

**EVALUATION SYSTEMS COMMITTEE MEETING**  
**September 20, 2011**

The Evaluation Systems Committee met Tuesday, September 20, 2011 at 3:15 p.m. in the Board Room of Building 1. Those present were Laura Bliley, Donna Dunn, Jonathan Elmore, Kim Jackson, Chet Jarman, Marian Porter, Penny Sermons, Sherry Stotesberry, Almeta Woolard, and Pam Cummins for Emily Woolard. Those not attending were Lisa Boyd, Ron Clark, Lori Diaz, Sandria McFadden, and Dorie Richter, Director of Planning and Institutional Effectiveness, Committee Chair.

Almeta Woolard, Research and Grants Coordinator, called the meeting to order and conducted the meeting in Ms. Richter's absence. All new and returning members were welcomed. The agenda topics were:

**1. 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 Sherry Stotesberry, Equipment Coordinator, to accept the agenda as presented. The motion carried.

**2. Graduate Follow-up Survey** – The following items were recommended as edits.

Almeta Woolard brought forward a suggestion from the previous year's meeting to consider placing a question on the Graduate Follow-up Survey to rate the overall quality of the Writing Center. (See minutes of September 20, 2010 meeting on BCCC website: <http://www.beaufortccc.edu/gneral/committees%20&%20Minutes/Committees/PDF%20Files/Evaluation/09-20-10-EvalSystMtgMinutes.pdf>) Jon Elmore, Director of the Writing Center, indicated that he had several sources of evaluation. Discussion followed on whether the question is suitable for the current instrument. John Elmore made a motion not to add the question to the Graduate Follow-up Survey. Sherry Stotesberry seconded the motion and the motion carried.

Item #1 – The committee recommended the item become a directive rather than a question by substituting the word “indicate” for the word “answer” and deleting the question mark.

A motion was made by Sherry Stotesberry and seconded by Chet Jarman to approve the Graduate Follow-up Survey with the recommended edit. The motion carried.

**3. Non-returning Student Survey** - The following items were recommended as edits.

Almeta Woolard asked the committee whether a question to rate the Writing Center should be added to the Non-returning Student Survey. The committee directed that the question should not be added for the same reasons it was not added to the Graduating Student Survey.

Item #26 –If the question is not worded to meet NCCCS or SACS reporting requirements, the committee recommended that:

- the question be revised to read “Is there anything BCCC could have done to help you stay enrolled in the college?”
- that the question become open ended with no choices to check.
- that item #26 be moved and renumbered to become #27. The item currently numbered #27 would move up to become item #26.

A motion was made by Sherry Stotesberry and seconded by Donna Dunn, Business Division Chair, to approve the Non-returning Student Survey with the recommended edits. The motion carried.

**4. Instructor and Course Evaluation by Students (Curriculum) and Guidelines -**

The following items were recommended as edits.

Item #13: The committee recommended that the statement be revised to read “Gives tests and graded assignments that reflect the material presented and assigned.”

Item #14: The committee recommended that the word “assignments” be substituted for the word “papers.”

There were no recommended edits to the guidelines.

A motion was made by Donna Dunn and seconded by Jon Elmore, Director of the Writing Center, to approve the Instructor and Course Evaluation by Students (Curriculum) and Guidelines with the recommended edits. The motion carried.

**5. NCIH Instructor and Course Evaluation by Students and Guidelines**

The following items were recommended as edits.

Item #13: The committee recommended that the statement be revised to read “Gives tests and graded assignments that reflect the material presented and assigned.”

Item #14: The committee recommended that the word “assignments” be substituted for the word “papers.”

There were no recommended edits to the guidelines.

A motion was made by Chet Jarman and seconded by Sherry Stotesberry to approve the NCIH Instructor and Course Evaluation by Students with the recommended edits. The motion carried.

**6. NCCCS Accountability Performance Standards and Measures, Update**

A summary of the College's ranking on the NCCCS Accountability Performance Standards and Measures was distributed. Almeta Woolard pointed out that while the licensure rate for EMT (Basic) was just under the NCCCS standard for individual licensure scores, BCCC met all eight NCCCS performance standards were met.

