



**TENURE & EVALUATIONS  
REVIEW BOARD**

**MINUTES – September 28, 2020**

**A meeting of the Palomar College Tenure & Evaluations Review Board was held on September 28, 2020 via Zoom.**

Members Present: William Dalrymple, Kelly Falcone, Erin Hiro, Teresa Laughlin, Lawrence Hamilton Lawson, Wendy Nelson, David Wright

Absent: Marquesa Cook-Whearty, Russ McDonald, Shayla Sivert

Recorder: Lucy Aguilar

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**I. Call to Order**

Meeting called to order at 4:07 p.m.

**II. Approval of Minutes**

Approval of September 14, 2020 Minutes

MSC: Hiro /Dalrymple

**III. Information**

A. Update on Student Evaluation Activities for AY 20-21

- Lawson reported that student evaluations for full-length courses would launch on Monday, October 5<sup>th</sup>. He indicated that Fast Track 1 is already done, and Fast Track 2 will go up by midway through the FT2 term.
- Lawson noted that class observations would take place during October.

B. Possibility of Special Session on Monday, October 19<sup>th</sup>

- Lawson announced the probability of a TERB Committee Special Session for Monday, October 19<sup>th</sup>.

C. Notice of October 26<sup>th</sup> Meeting

- Lawson stated that he added a TERB meeting for October 26 because it was left off the calendar. He sent an invite to all the committee members.

**IV. Discussion**

A. Method of Providing Access to Canvas Shells

- Lawson reported that faculty members had expressed concern over the use of employee ID numbers to obtain access to Canvas Shells. He said that ATRC has recently indicated that faculty can also use their email address. Lawson stated that he will change the instructions on the TERB website and will notify all faculty members.

B. Confidential Student Evals in the Online Environment [DRC and Behavioral Health]

- Lawson described the current student evaluation process for DRC and Behavioral Health. He said that the front desk sends a link to the student, and then the student signs up for the evaluation. Lawson explained that he needs the student's email address to connect them to the online evaluation system.
- Lawson indicated that DRC and Behavioral Health student appointments are confidential, and therefore, TERB cannot have access to student email addresses for evaluation purposes as that would compromise confidentiality.
- Laughlin suggested suspending DRC and Behavioral Health evaluations until face-to-face classes are available. Lawson said that Behavioral Health has agreed to suspend their evaluations, but that DRC wants to proceed with the evaluation process. There was discussion amongst the committee members regarding several options for DRC and the confidentiality of their online student evaluations.
- Lawson mentioned that he has been reviewing the Evaluation Kit System for a remedy and will contact the Evaluation Kit technology team for assistance on a possible resolution.
- Laughlin suggested using an abbreviated option along with an MOU. She stated that we could work together with DRC to discuss options.

C. Revising the Online Course Observation Form

- Lawson announced that the Online Course Observation Form needs revision to be compliant with the CCC-OEI Online Course Design Rubric. He said that he had received emails regarding the format and use of the current form. Lawson informed committee members that the ATRC website mentions that TERB offers the CVC-OEI Online Course Design Rubric to use as an Online Course Review Worksheet. Lawson indicated that TERB does not use this form, and the current worksheet in use was revised in 2010.
- Lawson reviewed the 2010 worksheet with the committee. Falcone stated that she would work with Hiro on revising the Online Course Observation Form. Lawson stated that we need to approve a new rubric for observations to align with OEI and accreditation purposes.
- In regard to accessibility, Falcone suggested adding accessibility to our face-to-face observation form in addition to our online observation form.
- There was a discussion regarding the implementation of the revised form. Lawson took a poll, and the majority voted to begin using the revised form in Fall 2021. Lawson recommended the use of a soft revision for begin in Spring 2021 that included accessibility language. He stated that he would send out the proposed form to committee members for their approval over email.

D. Revising Student Feedback Options for Peer Evals

- Lawson informed committee members that he will work with Laughlin on revising the student feedback options for peer evaluations. He stated that the proposed changes would be emailed to the TERB committee members. Lawson will add this item to the next meeting agenda.

E. Revisiting “Collegiality” in Faculty Evaluations

- Lawson asked committee members to reflect on ways to make question #13 regarding collegiality more specific and bring suggestions to the next TERB meeting.

**V. Action**

A. Approvals for PRC Chairs for Department Chairs

- Motion to approve Peer Review Committee Chairs for Department Chairs over email.

Meeting adjourned to Executive Session: 4:55 p.m.

Next Meeting: October 26, 2020 | Zoom 818 531 5929