

**RESPONSE TO RECOMMENDATIONS FROM APRIL 2021 YEAR SEVEN EVALUATION REPORT**

**Ad Hoc Report Submitted by Spokane Falls Community College**

**September 2023**

INTRODUCTION.....	1
RECOMMENDATIONS SUBSTANTIALLY IN COMPLIANCE BUT IN NEED OF IMPROVEMENT .....	1
RECOMMENDATION 4 .....	1
Action Taken .....	2
CONCLUSION.....	3
APPENDICES .....	4
FACULTY APPRAISAL TRACKING .....	4
REPORT SAMPLES.....	6
Adjunct Instructors .....	6
Associate Instructors.....	6
Full Time Faculty .....	7
Exempt Employees.....	8
Classified Employees.....	8
Shared Deans Tracking Spreadsheet.....	9

## INTRODUCTION

Spokane Falls Community College (SFCC) is one of two comprehensive public, independently accredited colleges that comprise the Community Colleges of Spokane (CCS), District 17. The largest community college district geographically in Washington state, CCS supports a six-county service area in eastern Washington that includes Spokane, Ferry, Stevens, Pend Oreille, Lincoln, and Whitman Counties. The district serves approximately 19,000 students annually with roughly 6,000 students attending SFCC. SFCC awards the Associate of Arts, Associate of Science, Associate of Applied Science, and Bachelor of Applied Science degrees and several certificates.

In March of 2021 SFCC submitted its Year Seven Mission Fulfillment and Sustainability Evaluation for reaffirmation of accreditation by the Northwest Commission of Colleges and Universities (NWCCU). The College then hosted a virtual comprehensive Year Seven visit in April of 2021. The evaluation team proposed three commendations and four recommendations. In their formal notification and record of action, the Commission found that Recommendation 3 indicated that that SFCC was out of compliance with the NWCCU Standards for Accreditation. In reaffirming the College's accreditation based on the Year Seven Mission Fulfillment and Sustainability Evaluation, the Commission requested that SFCC submit an Ad Hoc Report in Fall 2022 to address all recommendations. SFCC submitted that report as requested. In its response, the Commission then requested that SFCC submit an Ad Hoc Report in Fall 2023 to address Recommendation 4.

## RECOMMENDATIONS SUBSTANTIALLY IN COMPLIANCE BUT IN NEED OF IMPROVEMENT

### RECOMMENDATION 4

Demonstrate all faculty, staff, and administrators are evaluated on a regular and systematic basis. (2020 Standard(s) 2.F.4)

The relevant standards and eligibility requirements are included for reference.

***2.F.4** Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.*

***Eligibility Requirement 4** The institution demonstrates and publishes evidence of effectiveness and uses ongoing and systematic evaluation and planning to refine its key processes and measures to demonstrate institutional mission fulfillment. Through these processes, it regularly monitors its internal and external environments to determine how and to what degree changing circumstances may impact the institution and its ability to ensure its viability and sustainability.*

SFCC's Peer-Evaluation report found that processes, practices, and standards are defined in the district's [Policy and Procedures Manual](#) and included in collective bargaining documents. The evaluation team noted that the college could not affirm that evaluations were consistently completed across all employee classifications on a regular and systematic basis at an institutional level.

## Action Taken

SFCC and CCS Human Resources recognized that the SFCC's ability to meet the expectation of the standard was compromised by the lack of a means for managing and tracking evaluations at the institutional level for all employee classifications.

This deficit had three primary causes:

- There was no mechanism in place for tracking faculty evaluations across the college, as these were being tracked only at the division level.
- While evaluations for full-time and associate faculty were being collected by Human Resources, evaluations for adjunct faculty were previously maintained only at the division level.
- While Administrative/Exempt evaluations (E-PAS) and Classified staff evaluations (C-PAS) were being managed/tracked by computer applications developed by Human Resources, the college had no process in place for the systematic review of reports generated out of those applications.

