



**TENURE & EVALUATIONS
REVIEW BOARD**
MINUTES – August 24, 2020

A meeting of the Palomar College Tenure & Evaluations Review Board was held on August 24, 2020 via Zoom.

- Members Present: Marquesa Cook-Whearty, Kelly Falcone, Erin Hiro, Teresa Laughlin, Lawrence Hamilton Lawson, Wendy Nelson, Shayla Sivert, David Wright
- Members Absent: William Dalrymple, Russ McDonald
- Recorder: Lucy Aguilar
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I. Call to Order

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

II. Approval of Minutes

Approval of May 11, 2020 Minutes

MSC: Hiro /Laughlin

Abstentions: Cook-Whearty/Nelson

III. Information

A. Welcome to Our New and Returning Members

- Lawson welcomed new TERB members Cook-Whearty and Nelson.

B. Update on Online Evaluation System (Cornerstone)

- Lawson updated everyone on the launching of the new Cornerstone online system for faculty evaluations. He stated that we would only pilot Probationary Evaluations alongside with the regular system. Lawson reported that the Part-Time workflow process in Cornerstone is not ready; he noted that the confidentiality aspect of the workflow is problematic.

- Lawson mentioned that evaluations would eventually go through the PD Portal.

C. Update on First Week Evaluations Prep Activities

- Lawson reported that the TERB Office is currently updating a list of Part-Time, Peer, and Probationary Faculty due for evaluation during the Fall 2020 semester. He stated that the list will include faculty members who were supposed to be evaluated in Spring 2020, but because of the emergency, were rolled over to Fall 2020. He indicated that department chairs and directors would receive information on all three groups of faculty up for evaluation by the end of this week.

D. Update on Student Evaluations Methods for AY 20-21

- Lawson reported that student evaluations would mainly be conducted online during the Fall 2020 semester. He said pointed out that only the Evaluation Kit software system (used for online evaluations) would be utilized, and that Class Climate would not be used.

IV. Discussion

A. Appointments for Evaluation Appeals Committee (EAC)

- Lawson announced that two members from TERB must be appointed to serve on the Evaluation Appeals Committee (EAC). He explained that the EAC is for tenured faculty and is comprised of people selected by PFF, TERB, and people appointed by the president. The EAC members serve to assist in probationary evaluation appeal cases. Lawson pointed out that we need one representative and one alternate.
- Cook-Whearty volunteered to serve as the representative for the EAC, and Hiro volunteered to serve as the alternate.

B. Matrix for Full-Time Faculty Evaluatees without Classes

- Lawson reported that Dean Fritch brought attention to CTE Faculty who are not teaching this semester due to COVID-19 and are up for evaluation this semester.
- Lawson proposed that in the absence of student evaluations, TERB could create a matrix that would assess the evaluatee's work on assigned projects so that TECs have some data to use for their evaluation. He explained that some faculty members are doing departmental work/assigned projects. Lawson reviewed a draft of a general matrix and asked the committee if a general matrix should be used or if a specific matrix should be created.
- Lawson noted that he is concerned about the timeline and the approval process of a matrix. There was discussion regarding the use of a general or specific matrix.
- Sivert indicated that she would request clarification on the assigned projects for faculty not teaching this semester. Laughlin pointed out that this subject had been brought up several times in negotiations. She noted that some faculty are concerned about the assigned projects being equitable.
- Sivert asked for TERB's deadline on a completed matrix. Lawson explained that he would like to have a matrix completed within a month for TERB approval; he also stated that the matrix or matrices would require PFF and Board approval.
- Sivert wants a complete list of faculty members due for evaluation this semester, and she will do a comparison check with the dean's information. She stated that this would help in determining the number of faculty members that might need a matrix.
- Nelson suggested moving these faculty members to the next semester or next academic year's evaluation list. Falcone recommended using a structure similar to sabbatical leave. Lawson noted that evaluations for probationary faculty, or any full-time faculty under improvement plans, likely could not be moved to another semester.

C. Managing Evaluator Access to Canvas for Online Evaluations

- Lawson made everyone aware that during the first two weeks of the semester, evaluators can get access to Canvas for online evaluations through their department ADA. He said that after this period, the request goes through Rebecca Diaz in the Instruction Office. He mentioned that the evaluator is added as an observer through PeopleSoft. Lawson indicated that observer access is revoked after two weeks, which is the limit for online observations.
- Lawson proposed extending access to the ADA due to approximately 750-1000 online classes being evaluated this semester.
- Kelly Falcone recommended giving faculty members the ability to add someone as an observer to their Canvas shell. She said that MiraCosta College is using a system where faculty utilize the ability to add people in Canvas. She added that faculty have control to add and revoke people when needed.
- Sivert stated that there had been a discussion regarding this issue and would work with the Academic Technology Manager, Manea Najib.

D. Online Evaluations Guidelines (OEI Rubric)

- Lawson reported that the OEI Rubric guidelines are not posted on the TERB website. He asked the committee if it should be included on the website, and everyone agreed.
- Falcone stated that she and Hiro have examples on how to complete the OEI Rubric, and suggested adding these examples to the TERB website.
- Nelson asked if using the OEI Rubric is currently required for evaluators. Lawson replied that it is not currently used as it is not approved for that use, and that the Classroom Observation Form for online courses is presently being used. Lawson said that this form needs to be redone as it might not align with OEI. Hiro volunteered to assist with the revision of the Classroom Observation Form for online courses.

E. Using Extant Probationary Improvement Plan Forms for Peer Faculty

- Lawson reminded everyone that presently, there is a Peer Faculty member on an improvement plan. He stated that there is no improvement plan form in place for Peer Faculty.
- Lawson proposed using the same improvement plan that is currently used for Probationary Faculty. He stated that the only difference would be the word "Peer." Lawson reviewed a draft of the improvement plan, and everyone agreed to use the same format.

F. Revisiting “Collegiality” in Faculty Evaluations

- Lawson reported that the probationary evaluation report includes item 13, which is about “collegiality.” Lawson pointed out that this item is not on the library or counseling evaluation report, but is only included for teaching faculty.
- Lawson would like to revisit this item in the future because of the possibility “collegiality” may be interpreted in a way that would expect probationary faculty to conform to White cultural norms in academia. In an effort to revise policy with antiracism in mind, Lawson would like to revisit this language and specify what is meant by collegiality

V. Action

A. Appointments for Evaluation Appeals Committee (EAC)

- Motion to approve Cook-Whearty as EAC representative, and Hiro as the alternate.
 - a. MSC: Laughlin/Falcone
 - b. All in favor

B. Using Extant Probationary Improvement Plan forms for Peer Faculty

- Motion to approve the Peer Faculty Improvement Plan form.
 - a. MSC: Laughlin/Falcone
 - b. All in favor

Meeting adjourned: 5:00 p.m.

Next Meeting: September 14, 2020 | Zoom 818 531 5929