Convener: Ardis Eschenberg, Vice Chancellor of Academic Affairs

In Attendance: Ellen Ishida-Babineau, Dean of Division I; Michael Tom, Assistant to the VCAA and Computing Services Coordinator; Robert Barclay, Language Arts Chair; Paul Briggs, Social Science Chair; Mark Hamasaki, Humanities Chair; Ross Langston, Natural Science Chair; Ellen Nagaue, Testing Center Coordinator; Elizabeth Ratliff, Media Center; Johnny Singh, Math-Business Chair; Jan Sung, Library

A. Lecturer Evaluation Time Line
Due from lecturer to division secretary by April 1 and then will be forwarded to Department Chairs immediately. It is proposed to revise the process to be more in line with the rest of the system. Proposed Process:
- The Department Chair evaluates the lecturer and forwards their recommendation to their Dean;
- The Dean consults with the Department Chairs, summarizes the recommendations and forwards to the Vice Chancellor;
- The Vice Chancellor consults with the Dean, summarizes the recommendations and forwards to the Chancellor; and
- The Chancellor makes the determination whether the lecturer is in good standing.
Lecturer assessments are not privacy protected. For lecturers who are home-based at another campus, the Department Chairs may contact the home-based department chair for a copy of the lecturer’s assessment and their recommendation. Lecturer assessments for Step C lecturers should contain four years of peer evaluations and student evaluations.

B. Fall 2015 Schedule
Change requests are now turned on. Deconflicting went very well. Language Arts will be hiring another lecturer. The DC has the final authority to schedule classes when they deem necessary based on enrollment management types of issues.

C. Summer Schedule
Enrollment is low and is skewed toward online courses. We need to watch for classes that fill and think about adding another section.

D. Catalog Revisions
Please look at your section and give Ardis any feedback by 3/19. Ardis will send the draft to the DCs after Bonnie is done. There will only be 3 days to look at it before it needs to go back to Bonnie. Mike voiced concern that there might not be the same effort put into updating the catalog as into updating the website.

E. Lecturer Evaluation
Peer and student evaluations need to be included for every year taught, even if the lecturer is at a Step B or C and is not required to turn it in every year. Lecturers hired by exception need to do an evaluation every year, regardless of their Step. If their home campus is elsewhere, they turn it in there and not here. Lecturers are responsible for their SLO assessments, regardless if they are on the schedule to be assessed or not. It is a system expectation that when one is teaching a class, SLOs
are being assessed as you teach. This requirement was not stressed this year, but will be next year. Ardis will write up clarified procedures based on Johnny’s suggestion: the minimal expectation will be one SLO per class, where did you test it, how did the students perform, what was the trend you noticed, were there any issues, and what is your future action in regards to this; this is not a formal assessment and does not need to go on the IRA website; a different SLO should be assessed each time the class is taught.

F. Lecturer Contract
   Ardis got consent of the group to change the language in the lecturer contract to:
   “Lecturers are required to be peer evaluated at least once every calendar year. Plans should be made to be evaluated in the first semester of the calendar year in which the lecturer teaches regardless of plans to teach in subsequent semesters.”

G. Announcements, Reminders, Information Sharing
   • Ardis will check on whether the update for lecturer teaching equivalencies will take effect in Fall 2015 or Fall 2016
   • Rescheduling next meeting to Wednesday, April 15, 2015