

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Special Board Meeting of Thursday, February 20, 1969

CALL TO ORDER: In the absence of Chairman Johnson, the special meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., on Thursday, February 20, 1969, by Vice-Chairman Hansen, at the College Board Room of the Administrative Center, at Algonquin and Roselle Roads, Palatine, Illinois.

In the absence of Secretary Nicklas, Member Hamill moved and Member Hutchings seconded the motion that Member Haas be appointed Secretary Pro Tempore. Motion unanimously carried.

ROLL CALL: Present: Members John Haas, James Hamill, Roy Hutchings, Milton Hansen and John Kuranz

Absent: Members Jessalyn Nicklas and Richard Johnson

Also present: Dr. Robert E. Lahti, Kenneth Andeen, Michael W. Bartos, James Harvey, Larry King, G. Makas, W.J. Mann, Thomas McCabe, John Muchmore, J. H. Thompson, John H. Upton, and George Voegel--Harper College; Robert McDonough, Lawrence R. Moats, and Sean Ryan--Harper College students; Ruth Schulman--Day Publications; Mary Schlott--Paddock Publications.

Vice-Chairman Hansen indicated that the only item of business which could be discussed was the item that was shown on the notice for the special meeting--the teacher evaluation system under consideration. Member Haas stated that he felt no action should be taken by the Board at this meeting in order for the Board to give consideration to the discussion and because Members Nicklas and Johnson were absent.

The proposed evaluation plan (a copy of which is attached to the official copy of the minutes) was presented by the Faculty Evaluation Committee, composed of Michael Bartos--Chairman, John Muchmore and George Makas; also present and participating in the discussion were Thomas McCabe and Larry King, as senators and contributors.

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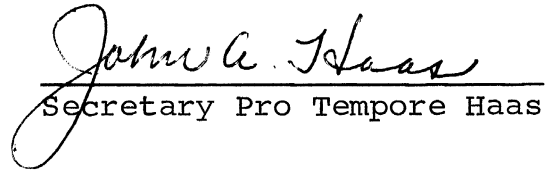
A lengthy discussion followed, after which Vice-Chairman Hansen thanked the committee for their fine presentation.

ADJOURNMENT:

Member Kuranz moved and Member Hamill seconded the motion that the meeting be adjourned at 11:30 p.m. Motion unanimously carried.



Vice-Chairman Hansen



Secretary Pro Tempore Haas

WILLIAM RAINEY HARPER COLLEGE
Palatine, Illinois

February 18, 1969

To: Members of Board of Trustees

By Order of: Richard L. Johnson, Chairman

Notice is hereby given that there will be a Special Meeting of the Board of Trustees of Harper College, District No. 512, at 8:00 p.m., Thursday, February 20, 1969, at the College Board Room of the Administrative Center, at Algonquin and Roselle Roads, Palatine, Illinois.

The purpose of this meeting will be to discuss the teacher evaluation system currently under consideration by the college.

MEMORANDUM

January 16, 1969

TO: ALL FACULTY
FR: JOHN BIRKHOLZ
RE: EVALUATION PLAN

I am attaching the final copy of a "Plan for Evaluating Teachers and Counsellors", as approved by the Faculty Senate.

This plan will be forwarded to the Office of the President for transmittal to the Board of Trustees. Mr. M. Bartos will act as the chairman of the group which will present the plan to the Board of Trustees. Other members of the committee are J. Muchmore, M. Ostrowski, and Dr. G. Makas. This committee was approved by the Senate at the last meeting.

JRB:by
attachment

HARPER COLLEGE

A PLAN FOR EVALUATING TEACHERS
AND COUNSELLORS

Submitted to the
Board of Trustees, Administration
and Faculty of Harper College

Prepared by:

Faculty Evaluation Committee
Dr. George Makas, Chairman
Elk Grove Village, Ill.
December 13, 1968

Revised by:

Michael Bartos
John Muchmore
Michael Ostrowski

A PLAN FOR EVALUATING TEACHERS AND COUNSELLORS

PURPOSE: The Board of Trustees, the Administration, and the Faculty of Harper College are all interested not only in good teaching and good counselling in the institution, but in the improvement and betterment of these most vital functions of any educational institution. It is because of this desire, and because of the desire to reward excellence and competence that any evaluation plan exists.

INPUT DATA

- I. Credentials (Information designed to determine the professional and academic competence of an individual in his subject matter or service area.)
 - A. Application blank
 - B. Transcripts of credits
 - C. Recommendations
 - D. Health Record
 - E. Other
 - F. Updated material (degrees or certificates awarded since employment by Harper, additional courses taken, institutes attended, professional citations, etc.)

