

## Notes from CEER Meeting April 7, 2017

### Interests

- Improvement of the teaching experience both in the classroom and the adjunct instructor
- Improvement of adjuncts being more involved with the department, curriculum, etc. Make sure the curriculum spirals [??] with the department
- Evaluates and supports employment decisions
- Consistency
- Clear
- All aspects consistent for adjuncts across the campus
- Evaluation process that works for both instructional and non-instructional staff
- Counselors and librarians included
- Understand who is responsible for what pieces and all know process
- Clarity for on-line classes
- Evaluation of all job responsibilities including those outside of the classroom
- Maintain quality
- Meaningful
- Clarity semester vs. primary semester
- Connect evening with daytime faculty/campus

### Groups Goals:

1. Collaborative process used to create ideas that will be sent forth to negotiations
2. Foster communication and inclusion for adjuncts
3. Include wider breadth of input--specifically adjunct faculty
4. Draft
  - a. Process and Timeline
  - b. Criteria
  - c. Consistent tool/s

### Criteria

- Course organization
- Agenda for the day
- SLO's to follow course outline of record
- Student engagement
- Variety of methods for different learners

- Instructional delivery
- Professional responsibilities
- Incorporation of departments' curricula
- Knowledge of subject matter
- Respect for the diversity of the students in the classroom
- How does the instructor engage with all students in the classroom
- Feedback that encourages growth
- Idea: Include pre-meeting to cover faculty goals for observation
- Idea: Include entire class in observation to see all instruction
- Idea: Link prior evaluation to current process (maybe in self-evaluation)
- Feedback that includes ideas

#### **First Draft Process:**

5. Pre-conference (maybe for new only ant the start of the semester) Maybe a PowerPoint for ongoing here? Screen cast?
6. Student evaluation (define when)
7. Classroom observation
8. Self-evaluation ?
9. Conference by dean/supervisor (include observer)
  - a. 1<sup>st</sup> evaluation this required
  - b. Additional evaluations will include an invitation to meet (not required)

NOTE: Dean is responsible for looking at all student evaluations and observation forms

#### **Evaluation Process – New Faculty (Second Draft) *Red Bold pertains to evaluations after the 1<sup>st</sup> evaluation***

1. Evaluation Orientation – Beginning of Semester (*Part of the purpose is to connect adjunct with the dean*)
  - a. Dean, supervisor, or designee leads
    - i. With groups or individuals – dean's choice
  - b. Note: If dean is new, encourage them to see adjunct and include all faculty in orientation
  - c. Those adjuncts up for three year evaluation will be given the opportunity to attend orientation and receive any refresher materials.*
2. Student-Evaluation - ½ to ¾ thru course
3. Classroom Observation

- a. Pre-observation meeting with observer (method TBD) Include conversation about how long the observation will be
  - b. Observation is scheduled and completed. Observe 45-60 minutes.
    - i. Two week window coordinated/or scheduled
  - c. Post conference with observer (If dean is observer this may be included in the final meeting with dean)
  - d. Observer review outcomes with the dean
4. Self-Evaluation ( ??? maybe)
  5. Evaluation conference with dean
    - a. Dean reviews all information ( Observations, student evaluations, prior evaluations, etc.)
    - b. Include a summary of components
    - c. Review the evaluation
    - d. Review growth opportunities
  6. Next Step
    - a. Unsatisfactory overall result – Evaluate again next semester
    - b. Satisfactory overall result – Evaluate in 3 years

**Next Steps & Homework**

1. Small group meet to draft form/s – Heather will start and then reach out for input
2. Next meeting: CEER meeting scheduled 5-12-17. Try to expand hours – Jennifer to coordinate
3. Bridgette will type and distribute the notes

**Meeting Evaluation:**

Plus/Delta

<b>PLUS</b>	<b>DELTA</b>
Interactions	Speak slowly
Facilitation	Read handouts before conversing again
Hearing all different perspectives	Need more adjuncts
On the same page	
The process of the whole group working on it	
Lunch	