

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
May 12, 1975 8:00 P.M.

- A. Call to order
- B. Roll call
- C. Communication from visitors
- D. Recommended Actions
  - 1. Approval of minutes as submitted
  - 2. Personnel matters
  - 3. Approval of policy for payment for substitute instruction
  - 4. Approval of academic and administrative calendars for 1975-76 academic year
  - 5. Other items
- E. Old Business
  - 1. Progress report on Long Range Planning Committee
  - 2. Board workshop
  - 3. Other items
- F. New Business
  - 1. Anticipated Faculty Grievance
  - 2. Other items
- G. President's Report
  - 1. Introduction of newly elected student Board member
  - 2. Community Services Report
  - 3. Latino Advisory Committee Minutes
  - 4. Minutes of SVC committee meetings
  - 5. Progress report on Athletic Advisory Committee
  - 6. North Central Report
  - 7. Progress report on evaluation
  - 8. Other items
- H. Time of next meeting
- I. Adjournment

# MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

May 12, 1975

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on May 12, 1975 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 8:00 p.m. and the following members answered roll call:

Arman Gaulrapp	William Judd
Lorna Keefer	Oscar Koenig
Greg Rehner	William Reigle
Robert Wolf	Ronald Coplan

Approval of Minutes: It was moved and seconded that the minutes of the April 24 meeting be approved as presented. Motion voted and carried.

Substitute Instruction Payment Policy: It was moved and seconded that the Board approve the attached policy for substitute instruction of regularly scheduled classes. Motion voted and carried.

Tentative Calendar for 1975-76: It was moved and seconded that the Board approve the attached Academic and Administrative calendars for the 1975-76 school year. Motion voted and carried.

Budget Amendment: It was moved and seconded that a transfer of \$300 from the Student Activities non-budgeted contingency and \$600 from the Student Activities reserve balance, be made to the Student Activities Athletic Fund to finance the college tennis doubles team of Jim Weed and Randy Paisley, along with their coach, Frank Palumbo, to the Community College Tennis Championship Tournament to be held at Ocala, Florida on June 2 through the 7th. In a roll call vote, all voted aye. Motion carried.

The Board then officially extended their congratulations to Jim Weed and Randy Paisley who have compiled a record of 17 - 0 in doubles play as of this date.

May 12, 1975

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Board Work Shop:	Board members were reminded of the Work Shop to be held May 27 at 3:30 p.m. in the Board Room of the college. This is an open meeting and will be followed by dinner at Emerald Hill for trustees and SVC foundation members. The regular Board meeting will be held at 8:00 p.m. in the Board Room at the college.
Discussion Items:	Discussion was held on the status of the Long Range Planning Committee, the Welding Lab, and the Holding Pond. Mr. Coplan also informed the Board of a meeting on Friday, May 16 in regard to the food service lease with District 5 of Sterling.
Anticipated Grievance on Student Evaluation of Instruction:	Dr. Cole informed the Board that he had recently met with the Chairman of the Faculty Association Grievance Committee regarding this issue. It was the consensus of the Board that they could not address this question until a grievance had been formally filed by the SVC Faculty Association.
Student Evaluation:	Dr. Cole presented the attached summary of student evaluations to date, and a year-end report from the Instructional Standards Committee with their recommendations for revisions of existing evaluation procedures. Dr. Cole raised the question of whether it was necessary for the Board to approve these forms. It was the consensus of the Board that they had charged the President with the responsibility of implementing a college-wide evaluation system with whatever forms and procedures he deemed necessary.
Student Representative to the Board of Trustees:	The Board was informed by Greg Rehner, student representative, that he would be unable to attend the Board meetings during the month of June. In discussion on this item, the Board suggested the administration extend an invitation to F. Ty Simmons to attend meetings in June. Mr. Simmons has already been elected to represent the students on the Board next year, beginning July 1, 1975.

May 12, 1975

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Community Service  
Report:

James L. Barber, Director of Community Service Programs, gave a report on the 1974-75 enrollment in community service courses at the college and the 13 outreach centers.