To address the lack of a centralized tracking system for faculty evaluations, the college has engaged in the development of an application for tracking faculty evaluation and the establishment of new processes that would ensure the college's ability to affirm the regular and systematic evaluation of all employees. This project consisted of the following actions:

- The Vice President of Learning worked with the Office of Human Resources to build out an evaluation certification structure for faculty evaluations into the district's Online Training and History Report System (OTHRS). This brings the tracking of faculty evaluations into the same system that currently tracks evaluation of classified and exempt employees.
- The basic structure of the certification system was completed in August of 2022. (See *Faculty Appraisal Tracking* in appendices)
- Upon completion of the certification system, HR collected a copy of the most recent adjunct evaluations from the corresponding deans to enter into the new system.
- During the 2022-23 school year, deans worked with Human Resources to verify and ensure the accuracy of the data that had been entered by Human Resources.
- Beginning with the new evaluations conducted during the 2022-23 school year, deans began the new practice of sending all faculty evaluations to HR for OTHRS tracking as well as inclusion in their personnel file. (Previously, evaluations for full-time and associate adjunct faculty were sent to HR, while the evaluations for adjunct faculty were maintained in division files.)
- By July 2023, deans had sent to HR the evaluations for all faculty evaluations that had been completed during the 2022-23 school year. HR is currently using the summer months to input the evaluations received over the previous school year.
- During the development of this new reporting/tracking system, the Vice President of Learning simultaneously created a parallel tracking mechanism for faculty evaluations through a shared Excel spreadsheet. This shared spreadsheet, while in some ways redundant, gives the college a way of affirming the status of our faculty evaluations independent of the workflow of the Human Resources staff at the District Office. It also gives the Vice President of Learning more specific information than will be included in the OTHRS report, for example, showing the faculty progression through the tenure process. By August 2023, deans were able to affirm that the

information on the evaluation of all faculty (adjunct, associate adjunct, and full-time) was up to date in the shared spreadsheet. (See Shared Deans Tracking Spreadsheet in the appendices)

- At the time of the writing of this report, the Vice President of Learning has completed an analysis of the data on the spreadsheet of faculty evaluation. The spreadsheet confirms that, with few exceptions, adjunct, associate adjunct, and full-time faculty are being evaluated systematically in alignment with the established intervals.
- Before the beginning of fall quarter (and every year thereafter), Human Resources will forward updated reports to SFCC cabinet. (See example reports in appendices for exempt employees, classified employees, adjunct, associate adjunct, and full-time faculty.)
- Upon receipt of the updated reports from HR every fall, Vice Presidents will meet with deans and directors to review the status of employee evaluations under the supervision of the deans and directors and to affirm the importance of continuing to evaluate employees on the regularly established cycles.

## **CONCLUSION**

This Ad-Hoc Report has provided an update on the actions Spokane Falls Community College and the Community Colleges of Spokane have made to address Recommendation 4 from the Year Seven Mission Fulfillment and Sustainability Evaluation in April 2021.

In summary, SFCC has worked with CCS Human Resources to develop a mechanism for tracking faculty evaluations, addressing the historical challenge of managing and recording faculty evaluations only in dean/director offices. In addition, SFCC has established a timeline and process for the annual dissemination and review of the status of employee evaluations for the college. As a result of the newly created tracking mechanism and the newly established timeline and process for review, SFCC can now affirm, and will be able to affirm on an annual basis in the future, that all employees—including administrative/exempt, classified, and all faculty (full-time, associate adjunct, and adjunct) are evaluated on a regular and systematic basis. We believe this recommendation has now been fully addressed.

## APPENDICES

### FACULTY APPRAISAL TRACKING

Performance Appraisal Summaries are submitted to Human Resources (HR). HR logs them into the established internal application software – Online Training and History Reporting System (OTHRS) with a received date and then scans them into the employee’s personnel file. OTHRS allows the faculty member, dean / supervisor of record and Human Resources to see the due date and what has been received. Human Resources will track / maintain all records and run the necessary reports annually for administrators and executives.

