**District Tenure Review & Evaluation Committee**
October 7, 2014 1:30 PM
**Doyle Library 4244 (1st floor)**

**AGENDA**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action or Report Needed</th>
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<tbody>
<tr>
<td><strong>I. Call to Order and Statement of Confidentiality</strong></td>
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<td><strong>II. Approval of Minutes</strong></td>
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<td><strong>III. Constituent Reports</strong> (as needed)</td>
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<td>(AFA, Academic Senate, Department Chair Council, Academic Affairs Council, Article 14 Sub-Group)</td>
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<td><strong>IV. Other Reports</strong> (as needed)</td>
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<td>Progress Report on Evaluations (A. Farkas)</td>
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<td><strong>V. Old Business:</strong></td>
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<td>A. Review of Lab Student Evaluation form prior to posting on AFA forms site.</td>
<td>Continued from Spring 2014</td>
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<td>B. Evaluation time line for short-term and late start classes</td>
<td>Continued from Spring 2014</td>
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<td>C. Continuation of discussion about conducting an out-of-cycle evaluation in the same term complaints are reported/discovered</td>
<td>Continued from Spring 2014</td>
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<td>D. Continuation of discussion about adjusting directions in the online evaluation guidelines to make clear how to access the online student evaluation form.</td>
<td>Sean received instructions from Lori Derum. These instructions are on the CATE website. There was discussion about whether CATE could be bypassed. Would this require a contract change?</td>
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<td>E. Discussion of possible ways to handle lack of sufficient faculty to conduct adjunct evaluations.</td>
<td>Continuation of discussion from 9.16.14 meeting</td>
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<td><strong>VI. New Business</strong></td>
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<td>A. Department would like to recommend a minimum of 25 and maximum of 45 student evaluations be collected from tenure track faculty who are seeing students on a drop-in basis. Since many of these individuals do not teach classes in first or second year, it is critical to collect student evaluations from individual drop-in sessions. Important to establish range so faculty have a realistic expectation that is similar to the evaluations collected for a class. Will also create consistency.</td>
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<td>B. Confirmation of meaning of Article 14A.09.3.b regarding supervising administrators and department chairs determining which courses and sections will be observed.</td>
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<td>C. Conflict between two sections of Article 30, Tenure Review: 30.08C.1 states that team members will prepare only one Individual Team Member Report per year. 30.05A. 13 &amp; 14 speak to spring and summer observations and indicate that a team member would have to complete the Observation Report and a Team Member Report.</td>
<td>New business carried over from Spring 2014</td>
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<td>D. Report from Wanda Burzycki on pilot program where adjunct faculty were evaluated by full-time instructors from other departments when a department cannot cover all of its evaluations due to the lopsided adjunct-full-time ratio.</td>
<td>New business carried over from Spring 2014</td>
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<td>E. Tenure Review question: Contract Year 2 – where Discipline Peer will be going on sabbatical during spring 2015 and fall 2015, should the DP be replaced now for the evaluations of Contract 2, 3 and 4?</td>
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<td>F. Review of committee membership, function and meeting times for College Council</td>
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**VII. Other Business – from the floor**

**VIII. Adjournment**