

**Memorandum of Understanding**  
between  
El Camino Community College District  
and  
El Camino College Federation of Teachers

This Memorandum of Understanding (MOU) addresses the modified faculty evaluation format during the Spring 2021 semester which was discussed during the COVID MOU negotiations in November 2020. It was agreed by both parties that Part-Time and Probationary Faculty evaluations shall resume in the Spring 2021 semester in a modified format as recommended by an evaluation committee. The following modified evaluation templates including modified Student Surveys for Instructional and Non-Instructional faculty were developed based on the recommendations of the evaluation committee and the COVID MOU negotiations that took place in November:

- Attachment A – Probationary Counselor Modified Evaluation Form
- Attachment B – Probationary Instructor Modified Evaluation Form
- Attachment C – Probationary Librarian Modified Evaluation Form
- Attachment D – Probationary Registered Nurse, Nurse Practitioner, Clinical Psychologist, Physician’s Assistant, Faculty Coordinator, or Athletic Coach Modified Evaluation Form
- Attachment E – Part-Time Counselor Modified Evaluation Form
- Attachment F – Part-Time Instructor Modified Evaluation Form
- Attachment G – Part-Time Librarian Modified Evaluation Form
- Attachment H – Part-Time Registered Nurse, Nurse Practitioner, Clinical Psychologist, Physician’s Assistant, Faculty Coordinator, or Athletic Coach Modified Evaluation Form
- Attachment I – Student Survey (modified for Instructional Faculty courses)
- Attachment J – Student Survey (modified for Non-Instructional Faculty services)

It was agreed by both parties during November’s COVID MOU negotiations that during Spring 2021, the overall evaluation for Part-Time and Probationary Faculty will be either “satisfactory” or “needs improvement.” Probationary Faculty receiving an overall satisfactory evaluation will advance to the following contract year or to tenured fifth-year status, as applicable. Part-Time Faculty receiving an overall satisfactory evaluation shall receive credit for Spring 2021 towards their reemployment preference. These modifications are reflected in the above-listed Attachments (A through H.) Tenured Faculty evaluations shall resume in Fall 2021, per the previous MOU, in a non-modified format.

**No Precedent.** This agreement does not set precedent in future situations nor may it be used as the basis of a past practice by either party. Its terms are limited from February 13, 2021 to June 11, 2021.

**Authority to Approve Agreement.** It is agreed and understood that based upon the urgent need to adopt this MOU, no ratification shall be required by either the Governing Board or the Federation.

For the Federation:

  
\_\_\_\_\_  
Nicholas McGrue, Chief Negotiator

12/14/2020  
\_\_\_\_\_  
Date

For the District:

  
\_\_\_\_\_  
Jane Miyashiro, Chief Negotiator

12/14/2020  
\_\_\_\_\_  
Date

# Attachment A

# COVID-19 Evaluation - Probationary Counselor

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Probationary Counselor evaluation during COVID-19.

## Faculty Counselor - A Self-Evaluation

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The self-evaluation report should include but may not be limited to the following areas:

1) Objectives for the continued improvement of counseling based on the job description, (Appendix A) 2) the results of the student survey, a self-examination of teaching /counseling effectiveness, effective encouragement of student success and effective encouragement of student course completion, 3) professional growth activities, including any conferences or workshops attended by the evaluatee, 4) copies of course syllabi which include the contract Faculty Member's classroom policies, grading procedures, and course content timeline, 5) College committees on which the evaluatee is serving or has served since the last evaluation, 6) the extent to which objectives for the improvement of counseling from the last self-evaluation were met and 7) Effectively participates in the service area outcomes process. Additional pages may be attached.

### I. Objectives for the continued improvement of counseling:

### II. Analysis of Counselor Assistance Evaluation forms:

### III. Professional Growth:

### IV. Analysis of previous objectives for the improvement of counseling, including effectively participates in the service area outcomes process:

## COVID Modified Peer/Dean Evaluation - Probationary Counselor

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### Indicate which semester:

Indicate which semester this probationary evaluation is for.

