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Community Colleges of Ventura County

Workgroup Meeting Notes on Faculty Evaluation Processes

August 2, 2023

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Participants:

Laura Barroso, Vice Chancellor, Human Resources

Gloria Banuelos, Director, Employee Relations and Human Resources Operations

Leah Alarcon, Vice President, Student Development (Acting), Oxnard College

Jennifer Kalfsbeek-Goetz, Vice President, Academic Affairs, Ventura College

Lisa Putnam, Executive Director, Operations

Monica Garcia, Dean, Moorpark College

Eliseo Gonzalez, Dean (Acting), Oxnard College

Debbie Newcomb, Dean, Ventura College

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Meeting Notes

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1. ***Sharing of Current College Processes***

   Update on Ventura College Pilot Process (Spring 2023)

   - VPAA office has responsibility to oversee this process, reviewing evaluation materials for completeness prior to submitting materials to HR for final processing/filing.
   - Division Deans inform their Vice President as to which faculty members are due for evaluation each semester.
   - AdobeSign is used to gather all signatures on evaluation forms.
   - VC is using Microsoft Forms. Each division is submitting a summary of the evaluation via this form, highlighting key information drawn from the evaluation materials. This allows for the President to quickly see any emerging commendations or concerns. This also allows the Division Deans to indicate when the faculty member is expected to be re-evaluated (i.e., on the 3-year cycle vs. re-evaluation due to NI or U rating).
   - This submission process creates a folder for each employee, archiving evaluation documents that are being submitted. These files are available for the President's review.
   - A check-list has been created for division office staff to reference, providing for a consistency in what is submitted, and in what order (for ease of review).
   - All evaluation packets are then submitted via email to HR once reviewed/finalized at the college.

   Oxnard College Process

   - A spreadsheet is used for tracking evaluations. This is stored in a shared folder between VPSS and Student Services.

   Moorpark College Process

- Each division maintains their own tracking spreadsheet. It is not in a shared folder of any kind.

2. **Next Steps**
   - At the beginning of each semester, HR would like to receive the list of faculty who are scheduled to be evaluated.
   - There is still need for standardization for the tracking spreadsheet, improving the identifications of who is due when. Colleges will send Gloria a copy of their current templates of this tracking sheet so that a standardized template can be created. This shared template will then be kept in a shared file (back-up of this document will be needed) so that supervisors and HR personnel can access it as needed.
   - Create a standardized checklist of documents to be submitted.
   - Oxnard Student Support division volunteers to pilot the same process that Ventura just piloted.
   - Moorpark Humanities and English division volunteers to pilot the same process that Ventura just piloted.

General Reminders:
   - Need to remind **all** Deans to have their Vice President review the drafts of evaluations for classified employees prior to providing the report to the employee. The Vice President will review for completeness and will ensure that the goals for the next year are clearly identified and are measurable.