President's Report:

Dr. Cole reported on funding problems for community colleges, the Latino Advisory committee meeting, SVC Committee meeting minutes, the progress report on the Athletic Advisory committee, the North Central report, and he also reminded the members of Commencement to be held on Wednesday, May 21st.

Adjournment:

Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be held on Tuesday, May 27, due to Memorial Day which is on Monday, May 26. In a roll call vote, the following was recorded: Ayes Members Gaulrapp, Judd, Keefer, Koenig, Reigle, Wolf, and Coplan. Nays-0. Motion carried.

The meeting adjourned at 9:05 p.m.

Respectfully submitted:

  
Arman Gaulrapp, Secretary

SAUK VALLEY COLLEGE

ADMINISTRATIVE CALENDAR - 1975-76

July

4 Independence Day - College Offices Closed

August

1 Deadline date to submit new programs for spring term to I.C.C.B.

22 Faculty Orientation

September

1 Labor Day - College Offices Closed

9 Spring semester class schedules

17 Pow Wow Day

30 Spring semester textbook adoption forms due in Deans' Offices

October

8 Spring semester textbook order forms from Data Center

13 Columbus Day - College Offices Closed

24 Spring semester textbook order forms to Bookstore

November

3 General Distribution of spring schedule

4 Formal notice of any program retrenchment

11 Veterans' Day - College Offices closed

18 Staff needs for 1975-76 academic year

25 Summer session class schedules

27-28 Thanksgiving Vacation - College Offices Closed

December

2 Deadline date to submit new programs for summer term to I.C.C.B.

4 Budget requests to appropriate Deans

11 Staff recommendations for "continuing appointees"

- 16 Budget requests to Business Office
- 22 General Distribution of summer schedule
- 24-25 Christmas Holiday - College Offices Closed
- 31 New Year's Holiday - College Offices Closed

January

- 1 New Year's Holiday - College Offices Closed
- 2 Notification to "continuing appointees" of Annual Review
- 15 Staff recommendations for "term" faculty
- 30 Fall semester class schedules

February

- 12 Lincoln's Birthday - College Offices Closed
- 16 Notification to "term" appointees of Annual Review
- 16 Washington's Birthday - College Offices Closed
- 27 Official notices for reappointment to "term" appointees

March

- 3 Deadline date to submit new programs for Fall term to I.C.C.B.
- 3 Summer school textbook adoption forms due in Deans' Offices
- 8 College Board of Trustees approval of tentative budget
- 15 Summer school textbook order forms from Data Center
- 17 General distribution of fall schedule
- 22 Summer school textbook order form to Bookstore

April

- 1 Faculty contracts issued
- 2 Fall semester textbook adoption forms due in Deans' offices
- 1 College and Career Night

- 14 Fall semester textbook order forms from  
Data Center
- 16 Good Friday - College Offices Closed
- 26 College Board of Trustees approval of final budget

May

- 3 Fall semester textbook orders to Bookstore
- 10-12 Final examinations
- 13 All grades for prospective graduates due in  
Registrar's Office (4:00 p.m.)
- 17 All grades due in Registrar's Office
- 19 Commencement
- 31 Memorial Day - College Offices Closed

June

- 30 Annual Report due

Office of the President  
April 16, 1975  
bg

SAUK VALLEY COLLEGE  
OFFICIAL ACADEMIC CALENDAR  
FALL SEMESTER 1975

Early Registration	Begins Monday - July 7, 1975
Regular Registration	Thursday - August 21, 1975 9:00 a.m. - 8:30 p.m.
Faculty Orientation	Friday, August 22
All Classes Begin	Monday - August 25
Late Registration	Monday, Aug. 25 - Friday, Sept. 5
Last Day for Course Change Without Instructor's Signature	Friday, August 29
Late Registration With Instructor's Signature Only	Tuesday-Friday, September 2-5
Last Day for Course Change With Instructor's Signature Only	Friday, September 5
Labor Day - No Classes (College Offices Closed)	Monday, September 1
Pow Wow Day (Classes Dismissed at 12 Noon, Evening Classes Will Meet)	Wednesday, September 17
Columbus Day - No Classes (College Offices Closed)	Monday, October 13
Constitution Examination	Thursday, October 16
Mid-Semester Date	Friday, October 17
ACT Test Day	Saturday, October 18
Veterans Day - No Classes (College Offices Closed)	Tuesday, November 11
Thanksgiving Vacation Begins	Wednesday, November 26, 10:00 p.m.
College Offices Closed	Thursday, Friday - November 27-28
All Classes Resume	Monday, December 1
ACT Test Date	Saturday, December 13
Final Examinations	Monday-Wednesday, December 15-17
Final Grades Due in Registrar's Office	Friday, December 19, 4:00 p.m.
College Offices Closed	Wednesday & Thursday, December 24 & 25
College Offices Closed	Wednesday & Thursday, Dec. 31 & Jan. 1



