

EVALUATION SYSTEMS COMMITTEE MEETING
January 30, 2008

The Evaluation Systems Committee met January 30, 2008 at 2:30 p.m. in the conference room of Building 1. Those present were Betsey Lee Hodges, Chet Jarman, Nikki Klapp, Ben Morris, Dorie Richter, Kelly Rouse, and W. Romance Slade. Those not attending were Gregg Allinson, Jonathan Coltrain, Sue Brookshire, Doug Stalls, and Hal Swindell.

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. Ms. Richter asked the Committee to add Instructor and Course Evaluation by Students Guidelines to section III. Having no other suggestions, a motion was made by Betsey Lee Hodges, seconded by Romance Slade, and agreed by all attending to approve the agenda as modified.

The following items were discussed:

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

The Committee recommended

- adding "Continuing Education" and "College Academy" to the list of services
- deleting "RAP (Telephone Registration)"
- adding another sentence to the comment line to read "If you checked very dissatisfied, we would appreciate your comment/s.)"

Betsey Lee Hodges made a motion to accept the changes. Ben Morris seconded the motion. With no further discussion, the motion carried.

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

The Committee recommended

- changing BUSINESS AFFAIRS to ADMINISTRATIVE SERVICES
- changing "Personnel Services" to "Human Resources"
- moving "Professional Development" to ADMINISTRATIVE SERVICES section
- adding the word "funding" after Tier A)
- adding "Datatel" for "Systems Administrator Services"
- changing "BCCC Briefs" to "BCCC Notes" for "Public Relations"
- rewording (PLEASE TURN OVER) to (CONTINUED ON BACK)
- deleting "RAP (Telephone Registration)"
- placing REGISTRATION in main section and reordering sections in alphabetical order

Betsey Lee Hodges made a motion to accept the changes. Romance Slade seconded the motion. The Committee discussed having this survey online. Ms. Richter showed the Committee a "draft" online survey (Zoomerang) explaining that this survey would involve at least eight pages of "scrolling down" to complete online; the paper copy is one page, front and back. All Committee members preferred using the paper copy this year. With no further discussion, the motion carried.

III. Community Satisfaction Survey

The Committee recommended

- adding "_____ Other" to the choice selection in #1
- adding the following question #3. Was this course (mark all that apply):
_____ on campus ___ off campus ___ online

Chet Jarman made a motion to accept the changes. Nikki Klapp seconded the motion. With no further discussion, the motion carried.

IV. Employee Performance Evaluation Instruments and Guidelines

The Committee reviewed and discussed all instruments individually. Chet Jarman made the motion, seconded by Ben Morris, to accept the Instructor Evaluation by Supervisor form as presented. Ben Morris made the motion, seconded by Chet Jarman, to accept the Supervisor Evaluation by Employee form as presented. Chet Jarman made the motion, seconded by Romance Slade, to accept the Administrator Evaluation by Supervisor as presented. Finally, Ben Morris, seconded by Betsey Lee Hodges, made the motion to accept the Staff Performance Evaluation by Supervisor as presented. All motions were carried.

Since a major change was made to the rating scale three years ago, Dorie Richter asked the Committee their opinion of the rating scale - after it had actually been used for two years. Following a lengthy discussion, Ben Morris made a motion to keep the rating scale "as is" for this year. The motion was seconded by Betsey Lee Hodges. With no further discussion, the motion carried.

The Committee reviewed the Employee Performance Evaluation guidelines. A motion was made by Ben Morris and seconded by Chet Jarman to accept the guidelines as presented.

V. Instructor and Course Evaluation Guidelines

Ms. Richter had been asked to clarify where the Instructor and Course Evaluation completed surveys should be stored. In the past, the surveys were kept in the office of the Dean of Instruction. Currently, they are stored in a locked cabinet in the office of planning and institutional effectiveness. Following a lengthy discussion, the Evaluation Systems Committee recommended adding the following to the text to the paragraph under item #9, page 4 of the Instructor and Course Evaluation Guidelines, "Original surveys will be stored in the office of planning and institutional effectiveness. Individuals wishing to remove surveys from that location may do so upon Dean of Instruction approval."

VI. 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, by February 15, 2008. Employer Satisfaction Survey results are also due at that time.

With no further business, Betsey Lee Hodges made a motion to adjourn the meeting. Kelly Rouse seconded the motion. Having no further business, the meeting adjourned at 4:00 p.m.



Doreen K. Richter, Chair

Date: 2-27-08

Note: BCCC Administrative Council met at 2:30 pm on February 27, 2008 in the Conference Room of Building 1. The Council reviewed the Evaluation System Committee recommendations as presented in the minutes above. Following a lengthy discussion, the Administrative Council made the following recommendations:

Current Student Evaluation of College Services

Delete “College Academy” and administer as a separate survey. (Wesley, Sandy, and Dorie will work on this.)

Delete “desktop” from “~~Desktop~~ Registration.”

Delete “~~Walk in~~ Registration.”

Faculty/Staff Evaluation of College Services

Delete the last section OTHER “REGISTRATION” and move the items to other sections

Move “Advising” to Student Services.

Delete “Desktop” from “~~Desktop~~ Registration.”

Move “Registration” to Student Services.

Move “Drop-add” to Student Services.

Add “tuition” to Payment Process – move to Administrative Services.

Delete “~~RAP (Telephone Registration)~~.”

Delete “~~Walk in~~ Registration.”

Change “BCCC Notes” to “BCCC News” for “Public Relations.”

Change “Mini Grants” to “Scholarships” for “Public Relations.”

Instructor and Course Evaluation Guidelines

Following the discussion relating to the addition of text to page four of the Employee Performance Evaluation Guidelines, the Administrative Council recommended not adding the text.

The motion was made by Judy Jennette to approve all recommendations made by the Evaluation Systems Committee and the Administrative Council to the evaluation instruments, and approve the Employee Performance Evaluation Guidelines without any change. Sandy Sauve' seconded. The motion carried.