

FACULTY (CONTRACT) HIRING COMMITTEE

Co-Chairs: Paulette Hopkins and Mary Kjartanson
September 1, 2016

APPROVED 10/06/16

MINUTES

Members Present: Paulette Hopkins, Mary Kjartanson, Gerald Ramsey, Fred Garces (for himself and with proxies for Lynne Ornelas and George Beitey), Mary Hart (for herself and with proxy for Daniel Miramontez), Lou Ascione, George Beitey, Adela Jacobson, Mara Sanft, Mary Hart, Dawn DiMarzo, Darrel Harrison, Larry Pink, Joe Young, Carmen Jay, Mark Hertica, Dan Igou, Francois Bereaud, Rebecca Bowers-Gentry, Nick Gehler, Andrew Lowe, Darren Hall, Jordan Omens, Marie McMahon, Joan Thompson, Laura Murphy

Members Absent: George Beitey, Daniel Miramontez, Lynne Ornelas, Rick Cassar, Adrian Arancibia, Scott Moller, Jason Librande, Rich Halliday

Guests: Namphol Sinkaset, Mona Patel

The first Fall 2016 regular meeting of the Faculty (Contract) Hiring Committee was held on Thursday, September 1, 2016, at 2:00 p.m. in Miramar College Room M-110. The meeting was called to order at 2:07 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes. Upon motion by Joan Thompson, seconded by Marie McMahon, the meeting agenda was approved, with Darrel Harrison opposed, and no abstentions. Upon motion by McMahon, seconded by Jordan Omens, the minutes of October 29, 2015, were unanimously approved.

Committee Charge and Membership. There was discussion about this Committee's page (attached) in the *San Diego Miramar College Governance Handbook* Updated May 2016, and it was suggested that the term "qualitative data" in *General Procedure #2* should be changed to "quantitative data". Accordingly, upon motion by Carmen Jay, seconded by Larry Pink, the Committee page was unanimously approved as amended to read:

#2. Within one week after the October meeting date, each department will provide the proposed positions to the VPI's office in order to gather the necessary quantitative data for the Contract Faculty Hiring Proposal. The quantitative data will be provided by the VPI's office to the departments who requested the information within one week. Faculty Hiring Proposal must be completed and returned to the VPI's office one week after.

2015-2016 Positions List-Outcome. Hopkins presented and discussed changes that have been made to the MIRAMAR COLLEGE RANKED FACULTY HIRE LIST FALL 2015 since it was approved last year (see updated list, attached). In 2015-16 we had a transfer of a tenured faculty member in the English/ESOL area, so it went back to the list and the number one position, Administration of Justice, was filled with a new faculty member starting this fall. Then Exercise Science had a tenured faculty member retire in the 2015-16 year, and again that position went back to the pool and History was the next in line, so History is currently in the hiring process.

There were a few other resignations received in Summer 2016 of probationary faculty members in MLTT, Mathematics, Exercise Science, and Nutrition. Hopkins reminded the Committee that if non-tenured instructors resign before achieving tenure, they can be replaced with the College President's approval. The President has reviewed the justifications provided by the Instructional Deans for replacing those four probationary faculty positions, and has approved the replacement of those positions, and they will be replaced with a January start date.

This Committee will start over to create a new list between now and October for the 2017-18 academic year. The College President and SDCCD Chancellor have indicated that there will be money for faculty positions in 2017-18, which is why it is important to complete Instructional Program Reviews before October 1st so that they include the faculty needs for 2017-18 when the funds become available.

Process (Criteria/Proposal/Presentations). The Contract Faculty Hiring Proposal 2016-2017 was reviewed, and inclusion of a reference to diversity in the form was discussed. Upon motion by Carmen Jay, seconded by Gerald Ramsey, with Laura Murphy abstaining, Question 4 of the Proposal form was modified to read, "How does this position meet the needs of industry, diversity, and/or the community? ..."

Upon motion by Adela Jacobson, seconded by Gerald Ramsey, with Larry Pink and Mark Hertica abstaining, the motion was carried to further modify the Proposal form by adding our College Mission Statement at the top of the form.

Rebecca Bowers-Gentry expressed concern about last year's calculation which was done in October 2015 and was built on Fall 2015 and Spring 2016 numbers, and its effects on the physical sciences. She said it was built off a calculation which was low for Spring 2016 and which increased significantly between October 2015 and January 2016, and that isn't reflected in the ratio. She believes that a similar increase will occur this academic year and will again affect the ratio. Larry Pink said that can be addressed in Question 5 of the Proposal form, and

in the event of some anomaly or happening in a program, data can be shown another way and that would be evaluated by the committee. Hopkins added that programs have benefitted by what happened last year as evidenced by the increase in department chair release times. The Committee agreed by consensus to approve the “Oral Presentation” language in the Proposal form.

