

EVALUATION SYSTEMS COMMITTEE MEETING

September 20, 2010

The Evaluation Systems Committee met Monday, September 20, 2010 at 3:15 p.m. in the Board Room of Building 10. Those present were Lisa Boyd, Ron Clark, Margie Cobb, Donna Dunn, Dell Hagwood, Kim Jackson, Chet Jarman, Becky Leach, Sandy McFadden, and Dorie Richter. Those not attending were Lori Diaz, Michelle Lieberman, W. Romance Slade, Lou Stout, and Emily Woolard.

The Evaluation Systems Committee Chair, Dorie Richter – Director of Institutional Effectiveness, called the meeting to order. All new and returning members were welcomed. The agenda topics were:

I. Review and Approval of the Meeting Agenda

Following a review of the agenda, Chet Jarman, Dean of Continuing Education, made a motion that was seconded by Becky Leach, Arts and Sciences - Math Instructor, to accept the agenda as presented. The motion carried.

II. Graduate Follow-up Survey - Changes that were suggested to the Graduate Follow-up Survey follow the meeting minutes on pages 4-5.

A motion was made by Sandy McFadden, Student Services - Director of Career Services, and seconded by Chet Jarman to (a) add “CURRENT” to #13; (b) move #13 to follow #6; (c) make #3 and #4 sub headings of #2; and (d) renumber all questions. [Both #3 and #4 would begin with “If yes...”] With no further discussion, the motion carried.

A motion was made by Donna Dunn, Division Chairperson for the Business Division and seconded by Ron Clark, Continuing Education - Basic Skills Coordinator, to adjust the survey formatting to allow more space for comments and suggestions at the end of the survey. With no further discussion, the motion carried.

A motion was made by Chet Jarman and seconded by Sandy McFadden to recommend the Graduate Follow-up Survey as amended. With no further discussion, the motion carried.

III. Non-returning Student Survey - Changes that were suggested to the Non-returning Student Survey follow the meeting minutes on pages 6-7.

A motion was made by Margie Cobb, Office Manager for the Allied Health Division, and seconded by Chet Jarman to move and renumber #11, #12, and #14 so they follow #9, and to add “Does Not Apply” to the new #13 through #19. With no further discussion, the motion carried.

A motion was made by Donna Dunn and seconded by Margie Cobb to accept the Non-returning Student Survey as amended and to adjust the survey formatting to allow more space for comments and suggestions at the end of the survey. With no further discussion, the motion carried.

IV. Instructor and Course Evaluation by Students (Curriculum) and Guidelines - The

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Instructor and Course Evaluation by Students and their Guidelines were reviewed. Changes that were suggested can be found on pages 8-9.

Becky Leach suggested adding another rating column “Does Not Apply.” Ms. Richter explained that if “Does Not Apply” was added, it would be read by the OP-SCAN 3 survey scanner as an answer and could skew the results, i.e. each rating could be reported as a lower percentage. Ms. Leach then suggested highlighting in **bold** the NOTE in the instructions at the top of the survey.

In addition, Ms. Leach recommended adding a statement in **bold** to #6 of the survey guidelines to read: **NOTE: Please leave the question blank if the question does not apply.** Sandy McFadden recommended adding the blank question numbers to item #7 and inserting the word “typed” in the paragraph following #9 of the guidelines.

A motion was made by Becky Leach and seconded by Margie Cobb to accept the Instructor and Course Evaluation and guidelines as amended. With no further discussion, the motion carried.

V. The NCIH Instructor and Course Evaluation by Students and Guidelines - The NCIH Instructor and Course Evaluation by Students and their Guidelines were reviewed. Changes that were suggested can be found on pages 10-12.

Donna Dunn suggested that “HS Counselor” be added and “friend” deleted in #37 of the survey.

In addition, Becky Leach recommended adding a statement in **bold** to #6 of the survey guidelines to read: **NOTE: Please leave the question blank if the question does not apply.** Sandy McFadden recommended adding the blank question numbers to item #7 and to highlight in **bold** letters the NOTE comment in #8.

Following a lengthy discussion, Dell Hagwood, Allied Health ADN instructor, made a motion seconded by Lisa Boyd, Arts and Sciences Anatomy and Physiology instructor, to approve the NCIH Instructor and Course Evaluation by Students and the guidelines as amended. With no further discussion, the motion carried.