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

<input type="checkbox"/> N/A	1st Semes...	2nd Semes...	3rd Semes...	4th Semes...	5th Semes...	6th Semes...	7th Semes...
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Semester Term and Year:

### Dates Observed:

### Observation:

Group



**Peer Review: Shows currency and depth of knowledge of academic majors for advisees in their subject areas.**

N/A

Satisfactory Needs Improvement

**Peer Review: Provides opportunities for advisees to express concerns, listens well, is accessible to students, provides reinforcing feedback to students..**

N/A

Satisfactory Needs Improvement

**Peer Review: Researches questions brought by advisees, provides pertinent information, directs advisees to appropriate resources when advisable.**

N/A

Satisfactory Needs Improvement

**Peer Review: Makes effective use of counseling materials and technology.**

N/A

Satisfactory Needs Improvement

**Peer Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

N/A

Satisfactory Needs Improvement

**Dean Review: Participates collegially in department/division/college committee work and activities.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement

**Dean Review: Schedules and regularly adheres to weekly student contact time.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

Needs

N/A



**Dean Review: Submits records and reports and responds to requests required by the division or district within the published deadlines (e.g., semester schedules, timesheets, evaluation materials, flex reporting.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory

Needs Improvement



## COVID Modified Evaluation Conference Report

---

A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
2. Combined Peer/Dean Evaluation Report (when applicable)
3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**

Satisfactory

Needs Improvement



### Summary

# Attachment B

# COVID-19 Evaluation - Probationary Instructor

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Position COVID-19 Evaluation - Probationary Instructor description



# Faculty – A Self-Evaluation

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**IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN:** Please **email a copy** of your student survey results and course syllabi to **your peer evaluator(s)** before you begin writing your Self-Evaluation. If you don't know the email address of your peer evaluator(s), contact your division office for assistance.

You will also be required to upload a copy of your student survey results and course syllabi into the Self-Evaluation online form to ensure that these support documents are a part of your record for the evaluation cycle. Follow the written instructions provided in the Self-Evaluation.

The Self-Evaluation is designed to provide an opportunity for faculty to reflect on their performance, relative to the job description (Appendix A of the AFT Bargaining Agreement). Respond to each of the following questions:

**Explain how objectives for the improvement of instruction and student learning outcomes from the last report were addressed. (Previous report is available in the division office).**

**Discuss objectives for the continued improvement of instruction.**

**Reflect on the Student Learning Outcomes assessment results as they relate to your teaching.**

**Analyze and discuss the results of your student surveys.**

**INSTRUCTIONS:** Please upload a copy of your student survey results when you add your answer. To access and save a copy of your student survey results to your desktop, go to your

- Reviewsnap Home page
- Click on "My Profile" (located on the right-hand side of the page)
- Click on "Employee Folder"

If no PDF was loaded, contact your division office.

**Examine ways in which you encourage student success and course completion.**

**Describe professional growth activities, including any flex activities, conferences, and workshops attended.**

**Discuss committees on which you are serving or have served since the last evaluation and other committees you may be interested in serving on in the near future.**

## Course Syllabi

Do you have a course syllabi which includes your classroom policies, grading procedures, and course content timeline? **Type in Yes or No**. If yes, please upload a copy using the "Attach a file" button and then click "Add this answer."

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## COVID Modified Peer/Dean Evaluation – Probationary Instructor

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**Dean Review: Participates collegially in department/division work and activities.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Participates in college committee work and activities (e.g. Student Learning Outcomes, Academic Senate, Program Review, curriculum review and/or development.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Submits records and reports required by the District within published deadlines (e.g. no show reports, census reports, grades, evaluation materials, flex reporting.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Publishes and consistently fulfills weekly office hours.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Responds to correspondence from students, staff, and dean in a timely manner.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement



# COVID Modified Evaluation Conference Report

---

A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
2. Combined Peer/Dean Evaluation Report (when applicable)
3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**



## Summary

# Attachment C

# COVID-19 Evaluation - Probationary Librarian

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Modified evaluation for a Probationary Librarian during COVID-19.