SAUK VALLEY COLLEGE  
OFFICIAL ACADEMIC CALENDAR  
SPRING SEMESTER 1976

Early Registration	Begins Monday, November 24, 1975
Regular Registration	Thursday, January 8 9:00 a.m. - 8:30 p.m.
All Classes Begin	Monday, January 12
Late Registration	January 12 - 23
Last Day for Course Change Without Instructor's Signature	Friday, January 16
Late Registration With Instructor's Signature Only	January 19-23
Last Day for Course Change With Instructor's Signature Only	Friday, January 23
Lincoln's Birthday - No Classes (College Offices Closed)	Thursday, February 12
ACT Test Date	Saturday, February 14
Washington's Birthday - No Classes (College Offices Closed)	Monday, February 16
Mid-Semester Date	Friday, March 5
Constitution Examination	Thursday, March 11
Spring Vacation Begins	Friday, April 9 - 5:00 p.m.
ACT Test Date	Saturday, April 10
Good Friday - No Classes (College Offices Closed)	Friday, April 16
All Classes Resume	Monday, April 19
Constitution Examination	Thursday, April 22
Final Examinations	Monday-Wednesday, May 10-12
All Grades for Prospective Graduates Due in Registrar's Office	Thursday, May 13 - 4:00 p.m.
All Grades Due in Registrar's Office	Monday, May 17 - 12:00 noon
Commencement	Wednesday, May 19
Memorial Day (College Offices Closed)	Monday, May 31

OFFICE OF THE REGISTRAR

May 13, 1975

SAUK VALLEY COLLEGE

OFFICIAL ACADEMIC CALENDAR

SUMMER SESSION 1976

Registration	Thursday, June 10 9:00 a.m. - 8:30 p.m.
ACT Test Date	Saturday, June 12
All Classes Begin	Monday, June 14
Last Day of Late Registration	Friday, June 18
Independence Day - No Classes (College Offices Closed)	Monday, July 5
Mid-Term	Thursday, July 8
Final Examinations	Wednesday-Thursday, August 11-12
All grades Due in Registrar's Office	Friday, August 13 - 4:00 p.m.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1975

*G-7*

## MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #G-7 - PROGRESS REPORT ON EVALUATION

Attached is a summary of the progress of instructional evaluation to date.

It might be of interest to indicate that we are receiving an increasing number of positive responses from students about this procedure.

### TOTALS

Number of student given opportunity to evaluate:	1,753
Number of students who declined to evaluate:	102
Total number of classes visited:	114

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1975

## MEMORANDUM

TO: Dr. Cole  
FROM: Dean Bunch  
SUBJECT: Student Evaluation Tally

Number of students given the opportunity to evaluate:

1034 students

Number of students who declined to evaluate:

96 students

Total number of classes visited:

72 classes

I still have a few more classes to evaluate.

NB/af

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE

May 7, 1975

## MEMORANDUM

TO: President Cole

FROM: James L. Barber

Re: Report on Student Evaluation

As of this time, of the total 30 transfer-vocational sections offered through the Community Services program, 17 sections have been evaluated. Of the 326 students enrolled in these sections evaluated, 259 were in attendance at the time the evaluation was completed. Only 2 persons refused to complete the questionnaire or defaced the materials to my knowledge. (There may have been a few others who subtly spoiled their form).

Of the 13 sections that have not been evaluated, 6 sections were completed prior to the establishment of the policy to administer the questionnaire - 6 sections were held at a time when administrative personnel were unavailable to conduct the evaluation process - and one section had just begun and it was determined that the procedure would be invalid at that time.

