



**TENURE & EVALUATIONS  
REVIEW BOARD**  
*MINUTES – March 9, 2020*

**A meeting of the Palomar College Tenure & Evaluations Review Board was held on March 9, 2020 in MD-155B.**

Members Present: Melinda Carrillo, William Dalrymple, Kelly Falcone, Erin Hiro, Lawrence Hamilton Lawson, Russ McDonald, Julia Robinson, Shayla Sivert, David Wright

Members Absent: Teresa Laughlin, Chris Sinnott

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 24, 2020 Minutes

MSC: Hiro/Falcone

Abstentions: Sivert/Robinson

**III. Information**

**A. Probationary Recommended to Earn Tenure**

- Lawson read the names of probationary faculty members who have made tenure.

**B. Update on MOU for Part-Time Improvement Plans**

- Lawson reported that the MOU for Part-Time Improvement Plans had been drafted. Lawson read the language on the draft and stated it would go to the district on Thursday, March 12, 2020. He noted that the language was written for evaluators of part-time faculty on an improvement plan to have access to a copy of the improvement plan but not have access to other evaluation documents.

**C. Update on Spring Evaluation Activities and Cornerstone (Online Eval Workflow) Pilot**

- Lawson stated that almost all spring student evaluations had been mailed out. Lawson explained the new directive for administering student evaluations. He said we provided code slips for every student to use on their smart device. He said that each instructor received ten regular sheets for students who do not have a device or would rather complete the evaluation by hand.
- Lawson reported that 15 people have agreed to pilot the new Cornerstone Part-time evaluation process. He noted that they would be shadowing their paper process in the online portal so that we can see that the online system works.
- Falcone announced that the title on the Professional Development (3PD) portal website would change to Palomar Performance Professional Development. She said the evaluations program in Cornerstone would be an added module in the 3PD portal. At the first level of the webpage, evaluations would be called “performance” because that is the language coded into the system. Falcone said faculty members would access this website to work on evaluations and professional development.

**D. Probationary Faculty Member on Unanticipated Leave of Absence Spring 2020**

- Lawson stated that there is a probationary faculty member who is on an unanticipated leave of absence. He said that the probationary faculty member left at the two-week mark of the Spring 2020 semester. Lawson said that our office was notified late in the process and that the tenure track information had already been submitted to Human Resources. He followed up with HR to ensure the Governing Board decision on a contract renewal was contingent on this faculty member completing 75% service for the year; otherwise, the probationary faculty member must repeat the contract year.

#### IV. Discussion

##### A. Evaluations During a Truncated Semester

- Lawson asked the committee what their thoughts were regarding a possible truncated semester. Lawson noted concerns with a truncated semester for probationary (75% rule) and part-time faculty evaluations (Priority Number).
- Falcone said that other school districts are putting their courses online. Sivert said that our district is working in that direction.
- Sivert stated that class observations could be a problem, and suggested that a message be sent to faculty regarding student evaluations and class observations. There was discussion, and everyone agreed that a message would be sent encouraging all faculty to do student evaluations as quickly as possible, given the circumstance.

##### B. Student Evaluations for Part-Time Library Faculty Not Teaching Library Sessions

- Lawson stated that there are four Part-Time Library Faculty up for evaluation this semester who are not teaching a library session. He said this means that they are not interfacing with students.
- Lawson said there is a Workplace Observation Form used specifically for library faculty. He reminded everyone that ed code states that “student evaluations should be part of faculty observations to the extent practicable.”
- Falcone asked if there is a feedback form available for Part-Time Library Faculty. Lawson said that we do not have a student questionnaire. There was discussion, and everyone agreed to use the Workplace Observation Form currently in place. Lawson said the TERB Committee would work with the library faculty to develop student evaluation questions moving forward for Fall 2020.

##### C. Constituency Evaluations for Peer Library Faculty

- Lawson reported that we have a Peer Library Faculty member that is due for evaluation this semester. He said that Peer Library Faculty have several evaluation options available. Lawson said the faculty member selected the option that includes: 1. Student evaluations in a library session and 2. constituency evaluation. Lawson said that a constituency evaluation is a questionnaire that is given to library faculty and staff. He said that the constituency evaluation format was approved in 2009, is anonymous and done in place of observation.
- Lawson indicated that the peer chair provides a list of people that are participating in the constituency evaluation. He said the list consists of everyone who interfaces with the evaluatee which may include part-time, full-time, and probationary faculty, and also the academic department assistant.
- Falcone suggested looking back at notes to find out why the constituency evaluation was approved and requested. There was discussion, and everyone agreed to go forward with the constituency evaluation this semester.
- Lawson said he would contact the Peer Library Faculty member being evaluated and let him/her know the process of a constituency evaluation and move forward.

##### D. Probationary Form Revision Brainstorm for TECs without the VPI

- Lawson reminded everyone that Dr. Kahn requested to remove the VPI from future TEC meetings.
- Lawson said that if we are going forward with this new procedure, the Probationary Evaluation Form will need to be revised. He said the revision would include removing the VPI and including a section for the President to sign and write comments if needed.
- Falcone stated that the revised form could include a checkbox where the President would have the option to request a meeting after reviewing a probationary evaluation report.
- Falcone suggested the following revisions:
  - a. Signature line for President to sign off on form
  - b. Checkbox to request a meeting
- Sivert suggested the following revisions:
  - a. The signature line for VPI to read “if included on TEC sign here.”
  - b. The signature line for VPI to read “Approved as not part of TEC.”
  - c. Include a checkbox to request a follow-up meeting.

Meeting adjourned to Executive Session: 4:52 p.m.

**Next Meeting: March 30, 2020 | Room MD-155B**