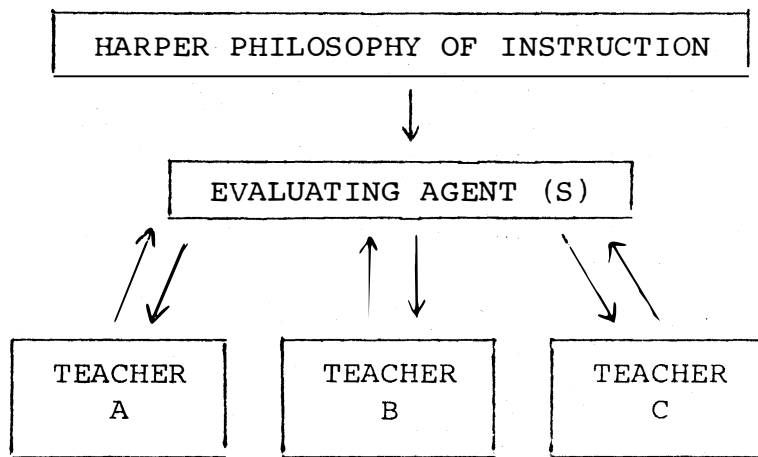
- II. Current Employment Data
 - A. Division chairman's records of professional nature.
 1. Teaching assignments
 2. Remunerative data
 3. Attendance (on the job, division, department, committee meetings)
 4. Professional leaves (conferences, conventions, community services)
 5. Divisional projects (service on division & department committees and curriculum revision)
 6. Formal observations by peers, and/or chairmen
 7. Interview data (observers must advise teacher observed with a written critique within a week of the observation)

 - B. Assistant Dean's records of professional nature.
 1. Formal observations by assistant dean and/or dean.
 2. Interview data and recommendations in writing.
 3. Voluntary notes from department members.
 4. Voluntary notes from anyone in the college.

C. Data Collection Procedures

1. Observer must notify instructor or counsellor one week in advance of intention to visit.
2. All written records which are to be inserted into a faculty member's file must first be shown to the person and his written response shall also be included in the file.
3. The faculty member may submit to an observer an evaluation of his own ability and plan of presentation before the observation.

FORMULATION OF CRITERIA
FOR EVALUATION OF TEACHING EFFECTIVENESS



Individualized criteria for each course and each instructor based primarily on interaction between instructor and evaluating agent and secondary interaction between instructors.

LEADING TO
GENERALIZED
TEACHER ROLES

Manipulative Instruction.

Process Instruction.

Individualized Instruction.

Doing what text books and others have directed him to do.
An implementing instructor.

Needs of students stressed above the need to cover a textbook. A selective implementing instructor.

According to student interest and need. A creator of curriculum experiences as well as implementor.

TECHNIQUES USED

Observations (see page 1, Input Data)
Statement by instructor/counsellor

MATERIALS

Written reports
Written reports

OPTIONAL CRITERIA

Classroom visitation - Student Evaluation (at teacher's request)

The individual faculty member is entitled and encouraged to submit other supporting material for evaluation.

Contributions of the faculty member in curriculum, subject matter, development and/or creation of material and information, institutional reforms, and service to Harper College.

OUTPUT CATEGORIES

Represents the result of evaluation process and classification of personnel for salary purposes

- Level #1 - Does not fit Harper instructional pattern.
A. - No recommendation for re-appointment.
B. - Re-appointment with no increase in salary.
A person could remain in this category for only one year. This must be understood as an extension of the probationary period.
- Level #2 - Fits Harper instructional pattern without qualification. Is a good instructor in every sense of the word. Is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment. (see next page)
- Level #3 - Outstanding. Has made an outstanding contribution during the year in terms of curriculum, subject matter, teaching techniques or institutional reform. Is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment, higher than level 2. It should be understood that this category would rarely exceed 5% of any given division.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

This is based on the idea that money is not the only consideration.

1. Sabbatical leave with full pay.
2. Released time.
3. Promotion to higher rank, waiving minimum requirements.
4. Additional staff assistance and equipment.

SALARY COMMITTEE GUIDELINES

Preliminary note: The following is an example and must be construed as an example. It is in no way a suggestion of salary negotiations for this year or any other year.

The salary committee will bargain for a base raise, an increase in the minimum faculty salary. In the example below this increase is described as \$1000. (This is only an example. The exact amount of this year's raise will be resolved in meetings between this year's committee and a committee of board members.) The \$1100, \$1200, and \$1300 are examples of base raised in the Asst. Prof., Associate Prof., and Professor columns respectively. The basic difference between level 2 and level 3 is the percent increases and not the base raise.

	<u>Instructor</u>	<u>Asst. Prof.</u>	<u>Assoc. Prof.</u>	<u>Prof.</u>
Level 2	\$1000 +7%	\$1100 +7%	\$1200 +7%	\$1300 +7%
Level 3	\$1000 +10%	\$1100 +10%	\$1200 +10%	\$1300 +10%

EVALUATION DEADLINES

Level I and Level II Ratings

For teachers in their first year at Harper College, all evaluations must be completed by February 15. For all others, the deadline will be December 1.

Level III Ratings

For all faculty members, evaluation must be completed by June 1.

The System Operates with These

CHECKS AND BALANCES

Evaluating Agent

Check

Department Chairman
Divisional Chairman
Asst. Dean of Transfer Programs
Asst. Dean of Career Programs
Dean of Instruction
Dean of Student Services

Department Committee
Divisional Committee
Transfer Program Comm.
Career Program Comm.
Faculty
Senate Committee

President

Board of Trustees

APPEALS

Only Level I ratings will be subject to appeal.

As of this date, only one appeals system has been submitted for consideration. A committee of the senate and faculty-at-large is studying this system at the present time.

The rationale for an appeals system is evident, but the actual machinery is not yet firmly established. Nevertheless some such procedure must be part of the total evaluation system.

It is expected that an appeals system would allow any full-time member of the Harper College faculty to appeal his merit evaluation if he so desires.

REVIEW OF SYSTEM

Each year, an ad hoc committee of faculty senate members and faculty-at-large should be selected with the sole purpose of reviewing and revising the evaluating system. It is suggested that this review take place after March 1 of each year beginning in 1970.