

Friday, January 18, 2013

Personnel Eval. Comm.

9:00am

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 (01/18/13)

Agenda Item

I.

Presenter: Tony Taylor

- 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 12-07-12 meeting were presented for approval. Motion made by Carol Willard to approve minutes as presented, seconded by Sarah Toler. All members in favor, none opposed.

III.

Presenter: Tony Taylor

- Review on Current Personnel Evaluation forms
- 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 emailed a suggestion statement to committee members.
- Please review the following amendment to the Instructor and Course Evaluation by Students. The changed portion is highlighted in bold.
- Under the TO THE INSTRUCTOR:
- *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 your only and will be treated confidentially. **Before survey results are shared with instructors, all written comments and course suggestions are typed to ensure student confidentiality.** Please refrain from talking until all evaluations are completed." Motioned made by Carol Willard to approve as presented, Seconded by Sarah Toler.

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IV.

Presenter: Tony Taylor

- Discussion Item: Committee members discussed possibly adding “exceeding expectations” as an evaluation measure to the evaluation forms. Committee decided no action necessary at this time.
- Discussion Item: Are online/blackboard instructor evaluation forms consistent with our other evaluation forms? Tony to talk with Penny and Tricia and give an update.
- Action Taken or Recommendation: Tony talked with Penny Sermons; here are the steps to find the Distance Learning Evaluations/Survey tools for online/hybrid classes....
- 1. Under the Search Site on the BCCC homepage, please drop down to Institutional Effectiveness, hit GO!
- 2. **SCROLL** to Assessment and **click**
- 3. **SCROLL** down to Distance Learning and then please review survey, Online Instructor and Course evaluation, etc. and we will discuss at the January meeting... should be similar as the tools for seated classes.
- Discussion Item: SACs links: Tony distributed websites for review by the committee.
- SACS Link: <http://www.sacscoc.org/principles.asp>
- Our last reaffirmation report: <http://www.beaufortccc.edu/sacs/index/htm>
- The document directory that supports our reaffirmation report:
<http://www.beaufortccc.edu/sacs/directory/directory.htm>
- New Business: Christina Hale motioned Carol Willard to replace Adrienne as secretary, Sarah Toler seconded.
- Discussion Item: Next meeting for next Fall Semester to be determined.
- Motion to Adjourn
- Action Taken: Motion made by Christina Hale to adjourn, Seconded by Carol Willard. All members in favor, none opposed.

Other Information

Next Meeting: (to be determined)