CLASSIFIED HIRING PRIORITY COMMITTEE

SAN DIEGO MESA COLLEGE

SPRING 2024

ABOUT US

PURPOSE

The purpose of the CHPC is to review classified personal requests made during the Program Review process and create a ranked list.

MEMBERS

Catherine Cannock
Lorenze Legaspi
Joe Benidito
Rosa Meji
Andrea Lehalm
Yolanda Giang
Shana Carr

SAN DIEGO MESA COLLEGE

CHPC Program Review Timeline

Spring 2024

Program Review Requests Due: **February 5, 2024**

Resource Committee Review Begins: **February 8, 2024**

CHPC 1st Review Meeting - Begin Scoring: **February 8, 2024 – 45 minutes**
- o   Norm resources requests

CHPC 2nd Review Meeting - Scoring: **February 26, 2024 – 1 ½ Meeting**
- o   Comprehensive Review

PIEC Presentation for Review: **February 27, 2024**

PCAB First Reading: **March 5, 2024**

PCAB Second Reading: **March 19, 2024**

RECOMENDATION LIST

- ONLY ONE POSITION REQUEST PER FORM

- FINAL SCORES ARE CALCULATED TO AN AVERAGE

- SHARED POSITION REQUESTS ARE FIRST SCORED INDIVIDUALLY AND THEN COMBINED FOR A FINAL AVERAGE

- NONE OF THE RANKED POSITIONS HAD VALID DOCUMENTATION OF HEALTH &
SAFETY NOR ACCREDITATION REGULATIONS

- NOTE THAT THE POSITION REQUEST PROCESS CANNOT BE USED FOR POSITION RECLASSIFICATION.

Program Review Scoring Rubric

Resource Prioritization Rubric

Directions: Each response should include accurate and relevant data, meaningful analysis of those data, and a clear connection of those data to the program/unit action plan. Relevant data may include data beyond what is provided by the Office of Institutional Effectiveness. Writers should include any and all data they deem relevant to the request. Responses should include considerations around impact to campus practice, proportion of students/employees impacted, impact on equity, and specialized expertise needed to support programming.

Each question is scored from 0-10 on the following continuum. Additional guidance can be found below.

0	1	2	3	4	5	6	7	8	9	10
Did not address question	Minimally addressed the question		Addressed the question but did not include accurate or relevant data, data analysis, or make clear connection to Program Action plan.			Question is well addressed but may be missing relevant data, analysis or narrative on how the data supports program Action Plan.			Question is well addressed and includes accurate and relevant data, analysis and clearly connects to programs Action Plan.	

Program Review Scoring Rubric Continued…

Form Questions	Guidance to Lead Writers
What type of resource request is this? (not scored)	• Classified Professional • Faculty • Equipment/Supplies/Facilities
Explain how your request contributes to improvements in _Equity_ for Disproportionately Impacted groups.	Request will intentionally support practices that have demonstrated success or are research supported in producing parity in outcomes across racial/ethnic student groups or other **historically minoritized** groups. Examples may include: • Student-facing practices, policies, programs • Policies, practices, programs that foster a culture of **equity-mindedness** • Policies, practices, programs that improve our ability to pursue equity through principles of inquiry and development of **equity-minded** systems.
Explain how your request addresses _Excellence._	Request will intentionally support excellence and completion. Demonstration of excellence may include discussion of the following: • high-quality, **culturally relevant** teaching/learning experiences • supporting students toward timely completion of educational goals • eliminating barriers and providing support for students entering Mesa College, through to completion, and beyond to transfer and employment • partnerships within Mesa's internal and external communities to enhance access and completion efforts • New policies, practices, or structures that intentionally focus on institutional improvement and effectiveness
Explain how your request fosters _Innovation_	Request introduces something new and/or makes changes to something established. Examples: • Innovation in curriculum, pedagogy, student success efforts • New/more efficient or effective campus processes or infrastructure support • Ideas around scaling up an effective practice utilizing a new approach
Explain how your request promotes _Sustainability_	Request clearly demonstrates a commitment to sustainability of resources (physical, fiscal, and human). Examples include: • Commitment to and prioritization of policies or practices that improve **environmental justice** and sustainability • stewardship of resources (physical, fiscal, and human) • climate action education • Policies, practices, programs committed to reducing Mesa College's **carbon footprint** • replacement/maintenance of current resources • cross-functional/interdisciplinary request that improves efficiency of resources, practices, and programming
Using accurate and relevant data*, explain the _Need_ for the request beyond what currently exists in the unit. *Some data will be provided but writers should include any and all data they deem relevant to the demonstration of need.	Request includes accurate and relevant data/evidence • Classroom requests should minimally include **FTES/FTEF**, **Adjunct FTEF**, Full-Time Faculty **Headcount** • Other data could include: student utilization, faculty/employee utilization, growth/demand, time on task, efficacy of services, • Data/evidence is clearly connected to the need and justification for the resource(s) beyond what currently exists within the unit. Request may include discussion of how it will support a new policy, practice or requirement (internal or external). • The requirement is clearly articulated with relevant details describing how this request supports the requirement.

CHP Rankning

2023/24

Request Title	Average of Score
Administrative Technician, Business Services	38.28
1 - Student Services Technician (SST) for Admissions and Records - CCAP, Dual Enrollment, H.S. Partnerships	37.14
Full-Time FASH ILT	36.42
Grant Writer/Specialist	36.14
Mesa Impactship Program (MIP) Program Technician	35.85
2 - Student Services Assistant (SSA) for Admissions and Records - CCAP, Dual Enrollment, H.S. Partnerships	32.14
Business Services Supervisor	32.14
Instructional Lab Technician - Learning Resources	29.28
Multi-Media Technician	29.14
Administrative Technician (Scholarship Tech)	28.71
Administrative Technician, Office of Communications	28.28
Athletics Marketing and Communication Technician	27.71
Web Designer	27.14
Hire Textbook Affordability Lead Administrative Technician	26.71
Fitness Center Instructional Lab Technician	26.57
Hire Library Services Platform (LSP) Administrative Technician	25.57
Instructional Support Supervisor; Access Technology Specialist	25.14
Administrative Assistant, President's Office	23.71
Administrative Technician, STEM	23.57
Student Services Assistant 1	23.28
Hire Library Technical Services - Media Technician	23.14
Instructional Support Supervisor	22.28
Student Services Assistant 2	22.28
Instructional Assistant (Request 1 of 2)	21.42
Instructional Assistant - (Request 2 of 2)	20.85
Events & Operations Administrator	20.42
ILT / Gallery Assistant	18.14
Theatre Technician part-time to full-time	18.14
The LOFT needs funding for New Classified Institute Program	16.42
Dedicated IT technician for the Mesa Design Center	16.14
Mental Health Program Technician	15.85
Classified Professional	14.28
Instructional Lab Technician/Computer Science #2	14.14
Stockroom Clerk I	8.14

CHP Ranking

NEXT STEPS

- **PCAB 1 AND 2**
  - ○ **CONSTITUENTS GROUPS REIVEW**
- **RECOMMENDATIONS TO PRESIDENT**

CONSIDERATIONS

- **SUPERVISORS REQUESTS**
- **RUBRIC WORKED!**

QUESTIONS???