



**Division of Science and Mathematics**

Meeting Date: Aug. 17, 2018 (College Day)

Meeting Time: 2PM – 4PM

Location: 1803

Present:

Topic	Information/Action
<p><b>Welcome and Welcome Back!! – New Faculty Introductions</b></p> <p><b>FACULTY LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Faculty Association – President, Dave Fouquet</li> <li>• Academic Senate – Vice President, MingLun Ho Vote to confirm Erin and Jeffrey as well as to confirm alternate Senators</li> </ul> <p><b>NEW ITEMS</b></p> <ul style="list-style-type: none"> <li>• BIOL Building Update Meetings: Every Thursday at 8:30a in the Facilities Trailer</li> <li>• TRCs need Tenured Faculty and Level 2 TRC Members <a href="https://docs.google.com/spreadsheets/d/15ByJU6GqVRwlr2ad_uOmoJxtCv4b2rOh-TFLBRmt644/edit?usp=sharing">https://docs.google.com/spreadsheets/d/15ByJU6GqVRwlr2ad_uOmoJxtCv4b2rOh-TFLBRmt644/edit?usp=sharing</a></li> <li>• Shared Governance Groups need Sci + Math Rep: PAR – 1<sup>st</sup> &amp; 3<sup>rd</sup> Mon. 1:30p – 3p SASE – 1<sup>st</sup> &amp; 3<sup>rd</sup> Thurs 1p – 3p</li> </ul> <p><b>ANNOUNCEMENTS/UPDATES</b></p> <ul style="list-style-type: none"> <li>• Non-Credit Curriculum – Erin Kelly</li> <li>• AB 705 and Changes in Math: MingLun Ho</li> <li>• New Faculty Professional Development – Erin Kelly</li> <li>• STEM Center – FA18 Events: Gabe Chaparro</li> <li>• MESA/TRiO-STEM: Maria Rodriguez-Larrain</li> <li>• Hail and Farewell Mixer – Immediately after College Day @ Celia’s</li> </ul> <p><b>INDIVIDUAL SUB-DIVISION MEETINGS 3pm – 4pm</b></p> <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>• <b>SLOs:</b> Please see the SLO Report. If your course is listed, it is due for assessment: <a href="https://docs.google.com/spreadsheets/d/1ZhoFLvka1TeqHsCjE6tnegdA6n6NMP5Nv-CTQitoY8s/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1ZhoFLvka1TeqHsCjE6tnegdA6n6NMP5Nv-CTQitoY8s/edit?usp=sharing</a></li> <li>• <b>Evaluations</b> – Please ID FT faculty to evaluate PTimers due in your areas. All untenured faculty must submit a 3 – 8 page professional review by Oct. 1<sup>st</sup>. See checklist on back for additional info.</li> <li>• <b>Submit Syllabi, Key Requests and Office Hours to Kim</b> – Due: AUG 24<sup>th</sup></li> <li>• <b>Census</b> - (Full-Term Classes) Due: Sept. 4th! Short term class census dates are located on the Weebly in the ‘Faculty Reminders’ Page: <a href="https://chabotsciencemathdiv.weebly.com/faculty-reminders.html">https://chabotsciencemathdiv.weebly.com/faculty-reminders.html</a></li> </ul>	
<p><b>Other? – Future items:</b>  <b>NEXT Division Meeting: Sept. 6<sup>th</sup> @ 12p in room 1803</b>  <b>Subdivision Meetings: Sept. 7, 2017 (Flex Day) @ TBD</b></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 <sup>th</sup> member.
	Observer assigned by FA (optional).
	All TRC members received training.
	Evaluee has submitted Professional Review (1-2 pages). Due Oct. 1 <sup>st</sup> .
	Initial meeting was held and Evaluee was apprised of the Tenure Review Process.
	3 classroom visits were made in Fall of 1 <sup>st</sup> 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 <sup>st</sup> .
	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 <sup>th</sup> .
	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 <sup>st</sup> .
	3 classroom visits were made. Classroom visits should commence in Spring (after March 15): <ul style="list-style-type: none"> <li>• One visit with one student survey plus an additional student survey Spring (of 1<sup>st</sup> year)</li> <li>• Two visits with two student surveys Fall (of 2<sup>nd</sup> year)</li> </ul>
	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 <sup>st</sup> .
	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 <sup>th</sup> & Level Two Review.

Years 3 - 4	
	Evaluee has submitted Professional Review (3-8 pages). Due Oct. 1 <sup>st</sup> .
	3 classroom visits were made. Classroom visits should commence in Spring (after March 15): <ul style="list-style-type: none"> <li>• Spring (of 2<sup>nd</sup> academic year)</li> <li>• Fall (beginning of 3<sup>rd</sup> year) – Student Surveys should be distributed</li> <li>• Fall (of 4<sup>th</sup> year) – Student Surveys should be distributed</li> </ul>
	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 <sup>st</sup> .
	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 <sup>th</sup> & Level Two Review.

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