Upon motion by Marie McMahon, seconded by Joan Thompson, the Contract Faculty Hiring Proposal 2016-2017 with the diversity statement and mission statement amendments included, the revised Proposal form (attached) was approved, with Larry Pink and Rebecca Bowers-Gentry abstaining.

Timeline. The proposed Timeline to develop the New Faculty Hire List, Fall 2016, was reviewed and discussed, and it was suggested that the date on Task Completion #2 on the Timeline should be changed to September 30th. There was discussion about whether a school can give away a position to another school, and the answer was no – it can only be done within the same school. There was further discussion about why it could only be within the same school rather than college-wide, and when it could occur. Marie McMahon responded that it would be after the Tally Discussion Meeting (Task Completion #5 on the Timeline). Upon motion by Larry Pink, seconded by Jordan Omens, the revised Timeline (attached) was unanimously approved.

The meeting was adjourned at 3:26 p.m.

Katinea A. Todd

Faculty (Contract) Hiring Committee

Chair Eligibility – Co-Chairs: Same as Co-Chairs of Academic Affairs

Chair Election – designated by position held

Chair Term – Not Applicable

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

Committee Goals:

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

Committee Procedures and Calendar:

The following procedures apply to the process of generating the Contract Faculty Ranking Priority List to include all Contract Faculty employed at San Diego Miramar College.

General Procedures

1. By the October meeting date, the Contract Faculty Hiring Committee (CFHC) will have reviewed and determined the ranking criteria, proposal and procedure to be used for that academic year.

2. Within one week after the October meeting date, each department will provide the proposed positions to the VPI's office in order to gather the necessary qualitative data for the Contract Faculty Hiring Proposal. The qualitative data will be provided by the VPI's office to the departments who requested the information within one week. Faculty Hiring Proposal must be completed and returned to the VPI's office one week after.

3. The co-chair of Faculty Hiring will work to shared [sic] the pre-filled data with each proposal's department Chair and area Dean or VPSS within two weeks after all the oral presentations have been heard at Contract Faculty Hiring Committee.

4. Within two weeks after all the oral presentation have been heard at Contract Faculty Hiring Committee, all the qualitative criteria scores must be submitted to the VPI's office for summation.

5. During the December meeting, the Contract Faculty Hiring Committee will meet to review the tally of all criteria for all positions and make a recommendation of the Contract Faculty Ranking Priority List to Academic Senate by their last meeting date of the semester. The ranking list prepared at the meeting remains effective until the next ranking meeting held during the Fall semester is determined.

6. Once the ranked list is determined, alterations may not be made to the list unless extenuating circumstances occur which were not present during this list establishment cycle. The committee shall determine and agree a situation is "extenuating" by a simple majority paper ballot vote.

7. Should extenuating circumstances occur, the CFHC will meet to discuss and determine with a 60% paper ballot vote whether or not to create a new list of positions not yet approved by the president of the college.

MIRAMAR COLLEGE RANKED FACULTY HIRE LIST FALL 201

Rank	Position	Score			
1	ADJU	397			CLASSROOM
2	HIST	390			NON-CLASSROOM
3	CHEM (1)	354			
4	ENGL (1)	337			Transfer/Resignation:
5	BUSE/MARK	314			ENGL/ESOL - tenured
6	PSYC	306			EXSC - tenured
7	BIOL (1)	260			
8	COUN	258			Resignations:
9	AVIA/AVIM	198			MLTT - probationary
10	CHEM (2)	157			MATH - probationary
11	NURS	154			EXSC - probationary
12	LIBR	153			NUTR - probationary
13	ENGL (2)	132			
14	BIOL (2)	100			
15	EXSC/HEAL	75			

San Diego Miramar College's mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes diversity, equity, and success, while emphasizing innovative programs and partnerships to facilitate student completion; for transfer, workforce training, and/or career advancement.

Contract Faculty Hiring Proposal 2016-2017

Instruction: Complete the sections below and briefly answer the questions. Submit proposals to Contract Faculty Hiring Committee Co-Chairs by midnight, Friday, September 30, 2016.

Oral presentation will be made to the Contract Faculty Hiring Committee on Thursday, October 6, 2016.

- 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, diversity, 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 09/01/16

Faculty Hiring Committee

Revised Timeline to develop New Faculty Hire List Fall 2016

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

Task Completion	Date
① Lists Submitted and Prioritized by each School	Sept 23 rd
② Submit Proposal Form to Faculty Hire Co-Chairs by Midnight	Sept 30 th
③ Presentations to Faculty Hire Com	Oct 6 th (FHC meeting)
④ Voting for positions	Oct 13 th (2 nd Thursday)
⑤ Tally Discussion Meeting	Oct 27 th (4 th Thursday)
⑥ List to AS Meeting for 1 st Reading	Nov 1 st
⑦ Approval at AS Meeting: 2 nd Reading	Nov 15 th
⑧ Approval at CEC Meeting	Nov 29 th

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

Approved 09/01/16