## Faculty Librarian - A Self-Evaluation

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The self-evaluation report is designed to provide an opportunity for instructors to reflect on their performance, relative to the job description (Appendix A.)

Respond to each of the following:

**Explain how objectives for the improvement of instructional activities and your primary area of responsibility from the last report were addressed. (Previous report is available in the division office.)**

**Discuss objectives for the continued improvement of instruction with reference to student surveys.**

**Reflect on the Service Area Outcomes/Student Learning Outcomes assessment results as they relate to your area. (Assessment results are available in the division office.)**

**Examine ways in which you encourage student success.**

**Describe professional growth activities, including any flex activities, conferences, and workshops attended.**

**Discuss committees on which you are serving or have served since the last evaluation and other committees you may be interested in serving on in the near future.**

### Supporting Materials

Do you have supporting materials which includes your classroom policies, grading procedures, and course content timeline? **Type in Yes or No.** If yes, please upload a copy using the "Attach a file" button and then click "Add this answer."

## COVID Modified Peer/Dean Evaluation - Probationary Librarian/Registered Nurse/Nurse Practitioner/Clinical Psychologist/Physician's Assistant/Faculty Coordinator/Athletic Coach

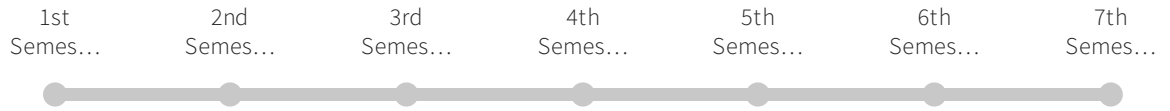
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### Indicate which semester:

Indicate which semester this probationary evaluation is for.

This question should be **answered by the Dean or Director only.** All others should mark "N/A."

N/A



**Semester Term and Year:**

**Dates Observed:**

**Class/Students Observed:**

**Peer Review: Incorporates effective methods to help students meet their needs.**

N/A



**Peer Review: Organizes areas of responsibility and activities effectively.**

N/A



**Peer Review: Answers students' questions appropriately and respectfully, within a reasonable timeframe.**

N/A



**Peer Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

N/A



**Peer Review: Shows currency and depth of knowledge of subject area.**

N/A



**Dean Review: Participates collegially in department and division work activities..**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

Needs

N/A



**Dean Review: Participates in college committee/taskforce work and activities (e.g. Student Learning Outcomes, Academic Senate, Program Review, curriculum.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Submits records and reports required by the District within published deadlines.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Answers students' questions appropriately and respectfully, in a timely manner.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A





# COVID Modified Evaluation Conference Report

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A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
2. Combined Peer/Dean Evaluation Report (when applicable)
3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**



## Summary

# Attachment D

# COVID-19 Evaluation - Probationary Registered Nurse/Nurse Practitioner/Clinical Psychologist/Physician's Assistant/Faculty Coordinator/Athletic Coach

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Modified evaluation for a Probationary Registered Nurse, Nurse Practitioner, Clinical Psychologist, Physician's Assistant, Faculty Coordinator, or Athletic Coach during COVID-19.

# Faculty – A Self-Evaluation

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**IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN:** Please **email a copy** of your student survey results and course syllabi to **your peer evaluator(s)** before you begin writing your Self-Evaluation. If you don't know the email address of your peer evaluator(s), contact your division office for assistance.

You will also be required to upload a copy of your student survey results and course syllabi into the Self-Evaluation online form to ensure that these support documents are a part of your record for the evaluation cycle. Follow the written instructions provided in the Self-Evaluation.

The Self-Evaluation is designed to provide an opportunity for faculty to reflect on their performance, relative to the job description (Appendix A of the AFT Bargaining Agreement). Respond to each of the following questions:

**Explain how objectives for the improvement of instruction and student learning outcomes from the last report were addressed. (Previous report is available in the division office).**

**Discuss objectives for the continued improvement of instruction.**

**Reflect on the Student Learning Outcomes assessment results as they relate to your teaching.**

**Analyze and discuss the results of your student surveys.**

**INSTRUCTIONS:** Please upload a copy of your student survey results when you add your answer. To access and save a copy of your student survey results to your desktop, go to your

- Reviewsnap Home page
- Click on "My Profile" (located on the right-hand side of the page)
- Click on "Employee Folder"

If no PDF was loaded, contact your division office.

