



**TENURE & EVALUATIONS  
REVIEW BOARD**  
*MINUTES – February 24, 2020*

**A meeting of the Palomar College Tenure & Evaluations Review Board was held on February 24, 2020 in MD-155B.**

Members Present: Melinda Carrillo, William Dalrymple, Kelly Falcone, Erin Hiro, Teresa Laughlin, Lawrence Hamilton Lawson, Russ McDonald, Chris Sinnott, David Wright

Members Absent: Julia Robinson, Shayla Sivert

Recorder: Lucy Aguilar

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**I. Call to Order**

Meeting called to order at 4:02 p.m.

**II. Approval of Minutes**

Approval of February 10, 2020 Minutes  
MSC: Hiro/Dalrymple

**III. Information**

A. Eval Report Copies to the Superintendent/President

- Lawson announced that copies of the Probationary Faculty Evaluation Reports were sent to the Superintendent/President’s Office except for six reports. He said that of the six, five evaluations have improvement plans, and one report has not been received. Lawson stated that the Superintendent/President would give the final approval regarding contract recommendation and then will be placed on the Board Agenda.

B. Spring 20 Evaluation Activities

- Lawson provided an update on Spring 2020 faculty evaluations. He reported that student evaluations for Fast Track 1 classes were mailed out. Lawson stated that student evaluations for semester-length classes would be sent out next week. He reminded everyone that the new online system for part-time evaluations would be asynchronously shadowing the part-time evaluation process.

**IV. Discussion**

A. Part-Time Faculty Improvement Plans: 17.3.4.1 and Decoupling from Report for Re-Eval

- Lawson reported that he received a request for a new full-time faculty member to review past evaluation reports for a part-time faculty member being evaluated. The new full-time faculty member would like to evaluate as a learning process. Lawson read article 17.1.14, which states, “*The Department Chair or Director, or other faculty members who are responsible for making future assignments for part-time faculty members, shall have access to a part-time faculty member’s evaluation documents for the purposes of making appropriate assignments.*”
- Laughlin suggested adding an MOU to modify/change this article. There was discussion, and it was decided to submit an MOU this semester to allow improvement plans to be shared with future evaluators.

B. Ed Code Compliant Rubric for Superintendent/President Recommendations

- Lawson stated that Dr. Kahn asked if there is an Ed Code compliant rubric in place for the Superintendent/President to use for recommendations on probationary faculty.
- Laughlin stated that past practice has been that if the Superintendent/President does not agree with the recommendation of tenure for a probationary faculty member, the Appeals Committee could be requested by the evaluatee. There was discussion, and it was agreed that the Superintendent/President should submit a written rationale if they were not in agreement with the TEC’s contract recommendation.

**V. Action**

- A. Approval of PRC Chairs for Department Chairs  
MSC: Laughlin/Sinnott

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

**VI. Executive Session**

- A. Probationary Faculty Improvement Plans

**Next Meeting: March 9, 2020 | Room MD-155B**