



**District Tenure Review and Evaluation Committee (DTREC)**

**May 1, 2018 1:30-3:00pm Doyle Library 4244 (1<sup>st</sup> Floor)**

**Minutes-Draft**

Agenda Item	Action or Report Needed
<b>I. Call to Order</b> Present: Abe Farkas, Warren Ruud, Carlos Valencia, Mark Ferguson, Sarah Hopkins, Josh Adams, Michael Aparicio Staff: Kathy Matthies	Meeting called to order at 1:32p
<b>II. Approval of Minutes</b> – Approval of 4/3/18 Minutes	Minutes approved
<b>III. Constituent Reports</b> (as needed) (AFA, Academic Senate, Department Chair Council, Academic Affairs Council) 1. AFA updates on contract revisions	Nothing to report
<b>IV. Other Reports</b> (as needed) Progress Report on Evaluations (A. Farkas/K. Matthies)	Nothing to report
<b>V. Old Business</b>	No Old Business
<b>VI. New Business</b>	
1. <b>Tenure Team Department Chair Conflict of Interest Concern</b> <ul style="list-style-type: none"> <li>○ The Department in question has come to a complete agreement that the Department Chair on a Tenure Review Team for an instructor <b>in the tenure process</b> is to be replaced due to a potential conflict of interest. DTREC Co-chairs will draft a resolution to forward to the VP of AA for final approval.</li> </ul>	
2. <b>Article 14A &amp; B Week 16 Corrections</b> <ul style="list-style-type: none"> <li>○ Committee agreed with the following changes to Article 14A &amp; B in regards to Week 16 definition:</li> </ul>	
<b>14B.06A TIMELINE FOR THE EVALUATION PROCESS</b> The first change. To remove the highlighted reference.	
<b>A. Steps and Timeline:</b> The timeline below briefly explains the evaluation process step-by-step <b>in chronological order.</b> (For a complete description of the process, see the other provisions of this article.) The timeline below is for evaluations of full- semester assignments. This is a recommended timeline, and participants may vary from the timeline so long as they meet the three (3) mandatory dates. The <b>three (3) mandatory</b> due dates for this process include:	
1. <b>Week 2:</b> Notification of the evaluation (District)	

- 2. **Week 5:** Submission of the syllabi and schedule (Evaluatee)
- 3. **Week 16:** Meeting or conference with the evaluatee (District and Evaluatee)

The District’s failure to meet the two (2) mandatory District deadlines could result in the evaluation being set aside if requested by the evaluatee. The evaluatee’s failure to submit materials or to cooperate does not halt or delay the process. The remaining deadlines are simply recommended dates.

The second change is in Article 14B.06.K – Adding the verbiage highlighted  
**Article 14B.06 TIMELINE FOR THE EVALUATION PROCESS**

K. **Week 16:** No later than the end of **Week 16 of instruction** of the evaluation semester

The article will need to be checked for “ripple effects” that will need to be changed. For example Article 14B.12.E.1 also calls out “No later than the end of Week 16 of the evaluation semester,... “ would need to be changed to: No later than the end of the Week 16 of instruction of...

And again in Article 14B.13.A where Week 16 is referred to will need to be changed to Week 16 of Instruction. There are probably other ripple changes, and the committee agreed that AFA will have to review the contract for those ripple changes.

Similar changes will need to be made in Article 14A.

All of this is caused because the fall semester is 18 weeks in duration while the spring semester spans 19 weeks because of spring break week. When the contract was revised it was pretty clear the intent was that spring timelines were to mirror fall timelines. Spring break week just got overlooked.

The committee voted in agreement to recommend these changes. Timeline corrections for 2017-18 were sent out to deans and department chairs. The AFA representatives to DTREC reported that the AFA has agreed to hold the District harmless for any evaluations turned in by Friday, May 11, 2018 (the 16<sup>th</sup> week of ‘instruction’)

**VII. Other Business**

**VIII. Adjournment** – Meeting adjourned at 1:55p