



**TENURE & EVALUATIONS  
REVIEW BOARD**

*MINUTES – May 2, 2016 Approved*

**A meeting of the Palomar College Tenure & Evaluations Review Board was held on May 2, 2016 in AA-140**

Members Present            Will Dalrymple, Shannon Lienhart, Russ McDonald, Deborah Paes de Barros, Dan Sourbeer, Tamara Weintraub, Lesley Williams, David Wright

Members Absent            Melinda Carrillo

Call to Order                The meeting was called to order at 3:31 p.m.

Approval of Minutes      To approve the minutes of April 18, 2016. MSC: Williams, Paes de Barros.  
April 18, 2016                All in favor.

**Action:**  
Approval of  
2016-2017 Calendars

Lesley brought to the TERB committee the proposed part-time peer calendars for Fall 2016, and probationary calendars for 2016-17. Lesley pointed out that changes to the calendars were mostly cosmetic, with the exception of the start date for evaluations. Due to the compressed schedule and the hiring of 22 new probationary faculty, evaluations will need to start on the 7<sup>th</sup> week of instruction instead of the 8<sup>th</sup> week in order to process them before TEC/VP meetings. Lesley added that with the increased contact time in the classroom (because of the compressed schedule) students will probably be assessed over a similar timeframe in the course schedule.

Within the existing calendars Lesley discovered a lot of information that cannot be found in the contract and brought this to the TERB members’ attention. The question regarding the number of courses to be evaluated (only part-time faculty is specified) needs to be clarified as this is a stand- out gray area.

Currently, probationary faculty is evaluated by students in all contract classes; the number of courses that makes up a contract load for probationary varies between 2 and 6. There was some discussion as to whether this number could be normalized (e.g. three classes) across campus, but there was general support for the current process.

The number of courses for peer review has always been two evaluations unless said faculty has 80% release time. Since there has been some confusion recently among faculty members, Lesley looked for this in the contract but could not find it. Should this be an item that needs to be negotiated or should it just be stated on the checklist? Discussion ensued and TERB members agreed that the past practice of doing two course evaluations should be continued.

Lesley touched briefly on the probationary calendar noting that we currently have 37 probationary faculty and we are hiring 22 new in the fall along with 1 new Articulation officer making a total of 60 probationary. She stressed the importance of recognizing the workload and the need to adhere to deadlines. One TERB member reiterated that the department chairs will not only need to

be judicious about their improvement plans but that the plans need to be valid.

**Motion:**  
To approve 2016-17  
calendars

MSC: Williams/Lienhart  
All in favor.

Plenary workshop

Lesley offered the idea to hold a plenary workshop for all new TEC chairs.

Discussion:  
Appendix L  
Child Development

Lesley would like to move forward with Diane Studinka over the summer to align the Appendix L, Child Development Center in the direction of Article 17. All TERB members were in agreement with this.

Information:  
Student Evaluations  
(Reducing time/effort)

Lesley updated the TERB committee regarding ways to reduce time and effort in processing/typing student evaluations. She will be meeting with a representative from Scantron regarding a new scanner and Class Climate software, as well as researching online what other colleges are currently using. She will report her findings to the TERB committee in the Fall.

Adjournment:

Meeting adjourned at 4:30 p.m.

Next Meeting

August 29,2016 4:00-5:00 p.m., AA-140