Attendance: Daniel Clemens, Ann Gross, Jennifer King, Marci Sanchez

1.0 Adoption of Agenda  
1.1 Amend agenda to add Action Items, Section 4.0  
Approved

2.0 Approval of Minutes  
2.1 October 17, 2010 - Approved  
2.2 October 19, 2010 - Approved  
2.3 December 10, 2010 - Approved

3.0 Public Comment  
None

4.0 Action Items  
4.1 Selection of new secretary.  
Dan Clemens will serve as the new secretary.  
Approved  
4.2 Meeting schedule for Spring 2011.  
The committee will meet once a month on the third Tuesday of the month, 4:00-5:00, in Room 860.  
Approved

5.0 Discussion Items  
Preliminary discussion: Committee work for Spring 2011  
1. Prepare Part-time Faculty hiring procedures document.  
- Does not need to be as detailed as the full-time procedures.  
2. Develop guidelines for how to choose faculty representatives for hiring committees.  
3. Finish Emeritus e-mail policy.  
- IT department has concerns about the proposed policy to allow Emeritus faculty to maintain college e-mail accounts for 2 or 4 years after retirement.  
How do we address this?  
4. Make minor revisions to Faculty Ethics Policy.  
5. Committee meetings will not follow Robert’s Rules of Order due the small size of the committee.  
5.1 Minor revisions to Faculty Ethics Policy.  
- To be addressed at a future meeting.
5.2 Hiring Procedures Revisions (Continued)
Discussion:
The committee reviewed the current Draft 4 revision which included input and editorial suggestions from Lauren Lee.
- Minor editing changes were agreed on to improve clarity and consistency throughout the document, including consistent use of acronyms.
- Section I, Overview: suggested language on district policies will be added
- Section II, Recruitment and Outreach: the last two bullet points that refer to a faculty intern program and Instructor Academy were deleted because of feasibility concerns and lack of resources to implement.
- Section VII, Screening Process, b., i. Initial Applicant Appraisal:
  What language can be added to address Title 5/EEO hiring goals within the legal constraints imposed by Proposition 209? We need input from Laura Ecklin, Dean of HR.
- Section VII, b., ii. Selection Committee Meetings:
  What procedure should be followed if a selection committee member misses a meeting? Mandatory dismissal and/or replacement of the member may be counterproductive. If a committee member is dismissed, OHR would determine whether the committee could continue with fewer members. If the member must be replaced, how does the new member get up to speed?
  Must the process be started over from the beginning, or can the new member start with screening of applicants using the established rubric? Ann Gross will work on this in consultation with Laura Ecklin.
- Section VII, b., ii., Second Meeting, last paragraph:
  We need input from Laura Ecklin about legal issues in determining whether an applicant pool has sufficient diversity, and what would trigger broadening the pool or suspension of the process.
- Section VII, b., iii., Final Selection:
  Additional performance assessments for the finalists should be moved to the beginning of this subsection, before reference checks.

Ann will incorporate the changes agreed to by the committee and additional language from her discussion with Laura Ecklin, and will prepare a final draft, version 5, to be reviewed by the committee.

6.0 Adjourned
5:30 PM

Next meeting is Tuesday, February 22nd at 4:15 PM in Room 860.