#### **Tenured Faculty**

- Audit HalFile (electronic personnel file) complete
- Gap analysis done compared to active Tenured Faculty
- Spreadsheet created of findings/analysis

#### **Built OTHRS Database for Supervisor Tracking managed by HR**

- Certification Creation for review due every 5 year May 31 once Tenure is achieved

#### **Resource Materials**

- Training to Administrators for how to read certification to be schedule
- Prepare FAQ’s and How To’s in progress

#### **Maintenance**

- Human Resources records receipt of review in OTHRS / forwards to personnel file
- Human resources to send notice of late/missing reviews to Administrator/Executive from reports run from OTHRS internal application
- Add newly tenured faculty certificates to OTHRS
- HR Responds to questions from AAes, AAds and Executives

#### **Annualized Faculty**

- Audit HalFile (electronic personnel file) complete
- Gap analysis done compared to active Annualized Faculty
- Spreadsheet created of findings/analysis

#### **Built OTHRS Certification - HR**

- Create one year certification for new Annualized Faculty member at hire
- Certification creation for review due every 5 year May 31 beyond initial year

#### **Resource Materials**

- Training to Administrators for how to read certification to be schedule
- Prepare FAQ’s and How To’s in progress

#### **Maintenance**

- Human Resources records receipt of review in OTHRS / forwards to personnel file
- Human resources to send notice of late/missing reviews to Administrator/Executive from reports run from OTHRS internal application
- Add newly tenured faculty certificates to OTHRS
- HR Responds to questions from AAes, AAds and Executives

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**Adjunct**

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Audit HalFile (electronic personnel file) complete

Gap analysis done compared to active Annualized Faculty

Spreadsheet created of findings/analysis

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**Built OTHRS Certification**

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Create one year certification for new adjunct Faculty member at hire

Certification creation for review due every 5 year May 31 beyond initial year

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**Create Resource Materials**

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Training to Administrators for how to read certification to be schedule

Prepare FAQ's and How To's in progress

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**Maintenance**

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Human Resources records receipt of review in OTHRS / forwards to personnel file

Human resources to send notice of late/missing reviews to Administrator/Executive from reports run from OTHRS internal application

Add newly tenured faculty certificates to OTHRS

HR Responds to questions from AAes, AAds and Executives

## REPORT SAMPLES

### Adjunct Instructors

ctcLink ID	Employee Name	Department	Supervisor	Empl Type	Due Date	Completion Date
101047078	Anderson, Julianne	SFCC Parent Education	Goodman, Elodie P	PTF	6/30/2027	
101057094	Armstrong, Allegra R	SFCC English	Forster, Patrick A	PTF	6/30/2023	
101045398	Baker, Katherine R	SFCC Management	Goodman, Elodie P	PTF	6/30/2023	
101022530	Barclay, Susan Theresa	SFCC Social Sciences	Forster, Patrick A	PTF	6/30/2027	
201090567	Belock, Jacquelyn Y	SFCC Life Sciences	Martin, Sarah A	PTF	6/30/2026	
101003091	Betances-Vela, Sherie Lynn	SFCC Comm/Modern Language	Beane-Boose, Linda R	PTF	6/30/2023	
101057117	Black, Valda G	SFCC Social Sciences	Forster, Patrick A	PTF	6/30/2028	
201071449	Bockmier, Taunnia M	SFCC Human Services	Goodman, Elodie P	PTF	6/30/2023	
101004376	Brown, Maija E S	SFCC Physical Science Engineer	Martin, Sarah A	PTF	12/31/2023	
201089185	Carter, Thomas J	SFCC Library Services	Pelchat, Christopher R	PTF	6/30/2023	
201142653	Cathey, Jill M	SFCC Music & Recording Arts	DeMerville, Ashley D	PTF	6/30/2023	
201014565	Chatburn, Timothy C	SFCC Social Sciences	Forster, Patrick A	PTF	6/30/2023	4/24/2023
201014565	Chatburn, Timothy C	SFCC Social Sciences	Forster, Patrick A	PTF	6/30/2028	
101009442	Cook, Linda M	SFCC Life Sciences	Forster, Patrick A	PTF	6/30/2024	
101047146	Cook, Rebecca A	SFCC Applied Visual Arts	DeMerville, Ashley D	PTF	6/30/2027	
201289528	Craven, Rebecca F	SFCC Comm/Modern Language	Beane-Boose, Linda R	PTF	6/30/2023	
101007598	Crookston, Andrew J	SFCC Social Sciences	Forster, Patrick A	PTF	6/30/2027	
101060252	Cunningham, Kathleen A	SFCC Mathematics	Martin, Sarah A	PTF	6/30/2023	
101004106	Davis, Rachel Jane	SFCC Human Services	Goodman, Elodie P	PTF	6/30/2023	
101009280	DeMerville, Kemuel R	SFCC Comm/Modern Language	Beane-Boose, Linda R	PTF	6/30/2023	5/19/2023