**7. Other**

An assessment timeline was distributed for information only along with a copy of an email from Bill Schnieder, NCCCS Associate VP for Research and Performance Management, to Dorie Richter regarding the Employer Satisfaction Survey. While colleges are encouraged to continue surveying employers, results will no longer have to be reported to the Systems Office.

Almeta Woolard initiated a brief discussion on the membership of the committee. Chet Jarman clarified that last year's discussion was in response to a SACS recommendation and that the issue was settled.

There being no further items for discussion, the meeting was adjourned at 4:45 p.m.

**BEAUFORT COUNTY COMMUNITY COLLEGE  
Fall 2011: Graduate Follow-up Questionnaire**

**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 #12.**

- \_\_\_\_ Looking for a job.  
 \_\_\_\_ Not looking for a job.  
 \_\_\_\_ Continuing my education.\*  
 \_\_\_\_ Other: \_\_\_\_\_

\*If you are continuing your education, please indicate answer where? \_\_\_\_\_

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

If yes, are you still working for the same employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, have you received a promotion/raise since graduation? \_\_\_\_\_ YES \_\_\_\_\_ NO

**3. What is your CURRENT job title?** \_\_\_\_\_

Please briefly describe what you do.

---



---

**4. Your CURRENT employer is:** \_\_\_\_\_

**5. May we send a survey to your current employer?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**6. 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 6.c., **THEN GO DIRECTLY TO QUESTION #10.**

**7. Was technology/training you received at BCCC adequate for entry level employment?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**8. 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. Please indicate your present salary range per year (optional).**

- |                        |                         |
|------------------------|-------------------------|
| ____ Below \$12,000    | ____ \$27,000-\$34,999  |
| ____ \$12,000-\$18,999 | ____ \$35,000-\$42,999  |
| ____ \$19,000-\$26,999 | ____ \$43,000-and above |

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

- |                        |                       |
|------------------------|-----------------------|
| ____ Already had it    | ____ 3-6 months       |
| ____ Less than 1 month | ____ 6 months or more |
| ____ 1-3 months        |                       |

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

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

**12. 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. While at BCCC, my ability to analyze, interpret, and evaluate data**

*Greatly Improved*     *Somewhat Improved*     *Stayed the Same*     *Declined*

**14. 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. 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. While at BCCC, my ability to use computers/technology to retrieve and manage information and to perform word processing tasks**

*Greatly Improved*     *Somewhat Improved*     *Stayed the Same*     *Declined*

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

Receive a degree, diploma, or certificate from BCCC.     Transfer to a four year college/university.

Prepare for/Get a new job.     Personal interest

Improve existing job skills.

Other (Specify): \_\_\_\_\_

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

YES, Completely     YES, Partially     NO

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

---



---

**19. Please rate the overall quality of your PROGRAM.**

Very Satisfied     Satisfied     Dissatisfied     Very Dissatisfied

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

---



---

**20. Please rate the overall quality of the COLLEGE.**

Very Satisfied     Satisfied     Dissatisfied     Very Dissatisfied

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

---



---

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

YES     NO

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

YES     NO     DOES NOT APPLY

**23. 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!**

**BEAUFORT COUNTY COMMUNITY COLLEGE**  
**Fall 2011: Non-Returning Student Survey**

**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.       Transferring to a four year college/university.\*  
 Preparing for/Getting a new job.       Personal interest.  
 Improving existing job skills.  
 Other (specify): \_\_\_\_\_

