

Side Letter Agreement **Pilot Project to Scan Student Evaluation comments**

The Peralta Federation of Teachers (the "PFT") and the Peralta Community College District (the "PCCD") agree to a **Pilot Project** in which the following changes will be made to the Administrative Procedures for Evaluation for Tenure-track, Tenured and Part-time faculty for the 2013-14 academic year.

Changes to "Evaluation Procedures for Tenure-Track Faculty"

Section 2. Student Evaluations in Tenure Track Procedures will be temporarily changed as follows:

c. The TRC member administering the evaluations will come to the class at least ten minutes before it ends. The candidate will leave the room. The TRC member will explain that student evaluations are being collected for the purpose of improving instruction at the college. Students will be assured of the anonymity of their responses, including that ~~original copies of any written comments will be transcribed and presented to the instructor only in compiled form and~~ **not be seen by the instructor until after grades have been turned in and then only** without identification of the student evaluator. The TRC member shall collect the student responses and dismiss the class.

e. Short answer ratings shall be scored and averaged. A summary sheet shall be prepared for each class in which student evaluations were administered. All written comments will be ~~transcribed in a list and attached to this same form which shall be returned to the TRC Chair to be placed in the portfolio.~~ **scanned to a .pdf file separate from the summary. The summary shall be emailed to the candidate, the TRC chair, the college Tenure Facilitator and administrator within 2 weeks of the evaluations being received by the Vice Chancellor of Educational Services' office. In addition, the scanned student comments shall be emailed only to the TRC chair and administrator and not to the candidate. After the semester is over, the Vice Chancellor of Educational Services' office shall email the scanned student comments to the candidate. The scanned comments will be added to the evaluation file at that time. Nothing in this policy prevents an evaluator from reading the transcribed student comments to the evaluatee or summarizing them for the evaluatee.**

Changes to "Evaluation Procedures for Part-Time and Tenured Faculty"

STUDENT EVALUATIONS

The purpose of the Student Evaluations of Instructor (SEI) is to gain from students their opinions of the overall effectiveness of the instructor. Students will be assured

The results of this pilot project will be evaluated by the PFT and PCCD, in consultation with the Academic Senate, during the spring of 2014.

SO AGREED, September 26, 2013



Rick Greenspan
Chief Negotiator
Peralta Federation of Teachers

SO AGREED, September 26, 2013



Michael Orkin
Vice Chancellor of Educational
Services
Peralta Community College District

**PERALTA COMMUNITY COLLEGE DISTRICT
Office of the Senior Vice Chancellor, Educational Services**

*****TENURE TRACK*****

STUDENT EVALUATIONS OF INSTRUCTORS

Cover Sheet

See Directions below

_____ Instructor's Name	_____ Class Code	
_____ Discipline	_____ Course Title	_____ Date of Evaluation
_____ College		

**If multiple codes or dates, please organize forms accordingly under lead class, and explain (e.g., concurrent classes):*

{Student Evaluation Administered by: _____}

STUDENT EVALUATION REPORT(S)* WILL BE EMAILED TO:

NAME	EMAIL	COLLEGE
_____	_____	_____
Committee Chair		
_____	_____	_____
Administrator		
_____	_____	_____
Candidate		

**Evaluation summary* will be emailed to all 3 recipients and the college TRC facilitator as soon as it is completed and scanned; *scanned student comments* will be emailed to the chair and administrator as soon as they are scanned and will be emailed to the candidate after semester grades have been turned in (early January for Fall; early June for spring). The evaluations themselves will be kept at the District Office.

Directions:

1. Complete this form for each set of student evaluation of instructor Scantron forms submitted.
2. Check each set of Scantron forms for correct class code and date of evaluation.
3. Send Scantron forms along with this cover sheet, immediately following evaluation date, to:

**Ann Childress
Office of Sr. Vice Chancellor, Ed. Services -- District Office**

PERALTA COMMUNITY COLLEGE DISTRICT
Office of the Senior Vice Chancellor, Educational Services

*****NON-TENURE TRACK (Part-Time, Tenured, LTS)*****

STUDENT EVALUATIONS OF INSTRUCTORS

Cover Sheet

See Directions below

<hr/> Instructor's Name	<hr/> Class Code	
<hr/> Discipline	<hr/> Course Title	<hr/> Date of Evaluation
<hr/> College		

**If multiple codes or dates, please organize forms accordingly under lead class, and explain (e.g., concurrent classes):*

{Student Evaluation Administered by: _____}

STUDENT EVALUATION REPORT(S)* WILL BE EMAILED TO:

NAME	EMAIL	COLLEGE
_____ Committee Chair	_____	_____
_____ Administrator	_____	_____
_____ Candidate	_____	_____

**Evaluation summary* will be emailed to all 3 recipients as soon as it is completed and scanned; *scanned student comments* will be emailed to the chair and administrator as soon as they are scanned and will be emailed to the candidate after semester grades have been turned in (early January for Fall; early June for spring). The evaluations themselves will be kept at the District Office.

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