### Associate Instructors

ctcLink ID	Employee Name	Department	Supervisor	Empl Type	Due Date	Completion Date	Notes
101003126	Brown, Chad A	SFCC Physical Education	Fitzgerald, James J	PTF	5/31/2023		
101003491	Cosner, Shawna L	SFCC Mathematics	Martin, Sarah A	PTF	6/30/2026		
101001425	DeLauder, Cynthia A	SFCC English	Beane-Boose, Linda R	PTF	5/31/2026		
101003376	Dyksterhuis, Carol Louise Estel	SFCC Physical Education	Fitzgerald, James J	PTF	5/31/2026		
101001705	Fischer, Kellie M	SFCC English	Beane-Boose, Linda R	PTF	6/30/2023		
101004736	Freeman, Stephanie L	SFCC Business Technology	Goodman, Elodie P	PTF	5/31/2023		
101003086	Harvey, Tobe L	SFCC Fine Arts	DeMerville, Ashley D	PTF	5/31/2023		
101002966	Matresse, Cathy R	SFCC Social Sciences	Goodman, Elodie P	PTF	6/30/2023		Separating
101004554	Matthew, Velma B	SFCC Life Sciences	Martin, Sarah A	PTF	6/30/2023		
101000428	Meyer, Pamela J	SFCC Music & Recording Arts	DeMerville, Ashley D	PTF	5/31/2023		
101000911	Montgomery, Nicole Evelyn Leigh	SFCC Social Sciences	Goodman, Elodie P	PTF	5/31/2023		
101007611	Olsen, Andrea D	SFCC Music & Recording Arts	DeMerville, Ashley D	PTF	6/30/2023		
101001532	Pilant, Melissa M	SFCC Human Services	Goodman, Elodie P	PTF	5/31/2023		
101004784	Rackham, Melissa T	SFCC Applied Visual Arts	DeMerville, Ashley D	PTF	5/31/2023		
101004984	Roth, Gregory E	SFCC Applied Health Science	DeMerville, Ashley D	CLA	5/31/2023		
101004557	Shields, John P	SFCC Music & Recording Arts	DeMerville, Ashley D	PTF	5/31/2023		
101004118	Skubinna, Bradd L	SFCC Fine Arts	DeMerville, Ashley D	PTF	5/31/2023		
101003213	Stenzel, Monica J	SFCC Social Sciences	Goodman, Elodie P	PTF	5/31/2023		
101004728	Templeman, Laura Ann	SFCC Philosophy	Beane-Boose, Linda R	PTF	5/31/2023		
101003329	Udlock, Richard H	SFCC Comp Sci Info Systems	Martin, Sarah A	PTF	6/30/2023		
101004960	Winston, Bryan E	SFCC Physical Education	Fitzgerald, James J	PTF	5/31/2023		