(\*If you transferred to a four year college/university, please indicate 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.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Job conflict           | <input type="checkbox"/> Medical problems                               |
| <input type="checkbox"/> New employment         | <input type="checkbox"/> Moved to a new area                            |
| <input type="checkbox"/> Financial hardship     | <input type="checkbox"/> Transportation                                 |
| <input type="checkbox"/> Family circumstances   | <input type="checkbox"/> Lack of interest in pursuing course of study   |
| <input type="checkbox"/> Joined the military    | <input type="checkbox"/> Dissatisfied with the services offered by BCCC |
| <input type="checkbox"/> Child care problems    | <input type="checkbox"/> Dissatisfied with the quality of instruction   |
| <input type="checkbox"/> 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.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Accomplished my reasons for attending               | <input type="checkbox"/> Work conflict           |
| <input type="checkbox"/> Schedule conflicts                                  | <input type="checkbox"/> Financial reasons       |
| <input type="checkbox"/> Courses that I need are not currently being offered | <input type="checkbox"/> Family/personal reasons |
| <input type="checkbox"/> Attending another community college or university   | <input type="checkbox"/> Transportation          |
| <input type="checkbox"/> Other (specify): _____                              |  |

**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 registration**

- Very Satisfied       Satisfied       Dissatisfied       Very Dissatisfied

**11. Overall quality of admissions**

- Very Satisfied       Satisfied       Dissatisfied       Very Dissatisfied

**12. Overall quality of campus safety**

- Very Satisfied       Satisfied       Dissatisfied       Very Dissatisfied

**13. Overall quality of the Learning Resources Center**

- Very Satisfied       Satisfied       Dissatisfied       Very Dissatisfied       Does Not Apply

**14. Overall quality of student activities**

Very Satisfied       Satisfied       Dissatisfied       Very Dissatisfied       Does Not Apply

**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. 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

**27. Is there anything BCCC could have done to help you stay enrolled in the College?**


---



---

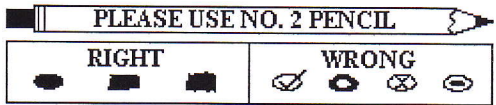
**26. What could BCCC have done to help you stay in the program? (Mark as many as apply.)**

<input type="checkbox"/> Provide child care	<input type="checkbox"/> Provide transportation
<input type="checkbox"/> Provide tutoring	<input type="checkbox"/> Provide more off-campus classes
<input type="checkbox"/> Provide financial aid	<input type="checkbox"/> Nothing BCCC could have done would have helped me.
<input type="checkbox"/> Provide more personal counseling	

Other (specify): \_\_\_\_\_

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

**INSTRUCTOR CODE**

**BEAUFORT COUNTY COMMUNITY COLLEGE**  
 Instructor and Course Evaluation by Students, 2010-2011 *2011-2012*

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.)**

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

**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?

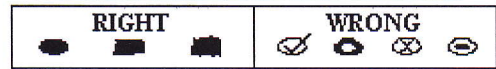
PLEASE WRITE ANY OTHER COMMENTS YOU MAY HAVE IN THE SPACE BELOW.



INSTRUCTOR CODE

Grid for entering instructor code with bubbles for digits 0-9.

PLEASE USE NO. 2 PENCIL



BEAUFORT COUNTY COMMUNITY COLLEGE 2011-2012  
NCIH: Instructor and Course Evaluation by Students, 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.) 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.
2. Follows a written course syllabus which includes learning outcomes requirements, policies, evaluation, and the schedule of instruction.
3. Clearly communicates how the course grade will be determined.
4. Demonstrates command/knowledge of the subject matter.
5. Welcomes students' ideas and questions.
6. Is prepared for class.
7. Presents material in an organized, clear manner.
8. Is enthusiastic about the subject.
9. Provides effective and timely answers to students' questions.
10. Is concerned with the progress of the class and each student.
11. Begins class on time.
12. Ends class on time.
13. Gives tests that cover the material presented and assigned.
14. Returns graded tests and papers in a timely manner.
15. Is available via email, phone and/or at designated times.
16. Demonstrates an interest in students.
17. Includes the students at distance sites in class discussion.
18. Uses combination of lecture, media, video, etc. in class.
19. I would recommend this instructor to a fellow student.
20.

COURSE

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

TECHNOLOGY

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

OVERALL.....

- 36. Is this your first NCIH course? YES NO
37. I learned about this NCIH course from INSTRUCTOR SCHEDULE WEB SITE HS COUNSELOR 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 would you prefer this course: IN A TRADITIONAL COURSE AS A HYBRID COURSE ONLINE