

Say Goodbye To The Binder

Presentation to Academic Affairs Council

Cheryl O'Donnell, Academic Senate 1st VP

October 9, 2019





Out With The Old, In With The New

- The Tenure Review process is being streamlined and organized for efficiency!
 - Reports have been created to allow for clear and consistent input of information.
 - The requirement of binders is being phased out.
 - Timelines and expectations are being presented in a clear and concise manner for each member of the evaluation team.

Moving Forward - Your New Binder

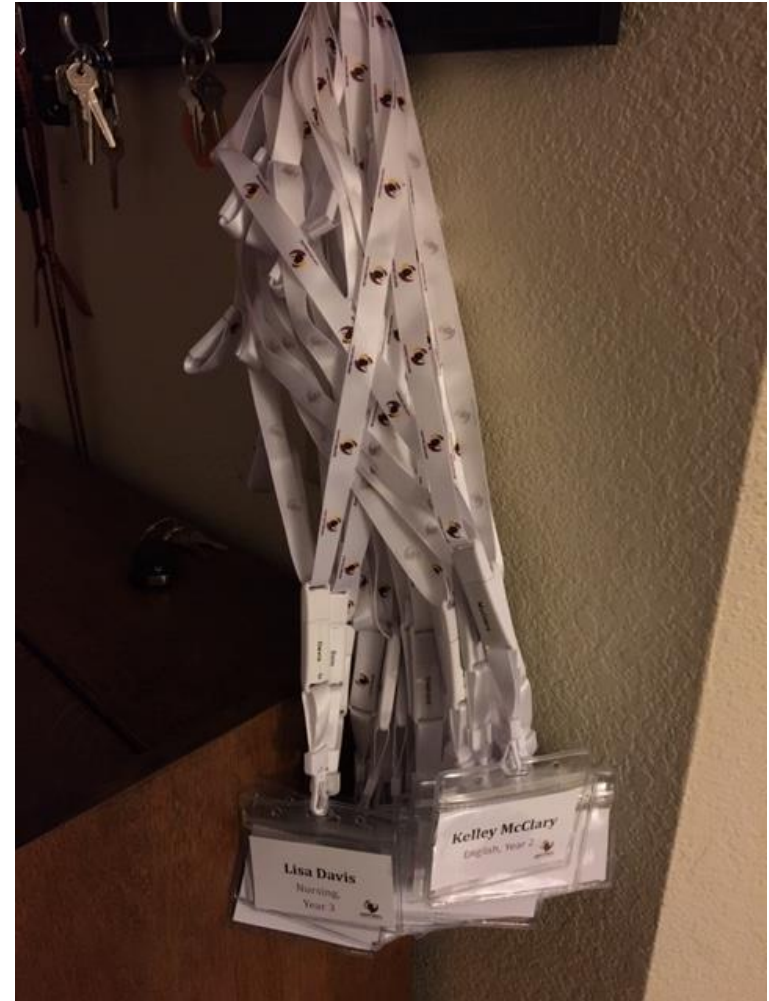




- A USB drive
- Prior to distributing the USB drives, folders will be created for you.
 - Report Templates Folder
 - Instructional Materials Folder
 - Evidence Folder

- These reports will be in a folder on the USB drive.
- Suggested Order of Completion
 - Professional Growth Report
 - College Related Activities Report
 - Self-Appraisal Report
 - This report contains a section for your goals.
- Avoid Redundancy

- USB drives were ordered and arrived the week of September 16.
- The structure for the 40 digital binders copied to the USBs.
- USBs have been delivered to the six area/divisions.
 - Faculty notified by me!





- Submission of evaluation materials must be done no later than October 15!
- Submit your USB drive to your dean's office.
- It is highly recommended that you make a back-up copy of your files!
- Need help? Contact Laura Otero or Cheryl O'Donnell
 - lotero@hartnell.edu 755-6776
 - codonnell@hartnell.edu 755-6740



- A summary designed to provide you with information from the contract presented in an organized manner!
- Created for all three participants
 - Administrator
 - Peer
 - Faculty Evaluatee

EVALUATEE QUICK REFERENCE GUIDE

Timelines:

Activity	Deadline	Notes
Participation in the Evaluation Process Training provided by the District in cooperation with the Academic Senate.	You will be notified by email of the training dates	Contractually Bargained Agreement (CBA) CBA 14.D.4
Pre-evaluation conference to develop an evaluation plan (including scheduled observations) following the guidelines indicated in the contract.		CBA 14.E.3 CBA 14.F.1
Submission of materials, as specified in the CBA, to your evaluation team members. These items may be submitted by sharing your Google Drive Evaluatee Materials Folder with your team. If you need assistance, please contact Laura Otero in the Professional Development Center.	October 15 or earlier	CBA 14.E.2 Required instructional materials can be found in CBA 14.E.2.a. These materials should be uploaded in your Samples of Instructional Materials folder.
Prior to an observation, provide the required materials (as specified in the CBA) to your team member who will be conducting the observation. Materials will be based on the nature of the scheduled observation (face-to-face course or DE).	Follow the dates determined at the pre-evaluation conference All observations must be completed by	CBA 14.E.3.g CBA 14.E.3.h *for number of required observations, see information below.

- Six current forms exist
 - Athletic Trainer
 - Coaching
 - Counseling
 - Instructional Specialist
 - Librarian
 - Teaching



Forms and Related Information



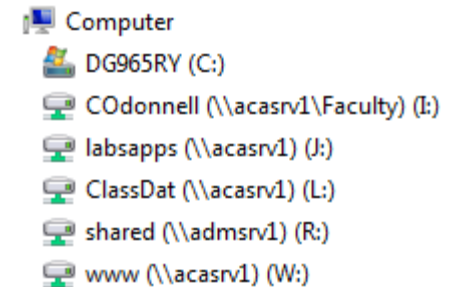
- [Worksite Observations Evaluation Form: Teaching](#)
- [Worksite Observations Evaluation Form: Librarian](#)
- [Worksite Observations Evaluation Form: Instructional Specialist](#)
- [Worksite Observations Evaluation Form: Counseling](#)
- [Worksite Observations Evaluation Form: Coaching](#)



- Each form has been converted into a Word document to be more “user friendly” than the PDF form.
- Forms were:
 - reviewed and approved by the Academic Senate.
 - sent to HR for upload to the website.
- “New” forms that include modality have been sent to Terri Pyer and Nancy Schur-Beymer to be negotiated.



- Work with TRC, HR and IT to identify a repository for digital binders
 - The infamous R: drive?
- Considerations
 - Student appraisals
 - Worksite Observation Forms
 - Summary Evaluation Report





- Researching other college's forms and gathering samples of a Summary Report.
- The contract references a Summary report but no such report exists that has been vetted and approved.
- When completed, I will take to the TRC, Academic Senate, and any other pertinent groups for review and/or approval!



If you have any questions regarding the new process, please reach out to me!

- Cheryl O'Donnell
 - Senate 1st Vice President
 - codonnell@hartnell.edu