VI. NCCCS Accountability Performance Standards and Measures, Update

A summary of the College’s ranking on the NCCCS Accountability Performance Standards and Measures was distributed. BCCC met seven of the eight required accountability measures. Refer to <http://www.beaufortccc.edu/Planning/performance.htm>.

VII. Other

An assessment timeline and the Employer Satisfaction Survey were distributed. Both items were for information only. Refer to <http://www.beaufortccc.edu/Planning/assessments.htm>.

Before adjourning, Sandy McFadden asked that the Evaluation Systems Committee consider adding the BCCC Writing Center to the services listed on the fall 2011 Graduate Follow-up

Survey. Ms. Richter agreed to make a reminder note for next fall. Next, Ms. Dunn asked if questions for the Tech Prep graduates could be added to the Graduating Student Survey spring 2011. Ms. Richter, Ms. Dunn, and Ms. McFadden agreed to meet in the spring 2011 to discuss the best way to administer a survey to the Tech Prep graduates.

Finally, a copy of the committee membership was distributed. Ms. Richter reviewed the committee composition and the representation of staff and faculty representation. Five individuals were faculty, seven were staff, one student, and two representing administration. When Ms. Richter asked the Committee if they were satisfied with the balance of the committee representation, all present stated, "Yes."

Ms. Richter thanked the Committee for their time and work this afternoon. Chet Jarman made a motion to adjourn the meeting; Donna Dunn seconded the motion. Having no further business, the motion carried. The meeting adjourned at 4:30 p.m.

BEAUFORT COUNTY COMMUNITY COLLEGE
Fall 2009: Graduate Follow-up Questionnaire
2010

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PLEASE CHECK (✓) THE RESPONSE/S THAT MOST CLEARLY REFLECT YOUR SITUATION.

1. Are you CURRENTLY employed? _____ full time _____ part time _____ not employed

If "not employed", mark the response that BEST describes your situation, THEN GO DIRECTLY TO QUESTION #14. #12.

- ___ Looking for a job.
- ___ Not looking for a job.
- ___ Continuing my education.*
- ___ Other: _____

*If you are continuing your education, please answer where? _____

2. Were you employed BEFORE attending Beaufort County Community College (BCCC)? ___ YES ___ NO

3. Are you still working for the same employer? ___ YES ___ NO

4. Have you received a promotion/raise since graduation? ___ YES ___ NO

3, 5. What is your CURRENT job title? _____

Please briefly describe what you do.

4, 6. Your CURRENT employer is: _____

7. Which statement best describes your CURRENT job?

- a. ___ Employed in the occupation for which I prepared at BCCC
- b. ___ Employed in an occupation RELATED to my preparation at BCCC
- c. ___ Employed in an occupation NOT RELATED to my preparation at BCCC

If you checked c., THEN GO DIRECTLY TO QUESTION #11. #10.

7, 8. Was technology/training you received at BCCC adequate for entry level employment? ___ YES ___ NO

8, 9. Did the technology/training you received at BCCC include the advanced technology skills you encountered in your current job?

- ___ YES
- ___ NO
- ___ DOES NOT APPLY

9, 10. Please indicate your present salary range per year (optional).

- ___ Below \$12,000
- ___ \$12,000-\$18,999
- ___ \$19,000-\$26,999 → 2 columns
- ___ \$27,000-\$34,999
- ___ \$35,000-\$42,999
- ___ \$43,000-and above

10, 11. After graduation, how long did it take you to find your job? (Check all that apply.)

- ___ Already had it
- ___ Less than 1 month
- ___ 1-3 months → 2 columns
- ___ 3-6 months
- ___ 6 months or more

11. How did you get your first job after graduation? (Check all that apply.)

- ___ With faculty or staff assistance.
- ___ Employment Security Commission.
- ___ BCCC Career Center → 2 columns
- ___ Private employment agency.
- ___ Newspaper/want ads.
- ___ Parents, friends, or relatives.
- ___ Other (Explain): _____

5, 13. May we send a survey to your employer? ___ YES ___ NO

↑ CURRENT

indent

move

12, 14. While at BCCC, my ability to write unified, organized, and developed documents and apply conventional English grammar and usage