Total Transfer/vocational sections	30
Total number sections evaluated	17

Total students enrolled in the 17 sections evaluated	326
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Total students in attendance when evaluation was completed	259
--	-----

Total number of students who obviously destroyed cards or refused to complete the procedures	2
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JLB/mv

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1975

*B-5*

## MEMORANDUM

TO: Dr. George Cole

FROM: John E. Sagmoe

SUBJECT: Progress Report - Sauk Valley College Athletic Advisory Committee

The following Sauk Valley College staff members have been participating in the review and development of the SVC Athletic Advisory Committee:

Frank Palumbo  
Claire Holmberg  
Mike Seguin

Dan Mabee  
Ron Hartje  
Chuck Walrath

A survey has been completed by the above Sauk Valley College staff members who are currently serving as an interim steering committee for the development of the Athletic Advisory Committee. These members have participated in the development of a statement of function and it is anticipated that this will be ready for approval of the total committee at its next scheduled meeting, Tuesday, May 13.

Recommendations concerning membership of the committee have been solicited and have been made to the group. Although the final determination of membership is not yet ready for approval, the recommendations for membership currently include representation from the following groups:

Area athletic directors	Local media representation
Area coaches	Parents
Alumni	Women's group representation
Sauk Valley College staff	Student

The goal of the committee is to have an active Athletic Advisory Committee in operation for the 1975-76 academic year.

JES/br

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 7, 1975

## MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-1 ANTICIPATED FACULTY GRIEVANCE

I have been informally told that there will be a grievance filed by the Faculty Association with regard to instructional evaluation.

At the date of this mailing I have not yet received the formal grievance. If a formal grievance is received before the next Board of Trustees' meeting we may want to discuss it or we may want to discuss our possible reaction even if the grievance has not arrived.

In any event, I would like the Board to be aware that there will probably be a grievance on instructional evaluation.

GEC/bg  
Enc.



# SAUK VALLEY COLLEGE

## FACULTY ASSOCIATION

R. R. 1 • Dixon, Illinois 61021 • Phone Area 815 288-5511

### Minutes of Representative Assembly Meeting

Tuesday, April 22, 1975

Attending: Don Burton, John Devine, Maxine Petersen, Bob Thomas, Dave Zindel, Phil Osborn, Bob Crouse, Leona Grossman, Mary Weller, Chuck Oster, Don Foster, Dave Youker, Noel Adams, Don Doyle and Chuck Walrath

The meeting was called to order at 11:10.

Motion was made to grieve the utilization of students in the evaluation as a possible violation of the contract. Moved by Bob Crouse and seconded by Maxine Petersen. (This is the motion that was tabled at the last General Assembly meeting.) After a lengthy discussion Phil Osborn and Dave Zindel called for the question. The motion passed: 10 in favor 0 opposed.

Motion was made for the grievance committee to prepare the wording of the grievance as a point of information to the general membership prior to the formal presentation of the grievance. After a brief discussion, Noel Adams called the question. The motion passed: 8 in favor 0 opposed.

As a point of clarification the reason for Dave Zindel and Bob Crouse's two-year term as negotiators was discussed. It was generally agreed that the original intent had been that they serve the full-term of the contract. The third negotiating spot on the team will be filled in the upcoming election.

Motion was made to carry Ann Johnson as a full association member even though the association is not receiving her dues by payroll deduction since she was forced to go on leave without pay due to extended illness. Moved by Maxine Petersen and seconded by Bob Crouse. There was no discussion. The motion passed: 10 in favor 0 opposed.

As a point of clarification the question of Bob Crouse's membership in the Association was discussed. It was generally agreed that although his job description does include evaluation of part-time faculty, he does meet the membership requirements of the Association since his activities are primarily related to the student.

Motion was made to adjourn at 11:55. Moved by Maxine Petersen and seconded by Chuck Walrath.

Submitted by  
Chuck Walrath  
Acting Secretary

CW/js

4/23/75



May 12, 1975

*F. 2a*

To: Sauk Valley College Board of Trustees

From: Gregory Rehner

Because of my summer work schedule, I will not be able to attend the meetings for the month of June. With the Board's permission I would like Warren Beer to sit in my place during this month and also introduce the new Student Representative, Mr. F. Ty Simmons, to you at the beginning of his term in July.

