

TO: Dr. Amit B. Singh, President

FROM: Sophia Ju, Chair  
Appointment Review Committee for Yoon Han

DATE: Nov 29th, 2023

Members of the Appointment Review Committee for Yoon Han are Vernon Hawkins (Administrative Representative), Barry Kotlove (Economic Instructor), Deborah Clark (Intensive ESL Instructor), and Sophia Ju (Accounting instructor)

The Appointment Review Committee met on Oct 25<sup>th</sup> and Oct 31<sup>st</sup> and submits this first report to you on the progress of committee work. The committee has accomplished the following:

- Reviewed the Appointment Review Process and the various roles on the committee including finding a student representative.
- Appointed Sophia Ju as Chair.
- Observed Yoon's class and submitted classroom observation Form
- Discussed
  - Evaluation timelines and frequency – will be done on a quarterly basis.
  - Agreed upon Classroom Observation form appropriate to committee member role.
  - Setting up a Google shared drive for committee documents.

The committee agreed to meet Winter and Spring quarters.

The committee members are pleased with the work of the first quarter and look forward to collecting additional information about Yoon's teaching in the coming months.

I acknowledge that I have received a copy of this memorandum.

  
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Signature of probationer

  
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Date

c: Kim Chapman, Vice President for Instruction  
Michele Tierney, Manager, Instructional Operations  
Lynn Clements, Instructional Program Manager  
Probationer's Immediate Supervisor, Vernon Hawkins, on this ARC  
Committee Members  
Probationer  
Personnel File (Human Resources)