



**TENURE & EVALUATIONS
REVIEW BOARD**
*MINUTES – May 11, 2020 **unapproved***

A meeting of the Palomar College Tenure & Evaluations Review Board was held on May 11, 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

I. Call to Order

Meeting called to order at 4:08 p.m.

II. Approval of Minutes

Approval of April 27, 2020 Minutes

MSC: Sinnott /Laughlin

Abstentions: Falcone

III. Information

A. Update on Evaluations Activity, Spring 20

- Lawson announced that probationary evaluation results would be sent out today, and that part-time evaluation results will go out sometime this week. He stated that peer evaluations would follow and estimated that overall, 15 to 20% of evaluations were completed this semester.

B. Summer 20 TERB Activities (Reports to HR & TEC Chair Training)

- Lawson reported that this summer, the TERB Coordinator will organize the delivery of completed faculty evaluations to Human Resources.
- Lawson stated that the TERB Coordinator, along with Acting VPI Sivert, would develop an online TEC Chair training program this summer. He said this training would include videos that will assist chairs with a step-by-step process on evaluation processes. Lawson asked Falcone if these videos could be placed on Professional Development’s website. Falcone agreed to help coordinate this project.

C. Thanks for Your Service!

- Lawrence thanked outgoing TERB members Carrillo, Robinson, Hiro, Sinnott, and Dalrymple for their service.

IV. Discussion

A. Evaluation Software and Evaluation Process Fall 20

- Lawson updated TERB on the evaluation software being used for Fall 20. He said that he contacted Class Climate, and they indicated that they have an online component. Lawson said that he is currently investigating this option. He believes that Class Climate would give us more flexibility with both face-to-face and online evaluations. Lawson mentioned that he should have a response by the end of the week.
- Lawson stated the need to discuss face-to-face labs for Fall 20 in an upcoming meeting.
- Lawson brought up some options to drive student evaluation response rates up in the fall. He proposed that one way could be by negating Canvas access to students until they have completed student evaluations. Lawson indicated that he would send the committee members a menu of options on how to drive student evaluation response rates up and discuss at the beginning of fall.

B. Probationary Evaluation Calendar

- Lawson reviewed the Probationary Fall and Spring 20-21 calendar with the committee. He proposed adding a week to complete student evaluations and observations in the fall. He indicated that this

change is possible because the VPI will no longer take part in TEC meetings. There was discussion, and everyone agreed.

- Lawson also proposed extending the evaluation report due date by one week. He mentioned that the main reason for the change is that faculty are concerned that evaluation reports include student evaluation data, and this could not be discussed with the evaluatee until after grades are posted. Lawson voiced concern regarding off-contract for faculty members. Laughlin indicated that faculty are on “unscheduled prep time” and is part of faculty duty. There was discussion, and everyone agreed.
- Lawson suggested streamlining the process of sending student evaluation results to evaluatees once grades are posted. He said evaluatees could request a copy of the results through the TERB Office. There was discussion, and everyone agreed.

C. Adobe Sign and Evaluation Reports

- Lawson reported that TERB is now using Adobe Sign as part of the signature process for online evaluations. He said the dean and VP signature section on the form asks for signatures, but no comment box appears. Lawson stated that in the past, the dean and VPI could add a comment.
- Sivert mentioned that the district is looking at another signature process system called Gideon, which interacts with PeopleSoft.
- Lawson proposed adding a comment box to the Peer Evaluation Form that would be optional, and everyone agreed.
- Lawson moved to add the optional comment box to the dean and VPI section of the Peer Evaluation Form.

a. MSC: Falcone/Laughlin

b. All in favor

D. Athletics TEC Slight Reconfiguration

- Lawson reported a change to the TEC for the Athletics Department. He said the outside person had to drop out, and he is recommending the following: switch the counselor to outside TEC member. Lawson stated that the TEC would now include the department chair, and the 2nd would be from Athletics, and the third would be the counselor serving as the outside member. He said both the chair and 2nd would be from Athletics. There was discussion, and everyone agreed.

E. Summer Out-of-Cycle Evals Request

- Lawson stated that he had received several requests for out-of-cycle evaluations for summer.
- Laughlin reviewed the contract and read article 17.3.2. She indicated that out-of-cycle evaluations for summer are allowed if the faculty member only teaches during the summer and to implement improvement plans.

V. Action

A. Probationary Evaluations Calendar

a. MSC: Laughlin/Robinson

b. All in favor

B. Library Probationary Evaluation Report

a. MSC: Dalrymple/Sinnott

b. All in favor

C. Peer Evaluation Review Report

a. MSC: Laughlin/Sinnott

b. All in favor

Meeting adjourned to executive session: 4:47p.m.