I have thoroughly enjoyed my term on the Board and wish all of you the best in the future of Sauk Valley College. If I can ever be of help to you, please feel free to contact me.

Sincerely,

Gregory F. Rehner

*Gregory F. Rehner*  
lt

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 12, 1975

## MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole  
President

RE: AGENDA ITEM #G-7 - PROGRESS REPORT ON EVALUATION

Attached is the year-end report from the Instructional Standards Committee with their recommendations for the revision of the self-evaluation of the instructor, the deans' evaluation of the instruction along with the procedure for completion of classroom observation, their position on the colleague evaluation, and the form for the overall evaluation of administration by instructional staff, along with detailed forms for the evaluation of the individual instructional deans by the instructional staff, and the evaluation of the President by the college's professional staff.

This has been reviewed by the President and the Deans and it is our opinion that it is a step in the right direction. It is my opinion that in as much that the previous forms were officially approved by the Board that these new revisions of the procedures should also eventually be approved by the Board.

The major area of disagreement on evaluation seems to center on the student evaluation of instruction. On Monday at 3 p.m. I was approached by the Chairman of the Grievance Committee who indicated the faculty would not file a grievance if the administration:

- 1) Agreed to utilize the spring student evaluation of instruction only on an experimental basis.
- 2) If the administration would permit the Instructional Standards Committee to work on a compromise form which would be available for use no later than September 1, 1975.

It was understood that the compromise form would be advisory in nature and would meet with the approval of the administration.

GEC/bg

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE May 12, 1975

## MEMORANDUM

Dr. George E. Cole  
SVC President

DM: Norman F. Spencer *NFS*  
Chrm. Instructional Standards Committee

The Committee respectfully asks that you present its complete suggestions on evaluation at Sauk Valley College to the Board of Trustees at the earliest convenient time.

These suggestions are made in response to the Deans' original proposal for evaluation.

The Committee is happy with the results and feels like its work has accomplished something very workable.

We are also happy with the agreement between the Committee and the Administration on most of the suggested forms except for Student Evaluation. We believe there were reasons both emotional and physical that prevented more agreement in that area.

To the student: Instructors at Sank Valley College are constantly seeking to improve their instruction. We are asking you to help by commenting on the instruction from your point of view. Please be honest.

You need not sign this form. These forms will be collected by a student designate on an announced date and sent to the instructor after final grades have been distributed.

Course and Section \_\_\_\_\_ Instructor \_\_\_\_\_

Freshman: \_\_\_\_\_ 1st sem.; \_\_\_\_\_ 2nd sem.; \_\_\_\_\_ Date \_\_\_\_\_

Sophomore: \_\_\_\_\_ 1st sem.; \_\_\_\_\_ 2nd sem.; \_\_\_\_\_

Optional: Age \_\_\_\_\_ Sex \_\_\_\_\_ Major \_\_\_\_\_

Grade you expect in course \_\_\_\_\_

In your essay we want you to feel free to express you opinions about anything related to the instructor or the course. However, we would appreciate you commenting specifically on the following in your essay, if appropriate:

1. Please name one or two things that you especially like about the teacher.
2. Please give one or two suggestions for the improvement of this teacher.
3. Please name one or two things that you especially like about this course.
4. Please give one or two suggestions for the improvement of this course.
5. Please give any other appropriate comments.

Oct 27/20 73

SELF-EVALUATION

Annual Professional Summary and Evaluation  
(To cover the period from August \_\_\_\_\_ to August \_\_\_\_\_)

Faculty member \_\_\_\_\_ Date \_\_\_\_\_  
Department \_\_\_\_\_ Rank \_\_\_\_\_

PART I  
INSTRUCTION

Your teaching schedules will be attached by the appropriate Dean to EV 3 for the period covered.

College Service  
Student extra-curricular activities aided

Organization and/or activity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College Committee Service  
Committee/activity name

Your Title

_____	_____
_____	_____
_____	_____

Speaking Activities: Include all speaking engagements and note place (city).  
Estimate audience size.