**Examine ways in which you encourage student success and course completion.**

**Describe professional growth activities, including any flex activities, conferences, and workshops attended.**

**Discuss committees on which you are serving or have served since the last evaluation and other committees you may be interested in serving on in the near future.**

## Course Syllabi

Do you have a course syllabi which includes your classroom policies, grading procedures, and course content timeline? **Type in Yes or No**. If yes, please upload a copy using the "Attach a file" button and then click "Add this answer."

**COVID Modified Peer/Dean Evaluation – Probationary Librarian/Registered Nurse/Nurse Practitioner/Clinical Psychologist/Physician's**

# Assistant/Faculty Coordinator/Athletic Coach

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## Indicate which semester:

Indicate which semester this probationary evaluation is for.

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

1st Semes...      2nd Semes...      3rd Semes...      4th Semes...      5th Semes...      6th Semes...      7th Semes...

## Semester Term and Year:

## Dates Observed:

## Class/Students Observed:

## Peer Review: Incorporates effective methods to help students meet their needs.

N/A

Satisfactory      Needs Improvement

## Peer Review: Organizes areas of responsibility and activities effectively.

N/A

Satisfactory      Needs Improvement

## Peer Review: Answers students' questions appropriately and respectfully, within a reasonable timeframe.

N/A

Satisfactory      Needs Improvement

## Peer Review: Cultivates a courteous, respectful, and professional environment among colleagues.

N/A

Satisfactory      Needs Improvement

## Peer Review: Shows currency and depth of knowledge of subject area.

Satisfactory      Needs Improvement

N/A



**Dean Review: Participates collegially in department and division work activities..**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Participates in college committee/taskforce work and activities (e.g. Student Learning Outcomes, Academic Senate, Program Review, curriculum.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Submits records and reports required by the District within published deadlines.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



**Dean Review: Answers students' questions appropriately and respectfully, in a timely manner.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A



# COVID Modified Evaluation Conference Report

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A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
2. Combined Peer/Dean Evaluation Report (when applicable)
3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**



## Summary

# Attachment E



# COVID-19 Evaluation - Part-Time Counselor

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Part-Time Counselor evaluation during COVID-19.

## Faculty Counselor - A Self-Evaluation

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The self-evaluation report should include but may not be limited to the following areas:

1) Objectives for the continued improvement of counseling based on the job description, (Appendix A) 2) the results of the student survey, a self-examination of teaching/counseling effectiveness, effective encouragement of student success and effective encouragement of student course completion, 3) professional growth activities, including any conferences or workshops attended by the evaluatee, 4) copies of course syllabi which include the contract Faculty Member's classroom policies, grading procedures, and course content timeline, 5) College committees on which the evaluatee is serving or has served since the last evaluation, 6) the extent to which objectives for the improvement of counseling from the last self-evaluation were met and 7) Effectively participates in the service area outcomes process. Additional pages may be attached.

### I. Objectives for the continued improvement of counseling:

### II. Analysis of Counselor Assistance Evaluation forms:

### III. Professional Growth:

### IV. Analysis of previous objectives for the improvement of counseling, including effectively participates in the service area outcomes process:

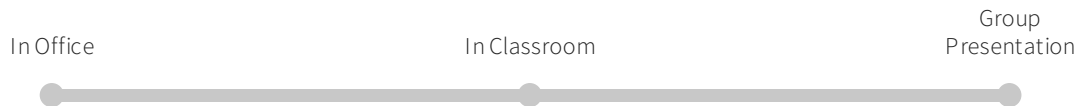
## COVID Modified Peer/Dean Evaluation - Part-Time Counselor

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**Semester Term and Year:**

**Dates Observed:**

**Observation:**



**Peer Review: Shows currency and depth of knowledge of academic majors for counselees in their subject areas.**


N/A



**Peer Review: Provides opportunities for counselees to express concerns, listens well, is accessible to students, provides reinforcing feedback to students..**

