



**TENURE & EVALUATIONS
REVIEW BOARD**

MINUTES – October 26, 2020

A meeting of the Palomar College Tenure & Evaluations Review Board was held on October 26, 2020 via Zoom.

Members Present: Marquesa Cook-Whearty, William Dalrymple, Kelly Falcone, Erin Hiro, Teresa Laughlin, Russ McDonald, Lawrence Hamilton Lawson, Wendy Nelson, Shayla Sivert, David Wright

Guest: Steven Salter, Director EOPS

Recorder: Lucy Aguilar

I. Call to Order:

Meeting called to order at 4:04 p.m.

II. Approval of Minutes:

The minutes for September 28, 2020 were approved as amended.

MSC: Dalrymple /Laughlin

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

III. Information:

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

- Lawson announced that student evaluations are currently in progress. He indicated that FT2 evaluations would launch next week.
- Lawson reported that there are technical issues with the student evaluations for Nursing and EME. He stated that these evaluations are done differently and that the problem is being corrected.

B. Update on Behavioral Health and DRC Student Evaluations

- Lawson noted that during the last meeting the committee spoke about postponement of Behavioral Health student evaluations and writing up an MOU for DRC to continue with their student evaluations this semester. He stated that the committee also discussed working on a resolution for confidentiality issues surrounding student email addresses for Behavioral Health and DRC which is no longer necessary as evaluations for those confidential areas are postponed until (a) we're in a face-to-face environment or (b) a system could be developed so that student confidentiality is not impacted. Lawson pointed out that the confidentiality issue is not present in EOPS. He indicated that the peer faculty member being evaluated this semester is in DRC and EOPS and that they would only be evaluated in EOPS, so the confidentiality issue is not present for that eval.
- Nelson asked if the Class Observation Form currently in use could be used for synchronous teaching. Lawson stated that observing a synchronous session is supplemental and that the Class Observation Form is meant primarily for the Canvas course (if one exists). He stated that evaluators should be viewing a Canvas course unless the faculty member is not using Canvas. There was a discussion regarding the use of the current Course Online Observation Form with synchronous classes and that the normal face-to-face observation form could be used if there were no Canvas course being used.

C. Note on INEA Evaluations (Courses Conducted in Spanish)

- Lawson explained the instruction format for INEA. He indicated that INEA is a program within ESL that is taught exclusively in Spanish and that he is currently the coordinator.
- Lawson reported that the student evaluations for INEA were translated into Spanish by Aguilar. He stated it was done so that students could understand the procedure and experience the same process as in the face-to-face environment where those conducting the student evaluations translate the questions into Spanish using TERB-provided forms.

IV. Discussion

A. Directors and Faculty Evaluations

- Lawson introduced the Director of EOPS, Steven Salter. He stated that Salter asked for clarification on director roles in faculty evaluations.
- Salter stated that in working with Dean Salas (Dean for Counseling), there was discussion regarding the EOPS Tenure Evaluation Committee (TEC). Salter stated that Dean Salas brought up the possibility including the Director of EOPS on the TEC Committee instead of the dean.
- Lawson reviewed section 17.6.2 of the contract and indicated that it seems clear and permissible that the dean could designate the Director of EOPS to be a part of the TEC (as the first-level administrator). Lawson stated that this conversation also opens up discussion on EOPS Part-Time Faculty and the director's role in this process. Lawson noted that in the past, he had received questions from the DRC director regarding her role in evaluations.
- Stater indicated that there are several part-time faculty members in their area. He added that he interacts regularly with them and feels it may be appropriate to be involved in the evaluation process. There was a discussion amongst the committee members regarding the role of the director in faculty evaluations.
- Lawson reviewed section 17.3.1.2 of the contract and stated that language indicates that the director could complete an in-class/workplace observation but cannot write the evaluation report.

B. Revising the Online Course Observation Form

- Lawson reviewed the revised Online Course Observation Form. He indicated that it is a soft-revision for Spring 2021 to include accessibility. Lawson pointed out the addition of Section D (Accessibility) of the CVC-OEI. There was a suggestion to include references of the CVC rubric to the soft revision to answer faculty questions. There was a discussion regarding accessibility and the revised Online Course Observation Form.
- Lawson indicated that he would work with Falcone and Hiro to produce a final product and bring it back for TERB approval. He stated that he would like to get approval before the spring class observations begin. There was a suggestion to create a simplified checklist. Hiro indicated that she would share a copy of a simplified CVC rubric that is currently available.

C. Student Evaluation Handoff Process for Administrators

- Lawson explained past practice for delivering probationary student evaluations to administrators and asked the committee for suggestions for online delivery. There was discussion regarding several options and of adding security. In the end, the committee decided (for this semester) to put the password-protected file onto 365, share with just the Dean, and block downloads.

D. Dean Evaluation Signatures for 2020 Evals for SBS

- Lawson announced that Dean Ly is on leave and that moving forward, another dean or academic administrator would take her place for evaluation signatures.
- Lawson reported that he had received evaluations that are lagging from 2020 and require Dean Ly's signature and asked the committee for direction on proceeding with the evaluation.
- There was concern regarding the instruction and academic deans' role in the evaluation process for SBS. There was a discussion regarding the placement of instruction and academic administrators for the 2020 evaluation process for SBS.
- Lawson stated that he would continue with the evaluation signature process for probationary, needs improvement, and unsatisfactory evaluations. He indicated that he would hold on to evaluations that do not rise to that level of urgency for the remainder of Fall 2020 with the intent of passing them on to Dean Ly upon her return.

E. TERB's Role in an Out-of-Cycle Evaluation Request for Department Chairs

- Lawson reported that he received a request for an out-of-cycle evaluation for a department chair. He stated that the contract delegates TERB some authority to initiate the evaluation but no clear language

on the guidelines that prompt the evaluation. He asked the committee if it was enough to get a request from one faculty member or if more than one faculty member is needed.

- Lawson stated that this is the first request of this type that he has received. There was a discussion regarding concern about equity in the process.
- Lawson stated that he would like to have some recommendations for guidelines and procedures by the end of the semester.
- Lawson tabled the rest of the agenda items.

F. Revising Student Feedback Options for Peer Evals: Tabled.

G. Reviewing Evaluations Process for Bias: Tabled.

V. Action

A. Online Course Observation Form Revision – Tabled.

The meeting was adjourned at 5:03 p.m.

Next Meeting: November 9, 2020 | Zoom 818 531 5929