<u>Date</u>	<u>Place</u>	<u>Name of Organization</u>	<u>Subject</u>	<u>Audience Size</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

High School Visitations: Career Day and College Day appearances.

<u>Date</u>	<u>School</u>	<u>Activity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART II  
Professional Growth

Credit and non credit academic education (Includes courses for which college credit was received since last January 1. Also all workshops on self development programs of a non credit nature attended.

over

<u>Dates of Attendance</u>	<u>Institution</u>	<u>Course Name</u>	<u>Credit hours</u>
<u>                    </u>	<u>                                    </u>	<u>                                    </u>	<u>                                    </u>
<u>                    </u>	<u>                                    </u>	<u>                                    </u>	<u>                                    </u>
<u>                    </u>	<u>                                    </u>	<u>                                    </u>	<u>                                    </u>

Professional Society

<u>Date</u>	<u>Society</u>	<u>Office</u>
<u>                    </u>	<u>                                    </u>	<u>                                    </u>
<u>                    </u>	<u>                                    </u>	<u>                                    </u>
<u>                    </u>	<u>                                    </u>	<u>                                    </u>

PART III

1. Reflecting upon your plans for this year, how have you done in accomplishing the objectives you established last January?

2. Outline your specific objectives to improve during the next year in the following areas . . . . . in any not listed.

To improve your effectiveness as an instructor

To improve your contribution to the college and your department

To improve your academic and professional growth

PART IV

In separate attachments add to any area you feel has not been covered significantly.

Using the scale below circle one number which summarizes your self evaluation related to the objectives, and contribution you have accomplished during the past year. In short how do you rate yourself as a contributing, growing faculty member?

Low      1      2      3      4      5      High

Signature \_\_\_\_\_ Date \_\_\_\_\_

To be submitted to the Dean prior to October 15.

PROCEDURE FOR COMPLETION OF CLASSROOM OBSERVATION

1. Each instructor (full and part-time) will be evaluated.
2. A minimum of one classroom observation every second year for continuing appointee faculty. In cases where the instructor is up for promotion or if in the dean's judgement an instructional problem has developed, then the instructor will be evaluated more frequently.
3. A minimum of three classroom observations per year for a term appointment faculty.
4. Part-time instructors will be evaluated at least once during their first semester of teaching at SVC. If in the dean's judgement an instructional problem has developed, then the instructor will be evaluated more frequently.
5. A classroom observation must be at least a full 50 minute period.
6. Observation will be made by the appropriate Dean. A faculty member may be contacted by the Dean to voluntarily make an additional classroom observation if agreeable to the instructor involved. Also the Instructional Standards Committee may be consulted. This will be only in cases when the Dean or the individual faculty member desires additional information in the evaluation process.
7. An appointment for a conference must be planned no later than six days following the classroom visitation to discuss the observation's tentative conclusion, and to sign the report.
8. A written report may be submitted by the faculty member within three days following the conference.
9. Transfer and career education courses offered through the Sauk Valley College Community Services Program will utilize the same classroom evaluation model that is approved for on-campus courses.
10. The Dean of Student and Community Services should be responsible for assuring that all aspects of the approved instructional evaluation model are incorporated in the Community Services Program. In relation to the actual observation, this would be the responsibility of the Dean of Student and Community Services or his designate in consultation with the appropriate instructional Dean.

DATE \_\_\_\_\_

HIGHEST

(5)

5. Do you believe that your visitation was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process?

1. Were important ideas and/or facts clearly explained in view of the subject matter?

2. In view of the size of the class and the nature of the course did the instructor encourage critical thinking?



3. How would you describe the behavior of students in the class toward the instructor?

4. Has the instructor effectively prepared and organized the laboratory experience?

SUGGESTIONS FOR IMPROVEMENT:

1. Course:

2. Instructor:

I have read this report and understand that I may submit a written response.

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

Dean's Copy

Faculty member's copy

## COLLEAGUE EVALUATION

5/7/75

The evaluation of a professional staff member's performance will be primarily the responsibility of the appropriate dean or other supervisor who is responsible to the President for the preparation of recommendations regarding the status of staff under his supervision.<sup>1</sup> Normally peer evaluation will not be used. Since it is the primary responsibility of the Deans to evaluate staff, collegial evaluation will not be routinely used.

