

May 5, 2016

TO : Human Resources Committee (HRC)

FROM : George Mangonon 
Chair

SUBJECT : Amendment to April 14, 2016 minutes

The following should be reflected as the first item under “**New Business**”

Information sharing on the result of the electronic voting on the proposed amendments to the Evaluation of Academic Administrators.

Chairman shared the electronic vote result of the proposed amendments for the Evaluation of Academic Administrators. Julia and Maureen asked that their vote be included in the result, and the final result was: 13 members (65%) voted yes, and the remaining 35% did not vote. It is a majority vote, so the proposed amendments to the Evaluation of Academic Administrators was adopted and ready to be passed on back to VPIA Karen Simion. Chairman also shared the following comments made about the document:

- 1) It's a good start in doing this, even if it does not cover all, like the support staff as mentioned, but at least it's a start.
For your information, during our March 24, 2016 Prof. Dev. Day, one of the workshop we attended, is how to rewrite the duties and responsibilities in our job descriptions into SLOs. These will be followed up later in how we are doing in changing a few at least into SLOs.
- 2) The recommendations are good. The one thing that maybe missing to make it meaningful are the stated "student learning outcomes" for some of the positions listed particularly on Appendix E for support staff and maybe others using the Appendix F. Should the SLOs be spelled out on the each form and supervisors mark those applicable to each staff at the time of evaluation and provide examples of such?

Otherwise, this is a great improvement on current forms and they address the accreditation requirements.

- 3) My only comment is on the use of the acronym SLO - for us faculty, it could mean specific learning outcome as used in the course outlines and not student learning outcome.
- 4) This is a good one so whatever improvement plan/s is/are reflected on the course or program assessment, the academic administrators will pick them up for planning

(especially if it can be used for budgetary purposes) and this eventually improves the teaching and learning processes which translates to student success. As to the contents, no comment and I vote it for endorsement.

- 5) I do not have any comments, but I have asked Faculty At-Large Rep., Dr. Ilongo to gather comments from department chairs at the national to provide to me today.
- 6) I cannot provide any helpful comment because my work does not DIRECTLY impact student learning outcome. . . it is more for Faculty and Administrators as identified in the assessment form.