

FACULTY (CONTRACT) HIRING COMMITTEE

Co-Chairs: Paulette Hopkins and Mary Kjartanson

APPROVED 10/15/15

Minutes of September 3, 2015

Members Present: Paulette Hopkins, Mary Kjartanson, Gerald Ramsey, Lynne Ornelas, Lou Ascione, Daniel Miramontez, Fred Garces, George Beitey, Adela Jacobson, Howard Irvin, Mara Sanft, Rick Cassar, Dawn DiMarzo, Darrel Harrison, Larry Pink, Dan Willkie, Joe Young, Carmen Jay, Daniel Igou, Adrian Arancibia, Francois Bereaud, Rebecca Bowers, Nick Gehler, Andrew Lowe, Jordan Omens, Mary Hart, Marie McMahan, Joan Thompson, Lisa Brewster,

Members Absent: Mark Hertica, Laura Murphy, Valri Nesbit

Guests: Gina Bochicchio, John Couture, Naomi Grisham

The regular monthly meeting of the Faculty (Contract) Hiring Committee was held on Thursday, September 3, 2015, at 2:00 p.m. in Miramar College Room L-309. The meeting was called to order at 2:08 p.m. by co-chair M. Kjartanson, a quorum being present.

It was moved by J. Thompson, seconded by M. McMahan, and unanimously carried to approve the agenda. Upon motion by F. Bereaud, seconded by M. McMahan, the minutes of March 19, 2015, were unanimously approved.

The committee reviewed the Committee Charge and Membership, and no changes were suggested. The committee also reviewed last year's Ranked Priority Faculty Hire List and discussed the reasons that the number-11-ranked-position, PERG, was considered a counseling position rather than a teaching position. M. McMahan then presented and discussed the Faculty Hire Criteria used last year to develop the Ranked Priority Faculty Hire List. It was moved by L. Pink, seconded by M. McMahan, and unanimously carried to go with the process as we've been doing it.

M. McMahon then presented and discussed the Draft Contract Faculty Hiring Proposal, 2015-2016. L. Pink moved to accept the Draft Proposal, but with a revision to the first paragraph designating midnight as the deadline by which proposals must be submitted; D. Willkie made a friendly amendment to revise the last sentence to say, "... committee members or proxies should be present for all proposed presentations." The amended motion was seconded by M. McMahon and was unanimously carried.

The proposed Timeline to develop new Faculty Hire List, Fall 2015, was reviewed and revised. It was moved by M. McMahon, seconded by R. Cassar, and unanimously carried to approve the revised timeline.

The question was raised whether people with double roles on the committee get two votes – for example, D. Igou, who is both a department chair and a member of the Academic Senate Executive Body. After discussion about whether a physical body is required for quorum, it was generally agreed that a proxy could be given for the department chair position, and that a physical body is required to make quorum, but not for voting. It was moved by Marie McMahon, seconded by Larry Pink, and unanimously carried that we're going to have proxies to be able to vote, but it's not required that there be a physical body present for the voting or tally meeting.

There was discussion about the Additional Hiring Committee Policy No. 3 on the committee webpage, which has been in place for several years, and whether it was disadvantageous to small programs:

Each school can alter a "Replacement" position from one discipline within the school to a "Replacement" or "New Hire" position in another discipline with the mutual agreement of both programs' faculty, the school faculty, the school dean and the Miramar College Hiring Committee. In the case of automatic replacements from the District that position would be automatically filled in the order the original separation was submitted. In the case of limited replacements that position will be filled in the order determined in the replacement ranking list for the original position.

Examples were given of its use in the past few years based upon agreement by all required parties. No action was taken to modify the policy.

Joan Thompson reminded the committee that it was time for the annual \$20 Academic Senate dues to be collected, and that automatic deductions could be made from faculty paychecks for that purpose.

Laura Murphy reported that program review is due October 1st, that course and program SLO cycles are going into program review, and that we are behind. She listed numerous available resources which she has previously provided in emails. She has also redone all the course assessment reports to make them more informative, and she requested feedback on those. Daniel Miramontez added that regarding Program Review scan data, this is the first time that we've gone from our list of 27 programs up to about 40-ish, so we disaggregated the data by those programs as well as added awards conferred, and we're relying on the program review leads who are writing those program reviews to advise Xi Zang if they see problems.

The meeting was adjourned at 3:32 p.m.

Katinea A. Todd

Contract Faculty Hiring Proposal 2015-2016

Instruction: Complete the sections below and briefly answer the questions. Submit proposals to Contract Faculty Hiring Committee Co-Chairs by midnight, Thursday, October 8, 2015.

Oral presentation will be made to the Contract Faculty Hiring Committee on Thursday, October 15, 2015.

- Proposed Faculty Position: _____

- List all of the Four letter Subject Areas that would be taught by this position:

- Department Chair: _____

- Area Dean: _____

1. What number is this position ranked in your School Priority list? (Pre-filled score)
2. Is this position needed to meet a state, federal, accreditation or licensing mandates?
3. Contract/Adjunct FTEF Ratio = **(Adjunct FTEF + Overload FTEF + Pro-Rata FTEF) – Reassign Time FTEF/Total FTEF** (Pre-filled score)
 - Sabbatical Replacement counted as Contract FTEF
 - Temporary leave counted as Contract FTEF
4. How does this position meet the needs of industry and/or the community? How will this position meet the need of your future students?
5. What are other significant factors or criteria which have not already been covered that may be impacting your program?

Oral Presentation: The total time allowed is five minutes: It is recommended by the committee to use **3** minutes for a presentation and **2** minutes for questions from the committee. Note: All Faculty Hire Committee members or their proxies should be present for all proposal presentations.

Approved on 09/03/15

Faculty Hiring Committee

Revised Timeline to develop New Faculty Hire List Fall 2015

In order to meet the approval timelines for:
Academic Senate (AS) Approval
College Executive Committee (CEC) Approval
College President's Approval

<u>Task Completion</u>	<u>Date</u>
① Lists Submitted and Prioritized by each School	Oct 1st
② Submit Proposal Form to Faculty Hire Co-Chairs by midnight	Oct 8 th
③ Presentations to Faculty Hire Com	Oct 15 th (FHC meeting)
④ Voting for positions	Oct 22 nd (4 th Thursday)
⑤ Tally Discussion Meeting	Oct 29 th
⑥ List to AS Meeting for 1 st Reading	Nov 3 th
⑦ Approval at AS Meeting: 2 nd Reading	Nov 17 th
⑧ Approval at CEC Meeting	*Dec 1st (Tuesday, 26 th is TG)

*Dec 1st is current 'deadline' for College Presidential approval.

Approved 09/03/15