___ Greatly Improved ___ Somewhat Improved ___ Stayed the Same ___ Declined

13, 15. While at BCCC, my ability to analyze, interpret, and evaluate data

___ Greatly Improved ___ Somewhat Improved ___ Stayed the Same ___ Declined

14, 16. While at BCCC, my ability to understand and apply mathematical concepts and reasoning and to use and analyze numerical data

___ Greatly Improved ___ Somewhat Improved ___ Stayed the Same ___ Declined

15, 17. While at BCCC, my ability to build and work in teams and to resolve or manage conflicts

___ Greatly Improved ___ Somewhat Improved ___ Stayed the Same ___ Declined

16, 18. While at BCCC, my ability to use computers/technology to retrieve and manage information and to perform work processing tasks

___ Greatly Improved ___ Somewhat Improved ___ Stayed the Same ___ Declined

17, 19. My goals for attending BCCC were: (Mark as many as apply.)

___ Receive a degree, diploma, or certificate from BCCC.

___ Prepare for/Get a new job.

___ Improve existing job skills. → 2 columns

___ Transfer to a four year college/university.

___ Personal interest

___ Other (Specify): _____

18, 20. I accomplished my goals for attending BCCC: (Mark only one answer.)

___ YES, Completely ___ YES, Partially ___ NO

If "YES, Partially" or "NO", please explain.

19, 21. Please rate the overall quality of your PROGRAM.

___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

If "Dissatisfied" or "Very Dissatisfied", please explain.

20, 22. Please rate the overall quality of the COLLEGE.

___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

If "Dissatisfied" or "Very Dissatisfied", please explain.

21, 23. Based on the quality of the program you completed, would you recommend this program to others?

___ YES ___ NO

22, 24. Was adequate current EQUIPMENT (computers, lab equipment, machinery, tools, etc.) available during your training at BCCC?

___ YES ___ NO ___ DOES NOT APPLY

23, 25. Were adequate SUPPLIES (lab materials, textbooks, etc.) available during your training at BCCC?

___ YES ___ NO ___ DOES NOT APPLY

PLEASE USE THE SPACE BELOW FOR ANY COMMENTS AND SUGGESTIONS. THANK YOU!

(Add more space.)

BEAUFORT COUNTY COMMUNITY COLLEGE

Fall 2009: Non-Returning Student Survey

2010

PLEASE CHECK (✓) THE RESPONSE/S THAT MOST CLEARLY REFLECT YOUR SITUATION.

1. My goal(s) for attending Beaufort County Community College (BCCC) were: (Mark as many as apply.)

- Earning an Associate Degree, Diploma, or Certificate from BCCC.
- Preparing for/Getting a new job.
- Improving existing job skills. → 2 columns
- Transferring to a four year college/university.*
- Personal interest.
- Other (specify): _____

(*If you transferred to a four year college/university, please answer where _____.)

2. I accomplished my goal(s) for attending BCCC: (Mark only one answer.)

- YES, Completely
- YES, Partially
- NO

3. If you did not accomplish your goal(s) for attending BCCC, which of the following describes why you did not achieve that goal(s)? (Mark as many as apply.)

- Job conflict
- New employment
- Financial hardship
- Family circumstances
- Joined the military
- Child care problems → 2 columns
- Medical problems
- Moved to a new area
- Transportation
- Lack of interest in pursuing course of study
- Dissatisfied with the services offered by BCCC
- Dissatisfied with the quality of instruction
- Other (specify): _____

4. Do you plan to re-enroll at BCCC during the next year?

- YES
- NO
- Not Sure

5. Which of the following best describes why you are not currently enrolled at BCCC. (Mark all that apply.)

- Accomplished my reasons for attending
- Schedule conflicts
- Courses that I need are not currently being offered
- Attending another community college or university
- Work conflict → 2 columns
- Financial reasons
- Family/personal reasons
- Transportation
- Other (specify): _____

Reorder

PLEASE RATE EACH OF THE FOLLOWING (Please leave the question blank if the question does not apply):

6. Quality of instruction in program area courses

- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

7. Quality of instruction in other courses

- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

8. Overall quality of academic program

- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

9. Overall quality of academic advising

- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

10. Overall quality of the Learning Resources Center

- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

13.

does not apply

10. ~~11.~~ Overall quality of registration
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

11. ~~12.~~ Overall quality of admissions
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

13. Overall quality of student activities
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

does not apply

12. ~~14.~~ Overall quality of campus safety
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

