



**TENURE & EVALUATIONS  
REVIEW BOARD**  
*MINUTES – February 10, 2020*

**A meeting of the Palomar College Tenure & Evaluations Review Board was held on February 10, 2020 in MD-155B.**

- Members Present: Melinda Carrillo, William Dalrymple, Kelly Falcone, Erin Hiro, Teresa Laughlin, Lawrence Hamilton Lawson, Russ McDonald, Chris Sinnott, Shayla Sivert, David Wright
- Members Absent: Julia Robinson
- Recorder: Lucy Aguilar
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**I. Call to Order**

The meeting was called to order at 4:00 p.m.

**II. Approval of Minutes**

To approve the minutes of February 3, 2020, Tenure and Evaluations Meeting.

MSC: Laughlin/Sinnott **Abstentions:** Sivert

**III. Information**

**A. Follow-Up from Acting VP HRS Beam Regarding Temporary, Full-time Evaluations**

- Lawson reported that he met with Acting VP HRS Beam to discuss the overall recommendation of “Not Applicable” or “N/A” on a second year temporary, full-time faculty evaluation. Beam indicated that this recommendation is acceptable given the evaluatee is full-time, temporary. However, she did note that the language of “hire/rehire” on the evaluation form is problematic because the TEC is not actually making that decision; instead, they are making the *recommendation*. Beam suggested that the wording be changed to “recommend to hire/rehire.”
- Lawson stated that he discussed the issue of having a director (who was faculty at the time of being placed on the review committee) serve as an evaluator for a faculty evaluation with Beam. Beam noted there was no legal issue with leaving the director as the TEC Chair for this semester because he was faculty and then transitioned to administrative. Lawson noted this would be useful so as not to restart evaluations that were already completed.
- Falcone asked if there is a maximum number of years that a temporary, full-time faculty member can be in a full-time contract. Lawson said that he discussed this issue with Beam, and she stated that there could be a problem with a second consecutive temporary full-time contract. Beam said she would look into this matter and get back to Lawson.

**B. Spring 20 Evaluation Activities**

- Lawson reported that Peer and Part-Time evaluation information for Spring 2020 was sent to department chairs and faculty.
- Lawson reported that we are piloting a new online system for part-time evaluations this semester. He said the new online system will be through the 3PD portal, and will be done in conjunction with the current paper system. Lawson said we are looking for departments to volunteer to shadow their paper system with the online system.

**IV. Discussion**

**A. Evaluating Open-Entry, Open-Exit Courses**

- Lawson asked the committee for feedback on evaluating open-entry, open-exit courses. Carrillo stated that her department currently evaluates these courses. Falcone stated that it would be difficult for her department because students come in at different times of the day, and there is no clear interaction

between student and instructor. Laughlin suggested creating and using a matrix for use in open-entry, open-exit courses where the student population might not be consistent from week to week.

**B. VPI Role in TECs: Spring Plan**

- Lawson called attention to Dr. Kahn's request to take the VPI off Probationary Faculty TECs due to scheduling so that Acting VPI Sivert could weigh in on the discussion.
- Sivert stated concern about the timeline if a TEC meets and a problem arises. The VPI would need to get involved, and she was concerned this might push back reports from being completed at the end of the fall semester. Lawson said that the due date for completed probationary packets would be moved to the beginning of February anyway due to student evaluation concerns, so the VPI should have time to get involved. This new date would still ensure that reports are sent to the President's Office in time for recommendation to the Governing Board.

**C. Library: Constituency Evals**

- Lawson requested the removal of item C from the agenda as the matter had already been taken care of in a previous semester.

Meeting adjourned to Executive Session: 4:21 p.m.

**V. Executive Session**

**A. Probationary Faculty Improvement Plans**

**Next Meeting: February 24, 2020 | Room MD-155B**