Faculty Standards & Practices Committee
Meeting Minutes
3/15/11

Attendance: Daniel Clemens, Ann Gross, Jennifer King, Marci Sanchez.
Absent: none.

Meeting called to order at 4:05

1.0 Adoption of Agenda – msp with motion to switch discussion items 3.1 and 3.2 (D. Clemens)

2.0 Approval of Minutes from February 22, 2011 – msp with amendment (M. Sanchez)
   Amendment: Include list of excused/unexcused absences with attendance.

3.0 Public Comment – None.

4.0 Discussion Items

4.1 Update on Emeritus Email Proposal
   Document submitted for review: Rationale for Emeritus Email Account - Draft 3/15/11
   Summary of Revisions:
   - “recommends that we allow” changed to “recommends that the college allow”
   - Additional recommendation for personal email listing for emeritus faculty to be available as a link on Academic Senate website.
   - Four year period changed to two year period for permitted duration of email account.
   Status: Revised document to be forwarded to S. Nelson and L. Ecklin for review and recommended procedure for implementation.

4.2 Faculty Hour Discussion of Proposed Faculty Hiring
   Upcoming Faculty Hour to focus on discussion of newly revised Full Time Faculty Hiring Procedures. L. Ecklin to attend as consultant on legal/policy issues in hiring.
   Discussion will address concerns raised at the Academic Senate Business meeting (3/8/11). Main points for discussion include selection committee and applicant pool composition.

4.3 Part-time Faculty Hiring Procedures
   The decision to separate part-time and full-time hiring procedures

5.0 Future Meeting Items

5.1 Revisit part-time hiring process
   - Establish formalized process
   - Clarify process for selection of hiring pools
   - Address issue of diversity
5.2 Next Meeting: Tuesday, March 15, 2011
4:00-5:00 p.m., Academic Senate Office (841)

6.0 Meeting Adjourned 5:20 – msp (J. King)
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 22\textsuperscript{nd} at 4:15 PM in Room 860.