

EVALUATION SYSTEMS COMMITTEE MEETING
January 20, 2010

The Evaluation Systems Committee met January 20, 2010 at 2:00 p.m. in the Board Room of Building 10. Those present were Brian Bridgers for Libba Thomas, JoLinda Cooper, Heather Greer, Kim Jackson, Chet Jarman, Nikki Klapp, Becky Leach, Sandy McFadden, Riley Mills, Jay Sullivan, and Dorie Richter. (W. Romance Slade and Kenny Worsley were unable to attend. Carolyn Hughes has retired. Libba Thomas is relocating to another area.)

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order. Ms. Richter asked the Evaluation Systems Committee to review the agenda for the afternoon and to make any additions or modifications they wished. Having no suggestions, a motion was made by Chet Jarman, seconded by Nikki Klapp, and agreed by all attending to approve the agenda as presented.

The following items were discussed:

I. Current Student Evaluation of College Services (short form)

The Committee recommended

- Adding "Blackboard," "Business Office," and "Parking" to the list.
- Adding "(ASC Lab)," "BCCC Briefs (Washington Daily News column)," "(Online/Hybrid...)," "Drop-add Process, and (SSS) to clarify several items on the list.
- Deleting "Blackboard," from Distance Learning.
- Changing the comment at the bottom of the page to read: Please use the space below for any comments you may have. Suggestions for improvement are welcome. If you checked "Dissatisfied" or "Very Dissatisfied," we would appreciate your comments.

Jay Sullivan made a motion to accept the evaluation as amended. Chet Jarman seconded the motion. With no further discussion, the motion carried.

II. Faculty/Staff Evaluation of College Services (short form)

The Committee recommended the following revisions (deletions are marked with a ~~striketrough~~)

ADMINISTRATIVE SERVICES

- Adding "Cashier" to the list.
- Deleting (~~Health Insurance, 401K, Employment Package~~) from Human Resources.
- Replacing (~~PC Support with Phone~~) from Network Administrator Services.
- Deleting (~~Tier A funding~~) from Professional Development.
- Deleting "Tuition Payment Process."

CONTINUING EDUCATION

- Replacing Business & Industry (~~Focused Indust....Tng.~~ with Small Business Center).

INSTRUCTIONAL SERVICES: LRC

- Changing section title to read "INSTRUCTIONAL SUPPORT SERVICES: LRC."

PR/COMMUNICATIONS

- Adding BCCC Briefs (Washington Daily News column) to clarify.

STUDENT SERVICES

- Adding "Special Populations."
- Adding "Student Government Association (SGA)."
- Adding "(SSS)" to clarify.

- Changing the comment at the bottom of the page to read: Please use the space below for any comments you may have. Suggestions for improvement are welcome. If you checked "Dissatisfied" or "Very Dissatisfied," we would appreciate your comments.

Sandy McFadden made a motion to accept the revisions and administer the Faculty/Staff Evaluation of College Services (short form) online this spring. Heather Greer seconded the motion. With no further discussion, the motion carried.

III. Employee Performance Evaluations – Review and Approval

A. First of all, the Committee reviewed the Instructor Evaluation by Supervisor and recommended the following

ORGANIZATION AND PLANNING

Adding #5 to read “Is prepared for class.”

MANAGEMENT

Adding #5 to read “Applies sound practices in executing his/her supervisory responsibilities and demonstrates skill in generating interest and enthusiasm in instructors.

PROFESSIONALISM

Deleting #1 “~~Respects rights and opinions of others.~~” and adding “Exhibits integrity, judgment, and professional conduct when interacting with students, faculty, staff, and supervisors.

Deleting #5 “~~Actively pursues personal development plan.~~” and adding “Pursues Professional Development Plan, continued education, implementation of new practices/procedures, and awareness of new trends in job area.”

Adding #7 “Adheres to safety, security, confidentiality, and other departmental objectives applicable to his/her position.”

JoLinda Cooper informed the Committee that the academic division chairs had requested that the changes become effective for spring of 2011. (By doing this instructors would know how they would be evaluated before they begin their teaching term, not after.) Following a brief discussion, the Evaluation Systems Committee agreed that the decision should come from BCCC Administrative Council.

Sandy McFadden asked the Committee if BCCC staff, who teach, are evaluated with the Instructor Evaluation by Supervisor form. Most of the committee members assumed that they were. With no further discussion, Brian Bridgers made a motion to accept the evaluation as amended. Jay Sullivan seconded the motion. With no further discussion, the motion carried.

B. Secondly, the Committee reviewed the Administrator Evaluation by Supervisor and Supervisor Evaluation by Employee. The Committee recommended the following revisions to both evaluation forms:

COMMUNICATIONS

Changing #5 wording “~~free~~” to “open.”

LEADERSHIP

Changing #3 wording from “~~Is helpful and constructive in evaluations of staff/faculty.~~” to “Provides helpful feedback throughout the year.”

Deleting #4.

Brian Bridgers made a motion to accept the Administrator Evaluation by Supervisor as amended. Nikki Klapp seconded the motion. With no further discussion, the motion carried.

Jay Sullivan made a motion to accept the Supervisor Evaluation by Employee as amended. Sandy McFadden seconded the motion. With no further discussion, the motion carried.

C. Finally, the Committee reviewed the Staff Performance Evaluation by Supervisor and recommended the following

PRODUCTIVITY

Changing wording from “~~Employee completes the necessary work on a timely~~”

basis.” to “Employee completes job responsibilities in a timely manner.”

SUPERVISORY ABILITY (if applicable)

Changing to read SUPERVISORY EFFECTIVENESS (if applicable).

Changing to read “Employee applies sound practices in executing his/her supervisory responsibilities and demonstrates skill in generating interest and enthusiasm in his/her staff.”

Becky Leach made a motion to accept the Staff Performance Evaluation by Supervisor as amended. Sandy McFadden seconded the motion. With no further discussion, the motion carried.

IV. Performance Standards Update

Dorie Richter gave a brief update on the performance standards. The surveys for “completer” goal attainment and for “completer and non-returning student” student satisfaction are in progress. Data is due to NCCCS, Planning and Research Department, February 5, 2010. Employer Satisfaction Survey results are also due at that time.

V. Other

Ms. Richter reviewed items included in a folder of “handouts.” Included were the spring 2010 “Information Technology Needs Assessment,” the May 2010 “Graduating Student Survey,” fall 2009 “Instructor and Course” overall total results, updated table of the 2009-10 NCCCS/BCCC Accountability Standards and Measures - performance to date, and a letter from Dr. Belle Wheelan, president of SACS. The SACS letter notified the College that its First Monitoring Report was accepted and no additional report was requested. (Great News!)

Ms. Richter thanked the Committee for all their time and work. Jay Sullivan made a motion to adjourn the meeting. Brian Bridgers seconded the motion. Having no further discussion or business, the meeting adjourned at 3:45 p.m.

NOTE: Prior to conducting the spring 2010 Online Faculty/Staff Evaluation of College Services, three editing changes were made on February 25, 2010.

First, Phillip Price, Dean of BCCC Administrative Services, asked to add “PC Hardware Support” as clarification for #7 – Computer Support Services. Also, Dean Price mentioned that for #23 – Community Services the College was not funded for “cultural activities.” At the request of Chet Jarman, Dean of BCCC Continuing Education, the example of “cultural activities” was changed to “personal enrichment classes.”

Finally, after contacting Crystal Ange, Dean of BCCC Student Services, a change was made to #39 – Advising. Since any advising conducted in the Department of Student Services is part of placement testing counseling, #39 was deleted and “academic and personal” were added as examples for #41 – Counseling.