



TENURE & EVALUATIONS REVIEW BOARD

MINUTES – March 30, 2020

A meeting of the Palomar College Tenure & Evaluations Review Board was held via Zoom on March 30, 2020.

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

Members Absent: Chris Sinnott, Russ McDonald

Recorder: Lucy Aguilar

I. Call to Order

Meeting called to order at 4:06 p.m.

II. Approval of Minutes

Approval of March 9, 2020 Minutes

MSC: Laughlin/Hiro

III. Information

A. March Governing Board Meeting

- Lawson announced that all faculty recommended for tenure were approved by the Governing Board at the March 16, 2020 meeting. Sivert stated that she made a recommendation to move this item to the beginning as opposed to after a two-hour-long presentation in the future. Lawson said that it would be preferred as there were faculty present who were getting tenured and wanted to hear the vote, but they left before the vote due to the length of the meeting.

B. TERB-related MOUs-COVID-19 and Part-Time Improvement Plans

- Lawson reported that the TERB website now includes a link to the MOU that the Union helped to negotiate. He said the MOU primarily states that if faculty are teaching a face-to-face class, and their observation and student evaluations were not completed before March 13th, then those evaluation reports would not be completed this semester. Lawson said this would mainly affect peer and part-time faculty. He indicated that for probationary faculty, there would be a modified Spring Semester Review Meeting Confirmation Form that considers collegiality, department/college service, and contractual obligations (and any evals or observations completed in accordance with the MOU).
- Lawson expressed concern regarding the date of the MOU (March 13th), which did not include the words “on or before.” Sivert indicated that she would run it by Acting VPHRS Beam for her input. Laughlin noted that if needed, they could make a change to the MOU.
- Lawson reported that the second MOU allows new evaluators to receive a copy of a current improvement plan for a part-time faculty member (without any other documentation from the previous evaluation).

IV. Discussion

A. Probationary Spring Confirmation Form for Spring 2020

- Lawson reported that he prepared a draft of the Probationary Faculty Spring Semester Review, Meeting Confirmation Form for Spring 2020. He said this form will be submitted online and will be signed digitally using Adobe Sign (ideally). Lawson said the instructions would be posted on the TERB website. He reviewed the draft and explained the new procedure for Spring 2020.

B. Online Submission System for Evaluation Report PDFs

- Lawson suggested that the Evaluation Report for Spring 2020 would be submitted online through the TERB website. He said the TERB website has links to Part-Time, Probationary, and Peer Evaluation Report PDFs. Lawson explained the process for submission. There was discussion, and Laughlin

expressed concern regarding security issues. Lawson said he would investigate any security issues and will look at all the signature options available on Adobe.

C. New Process for Probationary TECs ---VPI's Role and New Form Brainstorm

- Lawson reviewed the signature line options that were suggested at the last TERB meeting for the new process for Probationary TECs and VPI's role. There was discussion, and everyone agreed that the VPI would have the following signature options:
 1. I was part of the TEC, and I approve
 2. I was NOT part of the TEC, and I approve
 3. I was NOT part of the TEC, and I am requesting a follow-up meeting
- Lawson reminded everyone that it was agreed at the last TERB meeting that anyone who is part of a TEC could request VPI presence. He said this would include the evaluatee.
- Laughlin indicated that if the VPI is requested, then the VPI will be fully embedded in the TEC process. There was discussion, and everyone agreed that a request for VPI presence would be automatic.
- Lawson recommended the following method for petitioning VPI presence: request will be made in writing/via email to the TERB Coordinator, and then the TERB Coordinator would coordinate with the VPI. Sivert stated that she would like anonymity/confidentiality provided in this process. She suggested that the VPI not know the reason for the request to have objective consideration. There was discussion, and Laughlin pointed out that this new process will need to be written in the contract.
- Lawson pointed out that new processes need to go through the following chain of approvals:
 1. TERB Committee approval
 2. PFF approval
 3. Governing Board approval
- Laughlin moved for the new process for Probationary TECs to be added as an action.
 1. MSC: Laughlin/Robinson
 2. All in favor

V. Action

- A. Probationary Spring Confirmation Form for Spring 2020
 - a. MSC: Laughlin/Robinson
 - b. All in favor
- B. New Process for the VPI being involved in Probationary TEC
 - a. MSC: Laughlin/Hiro
 - b. All in favor

Meeting adjourned: 4:40 p.m.

Next Meeting: April 13, 2020 | Room MD-155B