## Full Time Faculty

ctcLink ID	Employee Name	Department	Supervisor	EMPL Class	Due Date	Completion Date
101004464	Anthony, Jared Judd	SFCC English	Beane-Boose, Linda R	FAC	5/31/2024	
101007573	Bankston, Zachary J	SFCC English	Beane-Boose, Linda R	FAC	6/21/2023	6/21/2023
101007573	Bankston, Zachary J	SFCC English	Beane-Boose, Linda R	FAC	5/31/2028	
101001087	Barson, Jennifer Lyn	SFCC Physical Science Engineer	Martin, Sarah A	FAC	5/31/2025	
101002387	Bishop, Adriana M	SFCC Physical Science Engineer	Martin, Sarah A	FAC	5/31/2022	5/31/2022
101002387	Bishop, Adriana M	SFCC Physical Science Engineer	Martin, Sarah A	FAC	5/31/2027	
101002728	Bleck, Bradley W	SFCC English	Beane-Boose, Linda R	FAC	5/31/2022	5/31/2022
101002728	Bleck, Bradley W	SFCC English	Beane-Boose, Linda R	FAC	5/31/2027	
101009231	Bourbonnais, Alissa S	SFCC English	Beane-Boose, Linda R	FAC	5/31/2026	
101008423	Boyle, Mariah L	SFCC Fine Arts	DeMerville, Ashley D	FAC	5/31/2023	5/31/2023
101008423	Boyle, Mariah L	SFCC Fine Arts	DeMerville, Ashley D	FAC	5/31/2028	
101001660	Bradley, Asa Maria	SFCC Physical Science Engineer	Martin, Sarah A	FAC	5/31/2023	
101003553	Broughton, Richard I	SFCC English	Beane-Boose, Linda R	FAC	5/31/2026	
101009234	Burt, Kira F	SFCC Physical Science Engineer	Martin, Sarah A	FAC	5/31/2025	
101000223	Butterfield, Melissa Rae	SFCC Allied Health	Pelchat, Christopher R	FAC	5/31/2025	
101007546	Cartwright, Benjamin D	SFCC English	Beane-Boose, Linda R	FAC	5/31/2025	
101005457	Cary, Christopher S	SFCC Mathematics	Martin, Sarah A	FAC	5/31/2026	

## Exempt Employees

EMPL ID	Employee	Department	Supervisor	Empl Type	Due Date	Completed On
101058549	Albin,Kathy C	SFCC Learning Support	Pelchat,Christopher R	EXP	1/31/2023	
101001137	Bailey,Alexandra K	SFCC Financial Aid/Work Study	McEachern,Patrick A	EXP	1/31/2023	4/7/2023
101008823	Beane-Boose,Linda R	SFCC Humanities And Acad Intl	Glantz,Bonnie June	EXP	1/31/2019	3/26/2019
101008823	Beane-Boose,Linda R	SFCC Humanities And Acad Intl	Glantz,Bonnie June	EXP	1/31/2021	1/29/2021
101008823	Beane-Boose,Linda R	SFCC Humanities And Acad Intl	Glantz,Bonnie June	EXP	1/31/2023	2/16/2023
101002025	Brunt,Bonnie June Glantz	SFCC VP of Learning Office	Messina,Kimberlee S	EXP	1/31/2020	2/25/2020
101002025	Brunt,Bonnie June Glantz	SFCC VP of Learning Office	Messina,Kimberlee S	EXP	1/31/2022	3/4/2022
101008372	Carrothers,Janae M	SFCC Computing, Math & Science	Martin,Sarah A	EXP	2/28/2019	4/4/2019
101008372	Carrothers,Janae M	SFCC Computing, Math & Science	Martin,Sarah A	EXP	2/28/2021	2/24/2021
101008372	Carrothers,Janae M	SFCC Computing, Math & Science	Martin,Sarah A	EXP	2/28/2023	3/7/2023
101002192	Fadeley,Mccall S	SFCC Admissions/Registration	McEachern,Patrick A	EXP	3/31/2019	3/29/2019
101002192	Fadeley,Mccall S	SFCC Admissions/Registration	McEachern,Patrick A	EXP	3/31/2021	3/31/2021
101002192	Fadeley,Mccall S	SFCC Admissions/Registration	McEachern,Patrick A	EXP	3/31/2023	3/23/2023
101009613	Forster,Patrick A	SFCC Pullman Campus	Glantz,Bonnie June	EXP	3/31/2020	6/12/2020