N/A


Satisfactory Needs Improvement



**Peer Review: Researches questions brought by counselees, provides pertinent information, directs counselees to appropriate resources when advisable.**

N/A


Satisfactory Needs Improvement



**Peer Review: Makes effective use of counseling materials and technology.**

N/A


Satisfactory Needs Improvement



**Peer Review: Cultivates a courteous, respectful, and professional environment among students, colleagues, and staff members.**

N/A

Satisfactory Needs Improvement




**Dean Review: Participates collegially in department/division/college committee work and activities.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Schedules and regularly adheres to weekly student contact time.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement



**Dean Review: Submits records and reports and responds to requests required by the division or district within the published deadlines (e.g., semester schedules, timesheets, evaluation materials, flex reporting.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

Needs

N/A



## COVID Modified Evaluation Conference Report

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1. Faculty Evaluation Full-Time/Part-Time (when applicable)
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3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**



### Summary

# Attachment F

# COVID-19 Evaluation - Part-Time Instructor

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Part-Time Instructor modified evaluation during COVID-19.

# Faculty – A Self-Evaluation

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**IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN:** Please **email a copy** of your student survey results and course syllabi to **your peer evaluator(s)** before you begin writing your Self-Evaluation. If you don't know the email address of your peer evaluator(s), contact your division office for assistance.

You will also be required to upload a copy of your student survey results and course syllabi into the Self-Evaluation online form to ensure that these support documents are a part of your record for the evaluation cycle. Follow the written instructions provided in the Self-Evaluation.

The Self-Evaluation is designed to provide an opportunity for faculty to reflect on their performance, relative to the job description (Appendix A of the AFT Bargaining Agreement). Respond to each of the following questions:

**Explain how objectives for the improvement of instruction and student learning outcomes from the last report were addressed. (Previous report is available in the division office).**

**Discuss objectives for the continued improvement of instruction.**

**Reflect on the Student Learning Outcomes assessment results as they relate to your teaching.**

**Analyze and discuss the results of your student surveys.**

**INSTRUCTIONS:** Please upload a copy of your student survey results when you add your answer. To access and save a copy of your student survey results to your desktop, go to your

- Reviewsnap Home page
- Click on "My Profile" (located on the right-hand side of the page)
- Click on "Employee Folder"

If no PDF was loaded, contact your division office.

**Examine ways in which you encourage student success and course completion.**

**Describe professional growth activities, including any flex activities, conferences, and workshops attended.**

**Discuss committees on which you are serving or have served since the last evaluation and other committees you may be interested in serving on in the near future.**

## Course Syllabi

Do you have a course syllabi which includes your classroom policies, grading procedures, and course content timeline? **Type in Yes or No**. If yes, please upload a copy using the "Attach a file" button and then click "Add this answer."

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## COVID Modified Peer/Dean Evaluation – Part-Time Instructor

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**Semester Term and Year:**


**Dates Observed:**

**Class/Students Observed:**

**Peer Review: Incorporates effective teaching methods to help students meet the learning objectives and outcomes of the course.**

N/A


Satisfactory Needs Improvement



**Peer Review: Evidence of regular and substantive instructor interaction with students.**

N/A


Satisfactory Needs Improvement



**Peer Review: Evidence of creating opportunities for student-to-student interactions.**

N/A


Satisfactory Needs Improvement



**Peer Review: Provides syllabi with information concerning course objectives, student learning outcomes, methods of evaluation and grading policies, and information requested by the division.**

N/A


Satisfactory Needs Improvement



**Peer Review: Students receive regular and timely evaluative feedback.**

N/A

Satisfactory Needs Improvement




**Dean Review: Participates collegially in department/division work and activities.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Submits records and reports required by the District within published deadlines (e.g.**

**no show reports, census reports, grades, evaluation materials, flex reporting.)**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement




**Dean Review: Responds to correspondence from students, staff, and dean in a timely manner.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement



## COVID Modified Evaluation Conference Report

---

**A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:**

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
2. Combined Peer/Dean Evaluation Report (when applicable)
3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**

Satisfactory Needs Improvement



### Summary



# Attachment G

# COVID-19 Evaluation - Part-Time Librarian

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Modified evaluation for a Part-Time Librarian during COVID-19.

