

Friday, December 7, 2012

9:00 am

Personnel Eval. Comm.

Conference Room, Building 1

Chair: Tony Taylor

Vice-chair: Sarah Toler

Secretary: Adrienne Smith

Members Attending: Emily Woolard, Sarah Toler, Carol Willard, Tony Taylor, Brenda Rogers, Adrienne Smith, Christina Hale

Members Absent: None

Minutes from Meeting (12/7/12)

Agenda Item

I.

Presenter: Tony Taylor

Call to Order

- Discussion Item: Tony Taylor called the meeting to order and gave a brief overview and update of the responsibilities of the personnel evaluation systems committee.

II.

Presenter: Tony Taylor

Minutes Approval

- Action Taken: Minutes from the 11/9/12 meeting were presented for approval. Motion made by Sarah Toler to approve minutes as presented, Seconded by Carol Willard. All members in favor, none opposed.

III.

Presenter: Tony Taylor

Review Organizational Guidelines/Purpose and SACS Standards

- Discussion Item: Distributed organizational guidelines and Personnel Evaluation Systems Committee purpose from the BCCC Faculty and Staff Policy Manual for review.
- Discussion Item: Reviewed SACS standards 3.2.9, 3.2.10, and 3.7.2. Tony will email last SACS self-study link to all committee members for review. Tony mentioned that Dr. Ange and the SACS leadership team will be sending out further guidance for documenting compliance.

IV.

Presenter: Tony Taylor

Review Current Personnel Evaluation forms

- Discussion Item: Christina Hale suggested adding a confidentiality statement to the instructions on the student instructor evaluation forms so students are aware that their comments are confidential. Christiana will email a suggested statement to committee members for review before the next meeting.
- Discussion Item: Committee members discussed possibly adding "exceeding expectations" as an evaluation measure to the evaluation forms. Further discussion is needed.
- Discussion Item: Is there another form for documenting observation notes for instructor evaluation by the supervisor? Further discussion is needed
- Discussion Item: Are online/blackboard instructor evaluation forms consistent with our other evaluation forms? Tony will talk with Penny and Tricia and give an update at the next committee meeting.

V.

Presenter: Tony Taylor

Motion to Adjourn

- Action Taken: Motion made by Carol Willard to adjourn meeting, Seconded by Sarah Toler. All members in favor, none opposed.

Other Information

Next Meeting: (Friday, January 18, 2013, 9am, Building 1 Conference Room)