15. Overall quality of financial aid
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

does not apply

16. Overall quality of counseling
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

does not apply

17. Overall quality of Career Services
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

does not apply

18. Overall quality of the Academic Support Center (ASC Lab)
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

does not apply

19. Overall quality of Student Support Services (TRIO)
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

does not apply

20. Overall quality of BCCC
___ Very Satisfied ___ Satisfied ___ Dissatisfied ___ Very Dissatisfied

21. Was adequate EQUIPMENT (computers, lab equipment, machinery, tools, etc) available during your training?
___ Yes ___ No

22. Were adequate SUPPLIES (lab materials, textbooks, etc.) available during your training?
___ Yes ___ No

23. Are you currently employed or pursuing education at another community college or university?
___ Employed
___ Enrolled at another community college/university
___ Neither

24. Did the education/training you received at BCCC help you get your present job?
___ Yes ___ No

25. Do you use the education/training you received at BCCC in your present job?
___ Yes ___ No

26. What could BCCC have done to help you stay in the program? (Mark as many as apply.)
___ Provide child care
___ Provide tutoring
___ Provide financial aid
___ Provide more personal counseling → *2 columns*
___ Provide transportation
___ Provide more off-campus classes
___ Nothing BCCC could have done would have helped me.
___ Other (specify): _____

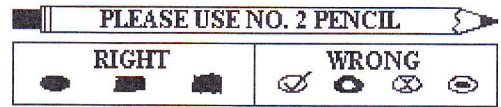
27. If you were to begin again (i.e., if you had it to do over again) would you choose to attend BCCC?
___ YES ___ NO ___ Not Sure

PLEASE USE THE SPACE BELOW FOR ANY COMMENTS AND SUGGESTIONS. THANK YOU!

(Add more space.)

INSTRUCTOR CODE

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9



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BEAUFORT COUNTY COMMUNITY COLLEGE
 Instructor and Course Evaluation by Students, 2009-2010-2010-2011

Your responses to the questions that follow will help us provide better instruction. Please mark responses on this scanning sheet with a #2 pencil. Fill in the bubble completely. (NOTE: Please leave the question blank if the question does not apply.)

Bold

SA **A** **D** **SD**
 Strongly Agree Agree Disagree Strongly Disagree

INSTRUCTOR

1. Provides to students a written course syllabus which includes learning outcomes, requirements, policies, evaluation, and the schedule of instruction. SA A D SD
2. Follows a written course syllabus which includes learning outcomes, objectives, requirements, policies, evaluation, and the schedule of instruction. SA A D SD
3. Clearly communicates how the course grade will be determined. SA A D SD
4. Demonstrates command/knowledge of the subject matter. SA A D SD
5. Welcomes students' ideas and questions. SA A D SD
6. Is prepared for class. SA A D SD
7. Presents material in an organized, clear manner. SA A D SD
8. Is enthusiastic about the subject. SA A D SD
9. Provides effective and timely answers to students' questions. SA A D SD
10. Is concerned with the progress of the class and each student. SA A D SD
11. Begins class on time. SA A D SD
12. Ends class on time. SA A D SD
13. Gives tests that cover the material presented and assigned. SA A D SD
14. Returns graded tests and papers in a timely manner. SA A D SD
15. Is available via email, phone, and/or at designated times. SA A D SD
16. Demonstrates an interest in students. SA A D SD
17. Uses combination of lecture, media, video, etc. in class. SA A D SD
18. I would recommend this instructor to a fellow student. SA A D SD
19. SA A D SD
20. SA A D SD

COURSE

21. The level of difficulty of this course is appropriate. SA A D SD
22. The course is well organized. SA A D SD
23. The textbook used for the course is appropriate. SA A D SD
24. The supplementary materials (e.g. handouts, audiovisual, videos, references, computer software, library resources, etc.) for this course are helpful. SA A D SD
25. The technology (e.g. SmartBoard, email, Blackboard, Internet access) used for this course is appropriate. SA A D SD
26. The workload for this course is appropriate. SA A D SD
27. The subject matter of this course is related to my educational goals. SA A D SD
28. The course helps me to increase my ability to express myself in writing and/or speaking about this subject. SA A D SD
29. I would recommend this course to a fellow student. SA A D SD
30. SA A D SD
31. SA A D SD

