form a task force to address those and other concerns as approved in the March 3, 2011, committee meeting. She will ask him to email committee members asking for volunteers for the task force.

D. Short suggested that proposed positions should be by discipline and suggested that we standardize requirements by using the discipline mandate from the state. L. Woods will ask R. Porter to email the committee to have the task force look into refining the process.

Instructors on sabbatical or with release time assignments should be included when calculating full-time/part-time ratios. Pro rata assignments are defined by the union as part-time. If this will be addressed, it will be necessary to amend the criteria.

It was suggested that when picking positions, the selections should be more than fifty percent data-driven and less than fifty percent subjective. D. Willkie said that would cause small programs such as Auto Technology and Diesel Technology to be disadvantaged and unable to hire necessary instructors; for example, everybody has to take a gym class, but only diesel students have to take diesel classes, so the diesel numbers are always bad. This will be an area for the task force to discuss and report on to the committee. The task force should look to the proposal and criteria and make recommendations for the next meeting.

C. Faculty Hiring Committee Schedule. The task force will look at the hiring schedule and report to the committee members by Monday, October 3, 2011, the Monday before the next meeting on October 6th. There was a discussion on whether to align the schedule with Program Review; since Program Review will be in on October 14th, everybody should have an idea of what the positions will be and should have proposals ready in November.

There was a discussion on whether to simply ratify last year's list and adopt it for 2011-12 and then have a new list for 2012-13. There was also a discussion whether to align the schedule with Program Review. These topics were postponed and will be agenda items for the next meeting on October 6th and followed up by the task force. There will not be a meeting on September 15th. Proposals should be submitted in two/three weeks and ranking done on November 11th.

V. New Business:

A. Voting Membership. Voting members consist of the voting members from Academic Affairs and the Academic Senate Executive Committee. There was a discussion about the Department of Automotive Technology and Diesel Technology losing one vote when the Business Department moved to the School of Technical Careers and Workforce Initiatives, and whether or not each school should continue to have an equal number of votes. That issue was deferred to the Academic Affairs Committee. The School of Liberal Arts needs to designate a fourth representative to the

committee. D. Figueroa said that this committee has recommended that the designation should rotate between departments every two years.

A quorum consists of 50% of the members, plus one, but only the filled positions will count; vacant positions that have not been filled will not count. There was a discussion about proxies when voting for ranking and/or priorities (but not for approving paperwork). If a committee member is absent, he/she should designate a proxy; or If one person serves in two different capacities on the committee, he/she should appoint a proxy for one of those capacities. Preferably, the proxy will be the same person each time. This will be another item for the task force.

A question was asked why adjunct instructors are not considered for the committee and it was pointed out that the name of the committee specifies contract faculty. It was suggested that the task force address this question.

B. Non-voting Members. None, other than guests.

VI. Presentations: None.

VII. Information: None.

VIII. Reports: None.

IX. Other: None.

X. Adjournment: The meeting was adjourned at 3:09 p.m.

Next Meeting: October 6, 2011, 2:00-4:00 p.m., Rm. M-108.