## Faculty Librarian Part-Time - A Self-Review

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The self-evaluation report should include but may not be limited to the following areas:

1. Objectives for the continued improvement of instruction and student learning outcomes based on the job description (Appendix A);
2. The results of the student survey, a self-examination of teaching effectiveness, effective encouragement of student success and effective encouragement of student course completion;
3. Professional growth activities, including any conferences or workshops attended by the evaluatee;
4. Copies of course syllabi which include the contract Faculty Member's classroom policies, grading procedures, and course content timeline;
5. College committees on which the evaluatee is serving or has served since the last evaluation, and
6. The extent to which objectives for the improvement of instruction and student learning outcomes from the last report were met.

**Faculty's main responsibility/work done in the past academic year:**

**Recent special projects:**

**Professional growth:**

**Areas of improvement and professional goals:**

**Course Syllabi**

Do you have a course syllabi which includes your classroom policies, grading procedures, and course content timeline? **Type in Yes or No.** If yes, please upload a copy using the "Attach a file" button and then click "Add this answer."

**COVID Modified Peer/Dean Evaluation - Part-Time Librarian/Registered Nurse/Nurse Practitioner/Clinical Psychologist/Physician's Assistant/Faculty Coordinator/Athletic Coach**

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**Semester Term and Year:**

**Date Observed:**

**Class/Students Observed:**

**Peer Review: Incorporates effective methods to help students meet their needs.**

 N/A

Satisfactory

Needs Improvement



**Peer Review: Organizes areas of responsibility and activities effectively.**

 N/A

Satisfactory

Needs Improvement



**Peer Review: Answers students' questions appropriately and respectfully, within a reasonable timeframe.**

 N/A

Satisfactory

Needs Improvement



**Peer Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

 N/A

Satisfactory

Needs Improvement



**Peer Review: Shows currency and depth of knowledge of subject area.**

 N/A

Satisfactory

Needs Improvement



**Dean Review: Participates collegially in department and division work activities..**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

 N/A

Satisfactory

Needs Improvement



**Dean Review: Submits records and reports required by the District within published deadlines.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

 N/A

Satisfactory

Needs Improvement



**Dean Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

 N/A

**Dean Review: Answers students' questions appropriately and respectfully, in a timely manner.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

 N/A

## COVID Modified Evaluation Conference Report

---

A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
2. Combined Peer/Dean Evaluation Report (when applicable)
3. Self-Evaluation Report
4. Results of Student Surveys

**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**



### Summary

# Attachment H

# COVID-19 Evaluation - Part-Time Registered Nurse/Nurse Practitioner/Clinical Psychologist/Physician's Assistant/Faculty Coordinator/Athletic Coach

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Modified evaluation for a Part-Time Registered Nurse, Nurse Practitioner, Clinical Psychologist, Physician's Assistant, Faculty Coordinator, or Athletic Coach during COVID-19.

# Faculty – A Self-Evaluation

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**IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN:** Please **email a copy** of your student survey results and course syllabi to **your peer evaluator(s)** before you begin writing your Self-Evaluation. If you don't know the email address of your peer evaluator(s), contact your division office for assistance.

You will also be required to upload a copy of your student survey results and course syllabi into the Self-Evaluation online form to ensure that these support documents are a part of your record for the evaluation cycle. Follow the written instructions provided in the Self-Evaluation.

The Self-Evaluation is designed to provide an opportunity for faculty to reflect on their performance, relative to the job description (Appendix A of the AFT Bargaining Agreement). Respond to each of the following questions:

**Explain how objectives for the improvement of instruction and student learning outcomes from the last report were addressed. (Previous report is available in the division office).**

**Discuss objectives for the continued improvement of instruction.**

**Reflect on the Student Learning Outcomes assessment results as they relate to your teaching.**

**Analyze and discuss the results of your student surveys.**

**INSTRUCTIONS:** Please upload a copy of your student survey results when you add your answer. To access and save a copy of your student survey results to your desktop, go to your

- Reviewsnap Home page
- Click on "My Profile" (located on the right-hand side of the page)
- Click on "Employee Folder"

If no PDF was loaded, contact your division office.

