



**TENURE & EVALUATIONS  
REVIEW BOARD**  
*MINUTES – April 13, 2020*

**A meeting of the Palomar College Tenure & Evaluations Review Board was held on April 13, 2020 via Zoom.**

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

Recorder: Lucy Aguilar

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**I. Call to Order**

Meeting called to order at 4:01 p.m.

**II. Approval of Minutes**

Approval of March 30, 2020 Minutes

MSC: McDonald /Carrillo

Abstention: Sinnott

**III. Information**

**A. Online Evals Deployed**

- Lawson announced that online evaluations were deployed today. He said these evaluations are for classes that were already scheduled to be in an online format. Lawson indicated that most would be available through Friday, May 8, 2020.

**B. Spring 20 Probationary Form, PFF Approval**

- Lawson reported that the Spring 20 Probationary Form was approved by the PFF. He said it would go to the Negotiations Team on April 21, 2020. Lawson stated that it should be sent to the Governing Board for approval in May 2020.

**C. Online Course for Improvement Plan-Foundations of Teaching for Learning: Curriculum**

- Lawson stated that we have a probationary faculty member who was required to take a curriculum course as part of his improvement plan. He said the TEC Chair reported that the probationary faculty member had started the course. It is free of charge. Lawson said that the improvement plan states that the course requires TEC approval, and all members have been notified.

**IV. Discussion**

**A. VPs and Probationary TECs-Instruction and Student Services**

- Lawson stated that he received a recommendation to reconfigure Counseling TECs in the same way other TECs are being reconfigured. This would have the appropriate VP included upon request; otherwise, they would read and sign off on the report before it moved to the Superintendent/President.
- Sivert stated that this might be a good time to implement this change because Palomar College is in the process of hiring of a new VP for Student Services. Sivert indicated that she would discuss this proposal with Acting President Kahn.
- Laughlin read article 17.6.2 and agrees with the proposal so that there is consistency in this process. There was discussion, and everyone agreed.
- Lawson reviewed the new signature line options for the VPI on the revised Probationary Evaluation Review Report. He made the recommendation to remove the words “I approve” from the form. There was discussion, and it was agreed to omit this verbiage. Lawson stated that the next TERB meeting would include this form as an action item.

**B. Using Spring Data for Fall Evals for Partially-Completed Evals (Peer)**

- Lawson stated that some faculty members had voiced their concerns about partially completed evaluations for Spring 20. Mainly, they are concerned that student/peer time used to complete an

evaluation should be respected and that data should be used the next semester in combination with observation data. Lawson stated that normally an evaluation report contains data from one semester. He said there had been cases when previous semester data was used.

- Laughlin indicated that an MOU could be written stating due to this unprecedented setting information received before the March 13<sup>th</sup> deadline will be used as part of the evaluation for Fall 20. Lawson suggested that the MOU could also state that evaluatees will have the option to carry data completed (sight unseen) forward to Fall 20. He said this would only refer to peer and part-time faculty. Lawson will write the MOU and forward it to PFF.

C. Department-level Follow-up on Part-Time Faculty Improvement Plans

- Lawson reported that some faculty members had expressed frustration regarding part-time faculty who are not meeting the standards stated on improvement plans. Lawson said he received a request asking if they could follow-up with the faculty member on a department level. He said the department would like to speak with the faculty member informally and address the areas noted on the improvement plan. Dalrymple stated this could be an opportunity for improvement. There was discussion, and the TERB Committee agreed to allow department level follow-up. Lawson stated that the department level conversation with the faculty member could not be used as part of the fall evaluation.

D. Spring 20 Temporary, Full-Time Evaluation Process

- Lawson reported that we have a new Temporary Full-Time Faculty with an MOU in place that states an evaluation would be processed in Spring 20. Lawson said that the faculty member started her position in Fall 19, but TERB was not notified, and therefore, was this faculty member was not evaluated normally in Fall 19—precipitating the need for the MOU.
- Lawson stated that per Ed Code, the evaluation for Spring 20 would count towards tenure if the faculty member was hired for the next academic year. He said there is concern that a proper evaluation might not be possible due to the current setting. There was discussion, and suggestions were made to continue with the online student evaluations and observations (since this faculty member has an online course (that was always scheduled as online)) and use all the information available. Robinson said the department chair could provide a lot of important feedback, so the evaluation will still have a lot of value despite not being as robust as it would have been in normal circumstances.

E. Student Evaluations Moving Forward: Class Climate/Evaluation Kit and Fall 20

- Lawson reported that he has been in communication with the software vendor for online faculty evaluations. He said the vendor is currently offering a six-month free trial (June through December 2020). Lawson said this trial would cover all online courses for Fall 20.
- Lawson said we currently use two software systems for evaluations. He said Class Climate is used for face-to-face evaluations, and Evaluation Kit is used for online evaluations. Lawson indicated that the current cost for each program is approximately \$5000. Lawson reviewed a cost estimate with the committee if we were to go fully online for Fall 20. He said the vendor needs FTE information to provide a quote.

Meeting adjourned: 5:08p.m.

**Next Meeting: April 27, 2020 | ZOOM <https://cccconfer.zoom.us/j/8185315929>**