

Minutes, December 10, 1970.

MS-036-001.009.026

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Personnel and Recruitment Committee

All members were present; Jackie, Rhetta, Carolyn, Carol, and Elaine

Agenda

Old Business

1. Write a form personnel letter for recruitment.
2. Send the form letter to Woman's Movement magazines.
3. Set up criteria for interviewing woman for the faculty.
 - a. Procedures for interviewing.
4. Review Emily Card's teaching position next semester.

New Business

1. To discuss who will teach the quarter time position next spring (if Dean Carrier gives it to the Women's Studies Program.).

Discussion

We unanimously decided to discuss the agenda in the reverse order.

Dean Carrier wants a " fuller explanation " of the quarter time position we requested for next semester (Field Experience). On page three of the December 3, meeting Roberta moved to give the question of whether Carol would teach Field Experience to the Personnel Committee. Field Experience is not officially on the class list for Women Studies next semester.

Rhetta did not understand how we could set up procedures arbitrarily for the Field Experience course and not for the rest of the one semester appointments.

Jackie said that Field Experience was the only course being questioned now, and that we were given the assignment of making a recommendation regarding personnel in that course.

Carolyn said she could not make any recommendations because she did not know Carol's background. Carolyn wants to weigh the training of the person and know what specific criteria she would be evaluating.

Because of lengthy discussion we never agreed on whether Carol should teach Field Experience. Instead we finally agreed on an alternative. Our recommendation to the Board is that we consider all one semester appointments to be open for personnel evaluation. It was proposed by Carolyn and seconded by Carol. It passed unanimously.

We then discussed what our responsibility would be in evaluating personnel. We decided to meet next time with the Curriculum Committee to discuss evaluative procedures. One possibility discussed was a written evaluation from students. It was suggested that evaluations should be in before Christmas.

In discussing old business we thought that Emily Card's position should be approved at the board meeting so that the Personnel Com. could send an official letter of appointment.

Jackie, Carolyn and Elaine said that they would write the form personnel letter and see to the publicity.

The End

Carol has already been interviewed.

Carin

Max - 6 units

Why?

As you probably know, Carin Howard and Rhetta Alexander share what was originally designated a $\frac{1}{2}$ time secretarial position (#2,853) as a $\frac{3}{4}$ time staff position in the Women's Studies Program (Carin $\frac{1}{2}$ time, Rhetta $\frac{1}{4}$ time).

As you might not know, since the Staff began working on August 15, 1970 they have each worked a considerable number of overtime hours for the Program (conservatively estimated at 10 working days for Rhetta and 15 working days for Carin).

Therefore the Staff is asking the Personnel Committee to recommend to the Women's Studies Board that they be partially compensated for previous overtime worked by being paid for, but not working on, the 8 days during Christmas vacation which are designated as working days by the San Diego State College Foundation.

Carin Howard
Rhetta Alexander

Passed unanimously by Personnel Committee