However, recognizing that the evaluation of faculty is an extremely difficult task, there may appear times when the deans or faculty member desires additional knowledge in the evaluation process. In these circumstances collegial evaluation could be used. Since the Instructional Standards Committee is concerned with Instructional Standards and is a representative body, it would be the proper committee for the deans and/or faculty members to call upon for additional information and judgement. This would not be a routine process but would be used only under those circumstances when the dean and/or faculty members felt the need and requested it. At the Instructional Standards Committee's option, they may function as a committee of the whole or they may appoint a subcommittee. The committee may follow the same procedures that the dean uses and should have all information available to the dean.

<sup>1</sup>Contractual Agreement Between The Board Of Community College District No. 506 And Sauk Valley College Faculty Association

## AT SAUK VALLEY COLLEGE

PROCEDURES OF ADMINISTRATIVE EVALUATIONA. DISTRIBUTION AND COLLECTION

1. Administrative evaluation forms for the President, Deans, and general administration, will be distributed to each faculty member on September 1 of each year by the President's office. Each faculty member will anonymously evaluate the President and his respective Dean.
2. All administrative evaluation forms, except the President's, shall be returned directly to the President's office no later than October 15 of each year.
3. The President's evaluation form will be sent to the Chairman of the Instructional Standards Committee for compilation. The results will be forwarded directly to the Chairman of the Board.

B. PRESIDENT'S OFFICE PROCEDURE

1. The President will review the results of each individual Dean's evaluation form with the appropriate Dean.
2. The results of the evaluation of General Administration will be made available by the President's office to the appropriate individual.

1) Philosophy and Objectives

The administration has a clear understanding of the overall mission and scope of Sauk Valley College as stated in the current catalog and what is expected of me as a faculty member to support these goals and objectives:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

\_\_\_\_\_

2) Academic Freedom

I feel free to exercise my own creativity and academic skills in the preparation and evaluation of objectives for my classes and freedom from administrative and community intrusion into my rights as a qualified instructional staff member:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

\_\_\_\_\_

3) Data Processing

The Data Processing services provided at Sauk Valley College are adequate in that I am provided with punctual and accurate records necessary to complete my assigned instructional tasks:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

\_\_\_\_\_

Specific Comments: \_\_\_\_\_

- B) The classrooms are kept clean and well-lighted and that the building and grounds are maintained in a manner which makes Sauk Valley College a pleasant place to work:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

#### Learning Resource Center

- A) The library services at Sauk Valley College meets the needs of both instructors and students:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

- B) Audio Visual services at Sauk Valley College meets the needs of both instructors and students:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

- C) Counseling and advising services as carried on at Sauk Valley College meets the needs of both instructors and students:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

#### 4) Registrar's Office

I have a great deal of confidence in the accuracy of records kept by the Registrar's Office and I am provided with the necessary records to carry-out my assigned instructional tasks:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

#### 5) Institutional Research

Institutional research at Sauk Valley College is relevant, properly managed and the findings further my understanding of what is happening at Sauk Valley College:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

#### 6) Public Information

The Public Information Office projects a positive and accurate image of Sauk Valley College both to the outside community and media as well as the internal membership of the college:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

Specific Comments: \_\_\_\_\_

#### 7) Business Affairs & Support Services

- A) My financial affairs, such as regular payment and fringe benefits are managed in an accurate and dependable manner:

\_\_\_\_\_ Strongly Agree      \_\_\_\_\_ Not Sure      \_\_\_\_\_ Strongly Disagree  
 \_\_\_\_\_ Agree      \_\_\_\_\_ Disagree

PRESIDENT EVALUATION

Date \_\_\_\_\_

Place the number which accurately describes your feelings next to the question provided.