32. What do you like about this course? □

33. What suggestions would you make for improvement? □

PLEASE WRITE ANY OTHER COMMENTS YOU MAY HAVE IN THE SPACE BELOW. □

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BEAUFORT COUNTY COMMUNITY COLLEGE
Instructor and Course Evaluation by Students (Curriculum)

Student evaluations should be conducted during or after the mid-point of the term. Approximately 15 minutes of the selected class period may be used for completing the evaluation. Each student will complete the form in the classroom. Forms should not be signed. Guidelines are as follows:

TO THE INSTRUCTOR:

1. Distribute the scannable evaluation sheets to the students.
2. Instruct students to fill in the bubbles with #2 pencils (pass out pencils if needed).
3. Read the following statement to the students:

“At this time, you will have the opportunity to express your opinion of the instruction in this class by completing and returning a short multiple choice survey form. It will take approximately 15 minutes to complete. Your participation is voluntary and your identity is not requested. The opinions you express should be yours only and will be treated confidentially. Please refrain from talking until all evaluations are completed.”

4. Read aloud the instructor code number and direct students to fill in the number in the upper left-hand corner of the question sheet from top across, left to right, then darken the appropriate bubbles in the grid. (The instructor code is designated on the brown envelope on the label.)
5. Students should NOT enter any other information in blocks or grid other than “instructor code” number.
6. Repeat to the students:

“Darken the appropriate bubbles that follow each question. Use a #2 pencil. Fill in the bubble completely. Do not mark with X’s or circles.”

7. Please call attention to questions that are blank..

Those question spaces were intentionally left blank. They were designed for the instructor to add any specific question/s about the course. The questions may be written directly on the scannable evaluation sheet, written on a separate piece of paper, on the chalkboard, or read aloud.

If the instructor does not add any question to those that are blank, ask the students not to mark the bubbles for those questions.

8. Remind students to write comments on the back of the instrument.

NOTE: Instructors will assign an individual to collect the completed question sheets. Instructors are to leave the room while students are completing the evaluation.

9. The individual designated by the instructor will collect the question sheets, pencils, and take them to the appropriate office manager. The evening course evaluations are to be delivered to the Evening Coordinator or receptionist, who will give them to the office manager.

The office manager will send survey question sheets to the office of planning and institutional effectiveness where they will be scanned. Scanned results are then returned to the office manager who will attach comments, make three copies, and forward to the division chair for distribution. One copy will be sent to the instructor, another to the division chair, and the last copy to the Dean of Instruction.

A conference with the instructor may be scheduled to review the student evaluation summary. Results of student evaluations will be shared with instructors by the immediate supervisor with precautions taken to prevent individual identification of the student’s evaluation.

The summary will not become part of the personnel file; however, general findings of the student evaluations may be included in the annual evaluation.

Student evaluation forms are to remain on file for the remainder of the academic year. The instructor may also request an evaluation from another group of students.

19, 20, 30, and 31

Add
NOTE: Please leave the question blank if the question does not apply.
↑
Bold + Highlight

typed

INSTRUCTOR CODE

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

PLEASE USE NO. 2 PENCIL

RIGHT	WRONG
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

10

BEAUFORT COUNTY COMMUNITY COLLEGE
NCIH: Instructor and Course Evaluation by Students, 2009-2010

Your responses to the questions that follow will help us provide better instruction. Please mark responses on this scanning sheet with a #2 pencil. Fill in the bubble completely. **(NOTE: Please leave the question blank if the question does not apply.) PLEASE REMEMBER TO COMPLETE #42 & #43 ON THE BACK OF THIS PAGE.**

INSTRUCTOR

SA
Strongly Agree

A
Agree

D
Disagree

SD
Strongly Disagree

1. Provides to students a written course syllabus which includes learning outcomes, requirements, policies, evaluation, and the schedule of instruction. SA A D SD
2. Follows a written course syllabus which includes learning outcomes requirements, policies, evaluation, and the schedule of instruction. SA A D SD
3. Clearly communicates how the course grade will be determined. SA A D SD
4. Demonstrates command/knowledge of the subject matter. SA A D SD
5. Welcomes students' ideas and questions. SA A D SD
6. Is prepared for class. SA A D SD
7. Presents material in an organized, clear manner. SA A D SD
8. Is enthusiastic about the subject. SA A D SD
9. Provides effective and timely answers to students' questions. SA A D SD
10. Is concerned with the progress of the class and each student. SA A D SD
11. Begins class on time. SA A D SD
12. Ends class on time. SA A D SD
13. Gives tests that cover the material presented and assigned. SA A D SD
14. Returns graded tests and papers in a timely manner. SA A D SD
15. Is available via email, phone and/or at designated times. SA A D SD
16. Demonstrates an interest in students. SA A D SD
17. Includes the students at distance sites in class discussion. SA A D SD
18. Uses combination of lecture, media, video, etc. in class. SA A D SD
19. I would recommend this instructor to a fellow student. SA A D SD
20. SA A D SD

