

EVALUATION SYSTEMS COMMITTEE MEETING

January 24, 2005

The Evaluation Systems Committee met January 24, 2005 at 3:00 p.m. in the Building 1, Conference Room.

MEMBERS PRESENT:

Jane Alligood
Greg Allinson
Wesley Beddard
Susan Armstrong
Dixon Boyles
Kay Hauser

Barbara Francisco
Mandy Jones
Jim Matson
Dorie Richter
Penny Sermons
Whiting Toler

ABSENT:

Riley Mills

The meeting was called to order by the Evaluation Systems Committee Chair, Dorie Richter. New members (Whiting Toler - faculty representative, and Susan Armstrong - student representative) and returning members were welcomed.

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 a discussion item, PACE Climate Assessment, under agenda section "Other." Greg Allinson made a motion to accept the agenda as amended; Whiting Toler seconded the motion. With no further additions, the motion carried.

The following items were discussed:

I. Evaluation of College Services Surveys, Spring 2005

A. Current Student Evaluation of College Services

The following changes were recommended:

- Delete all departmental headings to identify the services not the area.
- page 1, Library Services #4: Delete.
- page 1, Developmental Education Department Services #3: Delete.
- page 2: Add new section "Vending" with the following questions –
 1. Prices are reasonable. (SA, A, D, SD, *DNU*)
 2. The selection of snacks and beverages from the vending machines is (Ex, G, F, P, *DNU*)
 3. Overall, Vending Services are (Ex, G, F, P, *DNU*)
- page 3, Recruitment/Advertising: Delete Advertising in the heading and in #1. Delete #2 and #3
- page 3, Placement Testing: Delete Placement.
- page 4, Registration: Change #1 to read: How ~~Did~~ you register? Add "Advisor's Office" and "Registrar's Office." Include the following questions –
 2. Did you consult with an advisor prior to registration? (Yes, No)
 3. If "Yes," how would you rate the advisor? (Ex, G, F, P)
- page 4, Student Government Association (SGA): Add the following questions –
 2. The number of SGA activities is sufficient. (Yes, No)
 4. Do you have any activities to suggest? _____

Penny Sermons offered to meet with Dixon Boyles, Doug Stalls, Tricia Woolard, and Whiting Toler to review and revise the Media/Graphics Services and Audiovisual/EDL section. Gregg Allinson agreed to contact Judy Jennette to review and revise PR/Communications section. Dorie Richter agreed to contact Phillip Price regarding the addition of Vending Services.

A motion was made by Jim Matson to accept the changes to the Current Student Evaluation of College Services; Whiting Toler seconded the motion. With no further discussion, the motion carried.

B. Faculty/Staff Evaluation of College Services

- Delete all departmental headings to identify the services not the area.
- page 2: Add new section "Vending" with the following questions –
 1. Prices are reasonable. (SA, A, D, SD, *DNU*)

2. The selection of snacks and beverages from the vending machines is (Ex, G, F, P, *DNU*)

3. Overall, Vending Services are (Ex, G, F, P, *DNU*)

- page 3, Developmental Education Department Services #1 and #3: Delete.

- page 4, Professional Development: Delete (~~Tier A~~).

- page 5, Placement Testing: Delete Placement.

- page 5, Recruitment/Advertising: Delete Advertising in the heading and in #1. Delete #3 and #4.

- page 6, Student Government Association (SGA): Add the following questions –

2. The number of SGA activities is sufficient. (Yes, No)

4. Do you have any activities to suggest?

Penny Sermons offered to meet with Dixon Boyles, Doug Stalls, Tricia Woolard, and Whiting Toler to review and revise the Media/Graphics Services and Audiovisual/EDL section. Gregg Allinson agreed to contact Judy Jennette to review and revise PR/Communications section. Dorie Richter agreed to contact Phillip Price regarding the addition of Vending Services.

A motion was made by Dixon Boyles to accept the suggested changes to the Faculty/Staff Evaluation of College Services; Barbara Francisco seconded the motion. With no further discussion, the motion carried.

II. Employee Performance Evaluation Instruments

The following changes to the evaluation instruments were suggested:

- page 1: Delete the column labeled “Exceeds Expectations.”

- page 1: Change the instructions to read “Comment/s following each section are required if ~~‘Exceeds Expectations’~~ or ‘Does Not Meet Expectations’ is checked.”

A motion was made by Jane Alligood to accept the Employee Performance Guidelines Evaluations with the above changes and minor editing (spacing, spelling...) corrections; Kay Hauser seconded the motion. With no further discussion, the motion carried.

III. Employee Performance Guidelines

The following changes to the Guidelines were recommended:

page 2, III., B. change #1 to read “The evaluation instrument is distributed by and returned to the supervisor of the ~~supervisor~~ **individual** being evaluated.”

page 3, III., B. change #3 to read “The supervisor will review the summary with the ~~supervisor~~ **individual** being evaluated.”

A motion was made by Jim Matson to accept the Employee Performance Guidelines with the above changes; Whiting Toler seconded the motion. With no further discussion, the motion carried.

IV. Performance Standards Update

Dorie Richter gave a brief update on the performance standards. The survey results for “completer” goal attainment and for “completer and non-returning student” student satisfaction have been submitted to NCCCS, Planning and Research Department. Data gathered to date indicates that the College will meet both standards. Licensure reports to date show PN passing rate at 100%, ADN passing rate at 82%, and RLS 100%.

V. Other....

Copies of the Non-returning Student Survey results, Business and Industry Survey results, Media Use Survey form, and Community Satisfaction Survey form were distributed. Discussion of the PACE Climate Assessment was tabled for a later date.

Jim Matson made a motion to adjourn the meeting. Kay Walker Hauser seconded the motion. Having no further business, the meeting adjourned at 5:00 p.m.



