

This is sent on behalf of the Negotiations Team, YFA/YCCD:

Written by Jillian Daly and approved by the Negotiations Team.

Table Talk
Faculty Contract Negotiations
November 30, 2007

Members Present: Jillian Daly, Brian Sanders, Karen Walters Dunlap, Diane Wirth, Gene Womble

Scribe: Gloria Plasencia

Facilitator: Victoria Simmons

1. The meeting began at 9:00am in the YCCD Conference Room. The agenda for the day's meeting, the minutes for the November 26th meeting, and the *Table Talk* for the November 26th meeting were approved.
2. We agreed to create a "Hot List" for negotiation topics and issues that are of concern to either YFA or District but are not part of our Re-opener and so would have to be negotiated at a future date.
3. In between negotiation meetings, team members are given homework assignments to create initial drafts on contract language for review. The focus of the day's meeting was to evaluate four homework assignments regarding Faculty Evaluation Appendices.
 - a. **Student Evaluation of Instructional Faculty**
 - We decided the scale would be Strongly Agree, Agree, Disagree, Strongly Disagree, and Does Not Apply.
 - We determined questions would be in statement form (ex. "The instructor encourages in-class participation.")
 - We reviewed the questions and eliminated a few.
 - We agreed to have one form with most questions geared towards lecture format with some additional questions for laboratory format if applicable.
 - We approved three narrative questions.
 - We agreed that all student handwriting needed to be typed up to ensure confidentiality and will poll divisions/areas to determine workload needs.
 - b. **Student Evaluation Cover Letter**
 - We agreed that a cover letter to be read out loud to students when administering the student evaluations was necessary.
 - We discussed the letter's goal—to explain how student input is used and the importance of student participation.
 - We agreed on the letter's structure and that it should include clear and simple bulleted instructions.
 - c. **Full-Time Faculty Self-Evaluation**
 - We discussed ways to create uniform practices across the district..

d. Separate Evaluation Criteria for Adjunct Faculty

- We reviewed suggested changes to Article 7 and the four criteria in Appendix C-1 in regards to their applicability for Adjunct faculty.
 - We agreed to strike references to mandatory self-evaluations and parts of Appendix C-1 that are specific to tenure track positions.
4. We asked that an initial draft of the Peer Observation Form for Instructional Faculty be created.
 5. We discussed the idea of work groups which would include a negotiation team member, at least two faculty members (one from each college), and an immediate administrator to help in the creation of all other forms. For example, the peer observation form and student evaluation form for counselors would need participation of a negotiation team member, at least two counselors, and hopefully, one student services administrator.
 6. Homework assignments for the next contract language meeting are to develop instructions for the work groups that both negotiation teams would approve, and to price scanning machines for the student evaluation forms.

The meeting adjourned at 3:00pm.