



Division of Science and Mathematics

Meeting Date: Aug. 15, 2017 (College Day)

Meeting Time: 2PM – 4PM

Location: 1803

Present:

Topic	Information/Action
<p>Welcome and Welcome Back!!</p> <p>FACULTY LEADERSHIP</p> <ul style="list-style-type: none"> • Faculty Association – Chabot College Rep, Dave Fouquet • Academic Senate – President, Laurie Dockter <p>CLASSIFIED PROFESSIONAL LEADERSHIP</p> <ul style="list-style-type: none"> • Classified Senate – Senator, Kim Bononcini <p>FOLLOW UP ITEMS</p> <ul style="list-style-type: none"> • BIOL Building Update • Facilities Committee Rep. <p>ANNOUNCEMENTS</p> <ul style="list-style-type: none"> • Canvas Training – Najla Abrao • STEM Center Vision – Gabe Chaparro • Sensitivity Discussions - Char • Faculty leads Google Sheet – Char <p>Areas needing leads: All, SLO, Schedule/Enrollment, Evaluations, Adjunct Hiring, Budget, Curriculum, Program Review, Pre-requisite Challenge/A&R Issues, Textbooks</p> <p>INDIVIDUAL DEPARTMENT MEETINGS 3pm – 4pm</p> <p>Reminders</p> <ul style="list-style-type: none"> • Evaluations – Please ID FT faculty to evaluate PTimers due in your areas. All untenured faculty must submit a 3 – 8 page professional review by Oct. 1st. See checklist on back for additional info. • Submit Syllabi, Key Requests and Office Hours to Kim – Due: AUG 25th • Census - (Full-Term Classes) Due: August 28th! Short term class census dates are located on the Wiki in the ‘Faculty Reminders’ Page. 	
<p>Other? – Future items: Improving the success of Basic Skill Students</p> <p>NEXT Meeting: Sept. 7, 2017 @ 12pm in room 1803</p>	

Mission Statement

Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. Our students contribute to the intellectual, cultural, physical, and economic vitality of the region. The college responds to the educational and workforce development needs of our regional population and economy. As a leader in higher education, we promote excellence and equity in our academic and student support services. We are dedicated to student learning inside and outside the classroom to support students' achievement of their educational goals.



Contract Untenured Faculty Evaluation Checklist

Instructional Faculty Unit Member Name: _____

Year 1	
	Level One TRC Team - 3 members (2 Faculty and one Admin) with optional 4 th member.
	Observer assigned by FA (optional).
	All TRC members received training.
	Evaluee has submitted Professional Review (1-2 pages). Due Oct. 1 st .
	Initial meeting was held and Evaluee was apprised of the Tenure Review Process.
	3 classroom visits were made in Fall of 1 st year.
	2 Student Surveys were distributed and summarized.
	Evaluee provided TRC committee with instructional materials (syllabi, tests, handouts).
	Class observation written report was received by Evaluee within 15 working days.
	Administrator's Review Submitted by Dec 1 st .
	Final Meeting was conducted and Evaluee received a copy of the signed recommendation.
	Fully, signed report forwarded to VP of Academic Services by Dec. 16 th .
	Level Two Tenured Faculty Member(s) identified (cannot be member of level 1 committee).
	Level Two Committee (Faculty + VP Academic Services) reviews and makes recommendation.

Year 2	
	Evaluee has submitted Professional Review (3-8 pages). Due Oct. 1 st .
	3 classroom visits were made. Classroom visits should commence in Spring (after March 15): <ul style="list-style-type: none"> • One visit with one student survey plus an additional student survey Spring (of 1st year) • Two visits with two student surveys Fall (of 2nd year)
	4 Student Surveys were distributed and summarized.
	Evaluee provided TRC committee with instructional materials (syllabi, tests, handouts).
	Class observation written report was received by Evaluee within 15 working days.
	Administrator's Review Submitted by Dec 1 st .
	Final Meeting was conducted and Evaluee received a copy of the signed recommendation.
	Fully, signed report forwarded to VP of Academic Services by Dec. 16 th & Level Two Review.

Years 3 - 4	
	Evaluee has submitted Professional Review (3-8 pages). Due Oct. 1 st .
	3 classroom visits were made. Classroom visits should commence in Spring (after March 15): <ul style="list-style-type: none"> • Spring (of 2nd academic year) • Fall (beginning of 3rd year) – Student Surveys should be distributed • Fall (of 4th year) – Student Surveys should be distributed
	2 Student Surveys were distributed and summarized in the Fall Semesters.
	Evaluee provided TRC committee with instructional materials (syllabi, tests, handouts).
	Class observation written report was received by Evaluee within 15 working days.
	Administrator's Review Submitted by Dec 1 st .
	Final Meeting was conducted and Evaluee received a copy of the signed recommendation.
	Fully, signed report forwarded to VP of Academic Services by Dec. 16 th & Level Two Review.

*NOTE: Spring Semester Hires – At least one class and student evaluation shall occur the 1st Spring Semester (Article 14D.1)