

## FACULTY (CONTRACT) HIRING COMMITTEE

### Special Meeting

Co-Chairs: Paulette Hopkins and Mary Kjartanson

October 27, 2016

**APPROVED 04/06/17**

### MINUTES

**Members Present:** Mary Kjartanson, Lynne Ornelas, Fred Garces, Mary Hart, Nicolas Gehler, Adela Jacobson, Mara Sanft, Rick Cassar, Mary Hart, Darrel Harrison, Larry Pink, Dan Willkie, Dawn DiMarzo, Joe Young, Carmen Jay (for herself and with proxy for Rich Halliday and Adrian Arancibia), Mark Hertica, Dan Igou, Gina Bochicchio, Joan Thompson, Rebecca Bowers-Gentry, Andrew Lowe, Marie McMahon, Jason Librande, Laura Murphy, and Lou Ascione

**Members Absent:** George Beitey, Paulette Hopkins, Gerald Ramsey, Daniel Miramontez, Rich Halliday (sent proxy), Adrian Arancibia (sent proxy), Francois Bereaud, Scott Moller, Jordan Omens, and Darren Hall

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The special meeting of the Faculty (Contract) Hiring Committee was held on Thursday, October 27, 2016, at 2:00 p.m. in Miramar College Room M-110. The meeting was called to order at 2:10 p.m. by co-chair Mary Kjartanson, a quorum being present.

**Agenda/Minutes:** Upon motion by Jason Librande, seconded by Fred Garces the meeting agenda was unanimously approved. Upon motion by Marie McMahon, seconded by Andrew Lowe, the minutes of October 6, 2016, were unanimously approved with Jason Librande abstained.

#### **Second Reading of Statewide Industry Standards for Non-classroom Faculty.**

Mary Kjartanson presented the Statewide Industry Standards for Non-classroom Faculty (see below) in Adela Jacobson's absence. Kjartanson requested the committee to review and make the decision to approve them and incorporate them in the hiring proposal. Kjartanson said that the Nursing Standards were provided, but not populated with data. Kjartanson commented that Student Health Services was inundated with CTE students requiring immunizations to complete their clinical training. Thompson stated that Nursing should be included in our contract faculty hiring rubric, but should include patient visit count. Ornelas requested baseline data for Health Services. McMahon stated that this is a proposed rubric to determine the standards, and not to provide actual data. Bowers questioned the need to separate Counseling

from Library and Nursing. McMahon stated that the positions were retained as place holders in the event that positions became available. Pink motioned to adopt the Statewide Industry Standards for counselors, librarians, and nurses, to be utilized in developing a rubric for the non-classroom faculty contract hiring proposal. Young seconded and the motion was unanimously approved.

<b>Statewide Industry Standards for Non Classroom Faculty Ratio</b>				
<b>Classification</b>	<b>Faculty Number</b>	<b>To</b>	<b>Students</b>	<b>Enrollment Description</b>
General Counselors	1		500	Total College Enrollment
EOPS Counselors	1		250	Program Enrollment
DSPS Counselors	1		250	Program Enrollment
Librarians	2		<1,000	FTES
	3		1,001 – 3,000	FTES
	4		3,001 – 5,000	FTES
	5		5,001 – 7,000	FTES
	.5		Each additional 1 k	FTES
Mental Health Counselors ^	1		1,500	
<b>FULL TIME NURSING DIRECT CARE</b>				
Nurses #	(Region X Average # of full time Nurses)		Miramar Full time Nurses	
	2.42		0	

# The California Community College Chancellors Office does not have a Statewide ratio or standard that serves as guideline for hiring nurse.

^ The suggested ratio is provided by the International Association of Counseling Services, the accreditation body for college counseling centers. (California Faculty Association Publication, Counseling in the CSU)

[http://www.calfac.org/sites/main/files/file-attachments/counseling\\_in\\_the\\_csu\\_handout\\_final.pdf](http://www.calfac.org/sites/main/files/file-attachments/counseling_in_the_csu_handout_final.pdf)

Discussion of Tallied Prioritization. Kjartanson presented the 2016 tallied prioritization list for Faculty Contract Hiring (see below). Ascione questioned the methodology utilized to determine scoring for the quantitative data. Kjartanson explained that the quantitative data was determined through the use of quartiles. Jay voiced concern over the methodology utilized to determine the point system for the quantitative data. Kjartanson provided the data for faculty to review. Discussion ensued regarding the methodology applied to the quantitative data. McMahon asked when the information was sent out. Kjartanson stated that the list was sent over three weeks ago. Jay voiced concern over the scoring. McMahon stated that it was simply percentages. Jay said that we didn't discuss the methodology to be utilized in

determining the point system for the quantitative data. Kjartanson explained that we used quartiles as the metric for ranking which was based on past practice. Jay voiced concern that the majority of the English classes are taught by adjunct faculty and this list does not reflect the need. McMahon stated that this should have been decided at the beginning of the semester, not when the list is presented. Jay stated that she would like to change the scoring. McMahon said that this would change the entire rubric. She said that the point of the rubric was to identify need and very small differences must be identified. Jay said that the math should be redone to identify the needs of the English department. Gehler stated that the votes are done, we voted on it, we voted on the numbers and it is too late to change the system. He added that you can't go back and change the game once it is over. Kjartanson stated that we all are sensitive to the need for more faculty, but the process was transparent and vetted and this is the outcome. Jay suggested that in the future, we should determine a better method to rank the quantitative data. The faculty concurred that we could reevaluate the process in the future. The 2016 Ranked Contract Faculty Hiring List was approved with four nays.

**MIRAMAR COLLEGE  
RANKED FACULTY HIRE LIST  
FALL 2016**

Rank	Position	Score
1	CHEM 1	377
2	BIO 1	336
3	BUSE	316
4	EXSC	245
5	ENG 1	232
6	NURS	228
7	HIST	201
8	PSYC 1	199
9	AVIM	176
10	AUTO	169
11	BIO 2	140
12	LIBR	132
13	CHEM 2	129
14	ENG 2	125
15	PSYC 2	98

CLASSROOM
NON-CLASSROOM

Timeline Review. Kjartanson reviewed the Committee's remaining timeline for approval of the New Contract Faculty Hiring List, Fall 2016:

- |         |  |
|---------|--|
| Nov. 1  | List to Academic Senate for first reading  |
| Nov. 15 | List to Academic Senate for second reading |
| Dec. 6  | Approval at CEC Meeting                    |

Discussion of Proposed March 2, 2017 Meeting.

Kjartanson proposed to the Committee to meet in March to review the metric/rubric for ranking non-classroom faculty. The meeting date, March 2, 2017, was unanimously approved.

The meeting was adjourned at 3:52 p.m.

*Mary Kjartanson*

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