COURSE

21. The level of difficulty of this course is appropriate. SA A D SD
22. The course is well organized. SA A D SD
23. The textbook used for the course is appropriate. SA A D SD
24. The supplementary materials (e.g. handouts, audiovisuals, videos, references, computer software, library resources, etc.) for this course are helpful. SA A D SD
25. The technology (e.g. SmartBoard, email, Blackboard, Internet access...) used for this course is appropriate. SA A D SD
26. The workload for this course is appropriate. SA A D SD
27. The subject matter of this course is related to my educational goals. SA A D SD
28. The course helps me increase my ability to express myself in writing and/or speaking about this subject. SA A D SD
29. I would recommend this course to a fellow student. SA A D SD
30. SA A D SD

TECHNOLOGY

31. The technology is reliable. SA A D SD
32. The TV image is acceptable. SA A D SD
33. The audio quality is acceptable. SA A D SD
34. I am able to hear other students' comments from other sites. SA A D SD
35. SA A D SD

OVERALL.....

36. Is this your first NCIH course? YES NO
37. I learned about this NCIH course from INSTRUCTOR SCHEDULE WEB SITE FRIEND ADVISOR OTHER _____
38. The site facilitator is helpful and cooperative. SA A D SD
39. This course would not be available to me without the NCIH. YES NO
40. Are you satisfied taking this class in the NCIH format? YES NO
41. If you responded "NO" to question 40, please tell us if you would you prefer this course: IN A TRADITIONAL COURSE AS A HYBRID COURSE ONLINE

delete *Add HS Counselor*

42. WHAT DO YOU LIKE ABOUT THIS COURSE?

43. WHAT SUGGESTIONS WOULD YOU MAKE FOR IMPROVEMENT?

PLEASE WRITE ANY OTHER COMMENTS YOU MAY HAVE IN THE SPACE BELOW.

THANK YOU FOR HELPING US!

BEAUFORT COUNTY COMMUNITY COLLEGE
Instructor and Course Evaluation by Students – NC Information Highway

Guidelines are as follows:

TO THE NCIH SITE FACILITATOR:

1. Distribute the scannable evaluation sheets to the students.
2. Instruct students to fill in the bubbles with #2 pencils (pass out pencils if needed).
3. Read the following statement to the students:

“At this time, you will have the opportunity to express your opinion of the instruction in this class by completing and returning a short multiple choice survey form. It will take approximately 15 minutes to complete. Your participation is voluntary; your identity is not requested; and opinions you express will be treated confidentially.”

4. Read aloud the instructor code number and direct students to fill in the number in the upper left-hand corner of the question sheet from top across, left to right, then darken the appropriate bubbles in the grid. (The instructor code is designated on the brown envelope on the label.)
5. Students should NOT enter any other information in blocks or grid other than “instructor code” number.
6. Repeat to the students:

“Darken the appropriate bubbles that follow each question. Use a #2 pencil. Fill in the bubble completely. Do not mark with X’s or circles.”

*Add
NOTE: Please leave the question blank if the question does not apply.
↑
Bold*

20, 30, and 35

7. Please call attention to ~~the~~ questions that are blank.

for 20, 30, and 35
Those question spaces were intentionally left blank. They were designed for instructors to add any specific questions about the course. These questions may be written directly on the scannable evaluation sheet, written on a separate piece of paper, on the chalkboard, or read aloud.

If additional questions are not added, ask the students not to mark the bubbles for those four questions.

8. Remind students that they may write comments on the back of the instrument.

NOTE: Instructors are to leave the room while students are completing the evaluation. → *Bold*

9. The NCIH Site Facilitator will collect the question sheets and pencils. The evening course evaluations are to be mailed to the Coordinator of AV/EDL or the receptionist who will give them to the office manager.