(0)		(1)
Insufficient information		Strongly disagree
(2)	(3)	(4)
Disagree	Agree	Strongly agree

1. Adopts the principles of shared governance. \_\_\_\_\_
2. Gives adequate consideration to the ideas of faculty members. \_\_\_\_\_
3. Gives adequate justification for policies adopted. \_\_\_\_\_
4. Is committed to improve the conditions that are conducive to my teaching performance. \_\_\_\_\_
5. Has an adequate concept of the necessity of higher education and adopts policies which further this need. \_\_\_\_\_
6. Is honest and fair in his dealings with faculty. \_\_\_\_\_
7. Understands and deals effectively and wisely with student problems. \_\_\_\_\_
8. Takes initiative to develop conditions that are conducive to good faculty morale. \_\_\_\_\_
9. Exhibits willingness to learn about curricula for which he has little experience. \_\_\_\_\_
10. When appropriate, is available to individual faculty members for consultation. \_\_\_\_\_
11. Understands the variety of divergent academic aims and intentions and is careful to honor them. \_\_\_\_\_
12. Honors a variety of teaching methodologies and shows an understanding of these various approaches. \_\_\_\_\_
13. Respects academic freedom as defined at S.V.C. \_\_\_\_\_
14. Demonstrates ability to make decisions. \_\_\_\_\_
15. Expedites routine administrative functions well. \_\_\_\_\_
16. Demonstrates effective and responsible leadership. \_\_\_\_\_
17. I find the President's personal style of leadership to be appropriate. \_\_\_\_\_

Additional comments:

DEANS INDIVIDUAL EVALUATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Place the number which accurately describes your feelings next to the question provided.

(0)		(1)
Insufficient information		Strongly disagree
(2)	(3)	(4)
Disagree	Agree	Strongly agree

1. Is able to evaluate faculty performance. \_\_\_\_\_
2. Adopts the principles of shared governance. \_\_\_\_\_
3. Gives adequate consideration to the ideas of faculty members. \_\_\_\_\_
4. Gives adequate justification for policies adopted. \_\_\_\_\_
5. Is committed to improve the conditions that are conducive to my teaching performance. \_\_\_\_\_
6. Has an adequate concept of the necessity of higher education and adopts policies which further this need. \_\_\_\_\_
7. Is honest and fair in his dealings with faculty. \_\_\_\_\_
8. Understands and deals effectively and wisely with student problems. \_\_\_\_\_
9. Takes initiative to develop conditions that are conducive to good faculty morale. \_\_\_\_\_
10. Exhibits willingness to learn about curricula for which he has little experience. \_\_\_\_\_
11. When appropriate, is available to individual faculty members for consultation. \_\_\_\_\_
12. Understands the variety of divergent academic aims and intentions and is careful to honor them. \_\_\_\_\_
13. Honors a variety of teaching methodologies and shows an understanding of these various approaches. \_\_\_\_\_
14. Respects academic freedom as defined at S.V.C. \_\_\_\_\_
15. Demonstrates ability to make decisions. \_\_\_\_\_
16. Expedites routine administrative functions well. \_\_\_\_\_
17. Ability to help departments to achieve their goals. \_\_\_\_\_
18. Demonstrates effective and responsible leadership. \_\_\_\_\_

Additional comments:

POLICY FOR SUBSTITUTE INSTRUCTION  
OF REGULARLY SCHEDULED CLASSES

I. Philosophy

In the assignment of substitute instructors, the primary consideration shall be to provide the best instruction available for each class and to insure continued coverage of instructional material without appreciable loss to the students involved.

II. Responsibility for Securing Substitutes

As soon as the Department Head or Instructional Dean is notified of a faculty member's absence, the Department Head will assume responsibility for covering classes for the first three consecutive days of absence. The Department Head may do this personally or may assign other staff members. If neither is possible, the Instructional Dean may secure an outside substitute.

When a faculty member submits a travel request which will make it necessary for him to miss his classes, it is the responsibility of the Instructional Dean to make sure that all arrangements have been made for covering that faculty member's classes before the approval for travel is granted.

III. Payment for Substitution

- A. Payment for substitution by non-staff substitutes is to be negotiated with the individuals involved subject to approval of the appropriate Instructional Dean.
- B. Regular Staff Substitutes: When the Instructional Dean has determined that a staff member's absence will extend beyond three consecutive days, he may assign another regular staff member to cover classes and laboratories at the rate of \$10.00 per lecture hour and \$7.50 per laboratory hours