## Classified Employees

ctcLink ID	Employee Name	Department	Supervisor	Empl Type	Due Date	Completion Date
201104628	Apfelbaum,Jordan L	SFCC Counseling	Vigil,Cynthia M	FAC	7/31/2023	7/31/2023
101009965	Armagost,Tina	SFCC Counseling	McEachern,Patrick A	CLA	3/31/2022	3/31/2022
101009965	Armagost,Tina	SFCC Counseling	McEachern,Patrick A	CLA	3/31/2023	
101033767	Arroyo,Maria Gabriela	SFCC Prof Std Lib WFEd Div	Albin,Kathy C	CLA	5/31/2023	
201134042	Ball,Casey L	SFCC Learning Support	Albin,Kathy C	CLA	3/31/2024	
101009030	Bellerud,Heather E	SFCC Visual & Performing Arts	DeMotive,Ashley D	CLA	7/2/2021	7/2/2021
101009030	Bellerud,Heather E	SFCC Visual & Performing Arts	DeMotive,Ashley D	CLA	6/30/2020	6/30/2020
101009030	Bellerud,Heather E	SFCC Visual & Performing Arts	DeMotive,Ashley D	CLA	6/30/2023	
201136214	Benegas-Zavala,Gloria M	SFCC Student Transitions	Salinas,Francisco D	CLA	3/31/2022	3/31/2022
201136214	Benegas-Zavala,Gloria M	SFCC Student Transitions	Salinas,Francisco D	CLA	3/31/2023	
201311840	Bland III,Charles	SFCC Mathematics	Martin,Sarah A	CLA	3/31/2024	
101009352	Botello,Leathia A	SFCC Pullman Campus	Forster,Patrick A	CLA	7/31/2023	
101057852	Bovinetto,Alyssa M	SFCC Pullman Campus	Forster,Patrick A	CLA	10/31/2023	
101059392	Burgis,Robin L	SFCC Life Sciences	Martin,Sarah A	CLA	3/31/2024	

## Shared Deans Tracking Spreadsheet

Tenure Faculty	(A) (S)eparate	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Ugaldea, Benjamin T	A	TTrack	TTrack	Tenured					Scheduled			Scheduled	
Volkman, Natasha A	A				TTrack	TTrack	Tenured					Scheduled	
Barson, Jennifer Lyn	A			Completed						Scheduled			
Bishop, Adriana M	A	Completed					Completed					Scheduled	
Bradley, Asa Maria	A	Completed					Completed					Scheduled	
Burt, Kira F	A		TTrack	TTrack	Tenured					Scheduled			
Cary, Christopher S	A					Completed					Scheduled		
Crandall, Johannah L	A							TTrack	TTrack	Tenured			
Cripe, Greg O	A			Completed					Scheduled				
Daily, Beverly Ann	A		Completed					Completed					Scheduled
Dubois, Richard L	A	TTrack	Tenured					Completed					Scheduled
Gates, Devika P R	A					TTrack	TTrack	Tenured					Scheduled
Gaul, Michael P	A					TTrack	TTrack	Tenured					Scheduled
Gorski, Mark A	A					Completed					Scheduled		
Gray, Amy E	A					TTrack	TTrack	Tenured					Scheduled
Hogan, Edward B	A		TTrack	TTrack	Tenured					Scheduled			
Hoppe, Jessica L	A					Completed					Scheduled		
Huri, Jennifer N	A	Tenured					Completed					Scheduled	
Kozio, Jeremy M	A	TTrack	TTrack	Tenured					Scheduled				
Lacy, Thayne F	A	TTrack	TTrack	Tenured					Scheduled				
McQueen, Ashlee Ann	A						TTrack	TTrack	Tenured				
Mason, Michale E	A	Tenured					Completed					Scheduled	