Meeting of the FPIP Committee
Minutes of Wednesday of
May 22, 2013
Prepared by Lisa Kamibayashi

Present: Lisa Kamibayashi, Michael Arata, Norma Jacinto, Bob Sprague, Celena Alcala, Phyllis Braxton
Noticed Absence: Jack Ruebensaal, Mesfin Alemayehu
Guests: None

1. Call to Order: The meeting was initiated at 3:35 pm in the President’s Conference Room.

2. Review of Draft Policy and Suggested for Modification
   - Including 4th category of basic skill/foundation skill was discussed. Three category system equally weighs on all three categories. By increasing category will allocate 75% towards teaching category and 25% towards student service positions. This way it will reflect the representation of students on this campus. More students are in need for basic skill and foundation skill development. By creating fundamental learning skill category may ensure the instructor to dedicate their teaching assignment for students’ basic skill preparation. By hiring more faculty in this category will encourage the faculty to develop more certificates that students can earn for foundation/preparation skills.
   - The committee agreed to create the final vertical list at the last week’s meeting.
   - The committee agreed to strengthen the policy statement to include the decision making of the priority list is only by the committee members. The policy updated on the page 3 as “Only the FPIP members will evaluate the prioritization and evaluation process.”
   - A motion was made to set up Foundation Learning Skill Instructor Positions category which includes Learning Skills, Personal Development, Workplace readiness, Basic Skills Math & English, Reading and ESL. 5 in favor, 1 abstain. Motion was accepted.
   - The committee continued to review and edit the old policy for errors and updated based on including 4th category.
   - The committee discussed how to handle the unfunded or not filled position. A motion was made “For 2013-2014, the committee request to have a new application for all positions.” All were in favor. The motion was accepted. The committee agreed to have all new applications for all positions to be ranked for the year 2014-2015 list since the prioritization criteria and application forms will be changed.
   - The committee discussed about the interviews and additional information after application submission. The committee discussed it needs to be fair to all positions. The committee agreed either invite all applicants for interview or not at all. The committee agreed that the deadline is absolute and not invite any additional information after application. The committee encouraged the applicants to be more descriptive in writing in the application form. A motion was made “The committee will not invite anybody for an interview for all position”. All were in favor. The motion was accepted.
   - The committee agreed to include in the new policy that when multiple applications were submitted for the same position, the second position will be prioritized as if the first position was filled, the third position will be prioritized as if the first and the second position were filled.
   - The committee requested to include a section in program review to describe the need and plan for FPIP prioritization.
   - The committee agreed to complete the prioritization process during the fall 2013 semester.
   - The chair of FPIP will modify the policy for 2013-2014 and presented it at the Senate meeting on May 28, 2013.

3. Membership/ Re-appointment
   - Mesfin Alemayehu, Jack Rubensaal and Norma Jacinto served several years and may need to be reappointed. New member will be recruited at the Senate meeting.
4. Timeline Planning for the Future

- The future meeting will be on Wednesday from 3:30 to 5:30 of the week when Academic Senate does not meet.

5. Adjournment. The meeting was adjourned at 5:38 p.m.

6. Next Meeting will be Wednesday after the first Academic Senate meeting in September from 3:30 to 5:30 Room PCR