



District Tenure Review and Evaluation Committee (DTREC)

October 3, 2017 1:30-3:00pm Doyle Library 4244 (1st Floor)

Minutes

| Agenda Item | Action or Report Needed |
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| I. Call to Order Present: Susan Wilson, Sarah Hopkins, Carlos Valencia, Mark Ferguson, Josh Adams, Abe Farkas Staff: Kathy Matthies Guests: Liko Puha, Lisa Beach | Meeting called to order 1:36pm |
| II. Approval of Minutes – Approval of 9/19/17 Minutes | Minutes approved |
| III. Constituent Reports (as needed) (AFA, Academic Senate, Department Chair Council, Academic Affairs Council) | No reports given |
| IV. Other Reports (as needed) Progress Report on Evaluations (A. Farkas/K. Matthies) | No reports given |
| V. Old Business | |
| 1. Report of status of PSTC waiver | Pending AFA recommendations |
| 2. Report of status of Work Experience waiver. | Pending AFA recommendations. Curriculum office will double check the corrections on the forms for final approval. |
| VI. New Business | |
| 1. Steps for Distance Ed Evaluations – Liko Puha | Liko shared feedback regarding the Online Instructor Evaluation. He would like to propose clarification on the adding the observer to the course and instructions how-to process. Also to provide more information to the evaluatee on the process. What DE department is relaying the following information: Access to class: <ul style="list-style-type: none"> • Distinguish/clarify instructions for evaluatee and observer • Two Canvas courses: Instructional and EVAL created for students to provide feedback • Include instructions for how to add an observer. Role? Length? <ul style="list-style-type: none"> ○ Here is what Liko shares: “It is up to you as the evaluatee to add the |

observer to your course. You decide the time, duration and role.”

Student Evaluation Questions that are being brought to DE department:

- Observers have difficulty discerning the questions answered by students. Perhaps point to the questions file in the archive.
- Some observers are provided scanned copies to perform evaluation of student results.

Compiler Instructions:

- Perhaps provide instructions to compiler and what and how to provide student evaluation results.

DTREC’s role is to support the contract. The instructions should be vetted through administration and AFA. The present instructions with the forms tab in HR have wrong information. Asked for a task force to deal with these issues. AFA and DTREC committee agreed. Also brought forward from DE department the formatted forms are not formatted on the new Canvas site. Next steps:

1. AFA will be notified that DTREC will be looking at the concerns for online instructions
2. The online rubric that is posted on the HR website now has inaccurate information pertaining to CATE that now needs correcting to pertain to CANVAS. Liko will highlight the inaccurate information to correct.

VII. Other Business

VIII. Adjournment – Meeting adjourned 2:25pm