



**TENURE & EVALUATIONS
REVIEW BOARD**

MINUTES – April 27, 2020

A meeting of the Palomar College Tenure & Evaluations Review Board was held on April 27, 2020 via Zoom.

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

Members Absent: William Dalrymple, Julia Robinson

Recorder: Lucy Aguilar

I. Call to Order

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

II. Approval of Minutes

Approval of April 13, 2020 Minutes

MSC: Hiro /Laughlin

III. Information

A. FT2, ECELS, and Peer Online Evals Deploying Today

- Lawson announced that online evaluations for Fast Track 2, Early Childhood Education Lab School (ECELS), and Peer would deploy today.

B. VPSS and Fall 20 TECs

- Lawson reported that he met with Acting VPSS Ely to discuss the reconfiguration of Counseling TECs. He stated that the VPSS agrees with TERB’s proposal to align the new TEC process for Counselors with the new TEC process for Instruction.

C. TERB Openings, Fall 20

- Lawson announced four openings in TERB for Fall 2020.
- Lawson stated that Cook-Whearty will join TERB starting Fall 2020 and will replace Carrillo. Sinnott announced that he plans to reapply for Fall 2020 for AMBA.

D. TERB Coordinator Position Call

- Lawson reported that the TERB Coordinator Position was opened by PFF last week. He noted that he plans to reapply for the position.

E. Update on Approval of Spring Confirmation Meeting Form

- Lawson reported that last week the district TAed the new Spring 2020 Confirmation Meeting Form for probationary faculty.

F. Status of MOU Drafting Requested Last Meeting

- Lawson stated that he is working on the MOU draft regarding the option to carry student/peer evaluation data from Spring 2020 forward to Fall 2020.

IV. Discussion

A. Evaluation Process, Fall 20

- Lawson reviewed information from a PowerPoint presentation provided by the State Academic Senate. He specifically addressed Faculty Evaluations and the Coronavirus (COVID-19) issue. He stated that this document asserts that it is “still important to conduct evaluations.”
- Lawson brought up the current MOU in place for Spring 2020 and recommended not using this MOU for fall. Instead, he suggests going forward with evaluations and not suspending them. There was discussion, and Laughlin reiterated the importance of the evaluation process. She stated that TERB needs to discuss the system/configuration that will be used.

- Sivert recommended Faculty professional development training such as POET to enhance online teaching. Lawson mentioned Article 20. There was discussion, and Hiro mentioned the three ways to be certified to teach online.
- Sivert stated that there is District discussion addressing ways to help Faculty set up for remote instruction if we go online in the fall. She indicated that the Emergency DE addendum would end at the end of the fall semester. There was discussion, and Sivert mentioned that a course does not have to be marked as DE in core to offer as DE in the fall.
- Wright brought up the effect that fully online classes have had on the Trade and Industry Department. He stated that instructors are not able to grade labs.

B. Evaluation Software Vendors

- Lawson reviewed the two software packages that are currently in use for faculty evaluations (Class Climate/Evaluation Kit). He stated that the cost is currently \$5000 each. Lawson said if classes are fully online in the fall, the vendor gave a quote of \$10,000 to use a yearly licensing fee.
- Lawson stated that 12 to 15% of classes currently use the Evaluation Kit software system.
- Lawson reported that he discussed with the vendor using Evaluation Kit for face-to-face classes. He said the vendor indicated that this system could also be used for face-to-face classes. Lawson said there would be no paper based-forms. There was discussion, and Laughlin brought up concerns regarding students and those who do not have an electronic device. She suggested the use of mobile laptops in the classroom. Lawson mentioned that Camp Pendleton does not have access to the internet.
- Laughlin suggested written evaluations for ESL students. There was discussion, and Lawson stated that students could also go into Canvas and fill out student evaluations at home—though he worries about response rate.

C. Probationary Review Reports

- Lawson reviewed the new signature line options for the VPI on the Probationary Evaluation Review Report. Laughlin proposed moving the VPI signature line before the committee signature. There was discussion, and everyone agreed.
- Lawson mentioned that the same signature line options would be included in the Counselor Evaluation Review Report. He also proposed adding an “N/A” option to item #6. Lawson pointed out that items #12 (contractual requirements), and #13 (collegial) are found in the regular Probationary Review Report, but not included in the Counselor Evaluation Review Report. He proposed the addition of these two items to the Counselor Evaluation Review Report. Laughlin asked if these proposals have been discussed with the Counseling Department. There was discussion, and Lawson agreed to bring these items forward to the Faculty Senate and Counseling Department.

D. Evaluation Calendars

- Lawson reported that the evaluation calendars for AY 20-21 are complete. He stated that they are the same as last year, except the dates which are different. Lawson stated that he would email all calendars to the committee.
- Lawson reviewed a change for counselors and librarians. He stated that library sessions and one-on-one sessions would begin earlier in the semester. He indicated that they can start week two and will have until week fourteen beginning Fall 2020.

V. Action

- A. Fall 20 Probationary Review Report (Instruction)
 - a. MSC: Sinnott/Falcone
 - b. All in favor
- B. Fall 20 Probationary Review Report (Counseling)
 - a. MSC: Falcone/Sinnott
 - b. All in favor
- C. Probationary, Peer, ECELS Evaluation Calendar AY 20-21
 - a. MSC: Laughlin/McDonald
 - b. All in favor
- D. Part-Time Evaluation Calendar, Fall 20
 - a. MSC: Laughlin/McDonald
 - b. All in favor

Meeting adjourned: 4:53p.m.

Next Meeting: May 11, 2020 | ZOOM <https://cccconfer.zoom.us/j/8185315929>