



## **Faculty Business Committee**

August 28, 2018

12:30 – 1:20 pm, Room 875

### **Minutes Proposed**

**Present:** F. Smyle (chair), M. Villagomez (co-chair), J. Amato, W. Fortier, C. Gillis, J. Hanson, M. Hodgins, S. Howard, M. Ignacio, M. Jong, B. Larsen, K. McCann, L. Monger, H. Scott, A. Thomas, E. Martinez, E. Wade, C. Trujillo, C. Pruitt, R. Manzo, S. McCann, C. Roughly, M. Wolters

**Absent:** E. Quealy

**1. Welcome**

- Meeting was called to order at 12:34 PM

**2. Announcements**

- Thursday at 12:30 pm in the TLC is the Brown Bag where there will be pizza and conversation about data points. RSVP to Amira.

**3. Public Comment**

- None

**4. Adoption of the Agenda**

Motion to adopt agenda as presented

- M/S/P

**5. Approval of Minutes: August 9, 2018**

Motion to approve minutes as presented

- M/S/P (1 abstention)

**6. Discussion Item**

**6.1 PT Evaluation Process – Smyle**

- It was reported that feedback was reviewed and incorporated into the process documents including a probationary period, third performance rating (needs improvement), contract 3 as a discipline expert, and what constitutes a negative review
- There was a discussion about the Collective Bargaining Agreement (C.B.A.) with PT faculty's request for a second evaluation
- Contract 3 can be a discipline expert

- Requests were made:
  - To add in language from C.B.A.,16.3
  - Request for update in the General Outline (page. 2, #3, a. Online Peer Review) to address online class evaluations
  - Clarification on what triggers an administrative evaluation (needs improvement or negative)
  - To add, in II., B. Student Evaluations, information regarding online courses

## **7. Information item/update**

### **7.1 Distance Education –Gillis**

- Document was provided regarding process/protocol that incorporates Title 5/OEI guidelines
- Pending issues include:
  - The need for course design to be in alignment with accreditation requirements
  - “Week Zero” the need for students to have time to get ready but faculty is not on contract
  - Need to include content for library and counseling
  - Need for training/guidelines for new hires, or to confirm appropriate training
  - Potential need for D.E. committee
- Feedback was requested for schedule requirements, hybrid class modalities

### **7.2 Task assignment and deadlines-Smyle**

- There was a review of the workgroups and task assignments.

## **8. Action Item**

### **8.1 PT Evaluation Process – Smyle**

- M/S/P

### **8.2 Emeritus Status Application – Smyle**

- M/S/P

## **9. Future Agenda Items**

Distance Education, Faculty Hiring Procedure, Professional Development

- Request was made to bring Distance Education document back to discuss next meeting
- Professional Development as an Information Item

## **10. Adjourn**

Motion to adjourn meeting at 1:15 PM

- M/S/P