**Examine ways in which you encourage student success and course completion.**

**Describe professional growth activities, including any flex activities, conferences, and workshops attended.**

**Discuss committees on which you are serving or have served since the last evaluation and other committees you may be interested in serving on in the near future.**

## Course Syllabi

Do you have a course syllabi which includes your classroom policies, grading procedures, and course content timeline? **Type in Yes or No**. If yes, please upload a copy using the "Attach a file" button and then click "Add this answer."

**COVID Modified Peer/Dean Evaluation – Part-Time Librarian/Registered Nurse/Nurse Practitioner/Clinical Psychologist/Physician's**

# Assistant/Faculty Coordinator/Athletic Coach

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**Semester Term and Year:**


**Date Observed:**

**Class/Students Observed:**

**Peer Review: Incorporates effective methods to help students meet their needs.**

N/A


Satisfactory Needs Improvement



**Peer Review: Organizes areas of responsibility and activities effectively.**

N/A


Satisfactory Needs Improvement



**Peer Review: Answers students' questions appropriately and respectfully, within a reasonable timeframe.**

N/A


Satisfactory Needs Improvement



**Peer Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

N/A


Satisfactory Needs Improvement



**Peer Review: Shows currency and depth of knowledge of subject area.**

N/A

Satisfactory Needs Improvement



**Dean Review: Participates collegially in department and division work activities..**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement





**Dean Review: Submits records and reports required by the District within published deadlines.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement

**Dean Review: Cultivates a courteous, respectful, and professional environment among colleagues.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement

**Dean Review: Answers students' questions appropriately and respectfully, in a timely manner.**

This question should be **answered by the Dean or Director only**. All others should mark "N/A."

N/A

Satisfactory Needs Improvement

## COVID Modified Evaluation Conference Report

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A modified evaluation conference is a virtual meeting of the evaluator(s) and the evaluatee in an online format. The Evaluation Conference Report is completed by the evaluator and provides a summary of the discussion during the evaluation conference. Evaluation conference topics include:

1. Faculty Evaluation Full-Time/Part-Time (when applicable)
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**This individual has been evaluated in accordance with the MOU that was agreed and signed between the El Camino Community College District and the El Camino College Federation of Teachers for evaluations completed between January 1, 2021 through June 30, 2021. This individual is considered to have an overall rating of:**

Satisfactory Needs Improvement

### Summary

# Attachment I

### Student Survey Instruction

Please fill out this course evaluation survey. The survey will close on [Date]. **Your answers will remain anonymous.**

Please mark the response which is closest to your opinion. If you cannot answer, or the question is not applicable, mark opinion Does Not Apply. When you are finished, please click the "Submit" button.

#### Question 1

The instructor's presentation of material is clear and organized.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

#### Question 2

The instructor responds to my questions within a reasonable time frame.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

#### Question 3

The instructor responds to my questions in a clear, thorough, and professional way.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

#### Question 4

The instructor encourages my effort to learn the material.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

#### Question 5

The instructor maintains weekly office hours for students. (Probationary only)

- Strongly Agree

- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

#### Question 6

Overall, the instructor is effective in teaching the course.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

# Attachment J

### Student Survey Instruction

Please fill out this course evaluation survey. The survey will close on [Date]. **Your answers will remain anonymous.**

Please mark the response which is closest to your opinion. If you cannot answer, or the question is not applicable, mark opinion Does Not Apply. When you are finished, please click the "Submit" button.

### Question 1

The [Counselor/Librarian/Nurse] provided useful information.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

### Question 2

The [Counselor/Librarian/Nurse]'s presentation of material is clear and organized.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

### Question 3

The [Counselor/Librarian/Nurse] responded to my questions promptly, clearly, and thoroughly.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply

### Question 4

The [Counselor/Librarian/Nurse] informed me of resources to support me at the college.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Does Not Apply