

West Los Angeles College
Accreditation Progress Report
Recommendation #9—Employee Evaluations Committee Meeting
Approved Minutes of October 5, 2006
CE-202
2 PM

Rod Patterson called the meeting to order and distributed copies of the unapproved minutes from September 21, 2006.

MSP: Approved the minutes of September 21, 2006, with corrections.

Attendance of Members and Guests:

Scott Feinerman, Ex-chair—absent

Fran Leonard, Faculty Chair and Resource Person—present

Nuala Lincke-Ivic, Faculty--absent

Maria Luisa Mateo, Academic Affairs--excused

Christina Misner, AFT Staff Guild--excused

Rod Patterson, Co-chair—present

Olga Shewfelt, AFT Faculty Guild--present

Bob Sprague, Co-chair--present

Paul Stansbury, Vice President of Academic Affairs—present

Buck Stapleton, Division Chair, Resource Person and Guest--present

Hansel Tsai, Administrative Services—present

I. Reports on procedures/systems or records used to track employee evaluations

- a. Academic Affairs—Bob Sprague reported on the lists that have been provided by Academic Affairs and Administrative Services. There has been discussion about the status of lists from Student Services and the President's Office.
- b. Paul Stansbury reported on the progress made in Academic Affairs and listed the numbers of faculty still to be evaluated. This process is on going, and the Division Chairs have received lists of faculty to be evaluated. There has been remarkable progress in improving the evaluation process for faculty in the past three years.
- c. There was discussion about introducing SLO's into the evaluation process. The District distributed some guidelines on SLO's in the evaluation process. It was discussed that the co-chairs would ask the Senate President and the AFT Local President to review their approach to integrating the SLO's into the evaluation process.
- d. LACCD continues to hold the official personnel files for employees, which is where the completed evaluation forms are kept.

- e. Buck Stapleton discussed special programs that have additional evaluation procedures that go unnoted, programs such as Aviation, Dental Hygiene, and Probation.

II. Progress Actions Challenges

- a. The committee discussed the idea of an annual report on the status of evaluations prepared by each major division of the college (President's Office, Academic Affairs, Administrative Services, Student Services) that will be presented at the beginning of each academic year.
- b. Compliance issues were discussed—how to assure that all evaluations are completed? What recommendation can the committee make that will cause the college to track its progress and improvement in conducting and completing evaluations?
- c. The committee discussed asking that annual reports be organized by division and unit.
- d. The committee will ask the Senate President and the AFT Local President to review the LACCD task force report and to develop a plan on how to integrate SLO's into faculty evaluations, how to make sure that SLO's are in the course outlines, syllabi; and how are they measured?
Bob Sprague will discuss with Olga Shewfelt (AFT) and Eloise Crippens (Academic Senate) on how to adopt the recommendations for local college implementation. Spell out how this might work with staff development support on how to integrate and document.

III. Plans for Recommendations

- a. Distance Education Faculty: The committee will recommend that chairs and vice chairs be given training and equipment to conduct evaluations online faculty. This recommendation will be tied into the DL Committee as well. The committee asked what is the status of accessing information in DL classes, such as surveying students?
- b. SLO's: The committee will connect its recommendations on how to integrate SLO's to Program Review and the SLO Committee, too.
- c. Personnel Office: Consider how classified employees tracking of evaluations can be tied into Personnel Office. Can the listing of classified employees be organized by major division and unit? Can there be a higher level of support from the Personnel Office in tracking classified employee evaluations, for start-ups and deadlines?
- d. Reports: The committee will consider a recommendation on annual reports with measurable goal for the year and improvement year-to-year.
- e. Staff Development: On integrating SLO's, the theory and practice of evaluations; possibly creating a trifold brochure that has a message from the president on the importance and purpose of evaluations.

Distribution:

Committee on Recommendation #9:

Scott Feinerman (Ex-Division Chair)

Nuala Lincke-Ivic (Faculty)

Fran Leonard (Faculty Chair and Resource Person)

Maria Luisa Mateo (Academic Affairs)

Christina Misner (AFT Staff Guild)

Rod Patterson (Co-chair)

Olga Shewfelt (AFT Faculty Guild)

Bob Sprague (Co-chair)

Buck Stapleton (Division Chair and Resource Person)

Paul Stansbury (Accreditation Liaison Officer)

Hansel Tsai (Administrative Services)

Additional Distribution:

Eloise Crippens, Academic Senate President

Adrienne Foster, College Council Chair

Cathy Froloff, Reserve Desk in the Library

JoAnn Haywood, AFT Staff Guild Chapter Chair

Nikki Jacobson, College Planning Committee Chair

Fran Leonard as Accreditation Faculty Chair

Marie Montour, College President's Office

Mark Rocha, College President

Olga Shewfelt, AFT Local President