

EVALUATION SYSTEMS COMMITTEE MEETING

January 28, 2004

The Evaluation Systems Committee met January 28, 2004 at 2:30 p.m. in the Building 1, Conference Room.

MEMBERS PRESENT:

Jane Alligood
Wesley Beddard
Dixon Boyles
Sandra Edwards
Kay Hauser
Barbara Francisco

Jim Matson
Riley Mills
Lori McNeil
Dorie Richter
Penny Sermons

ABSENT:

Mandy Jones
Student Representative

The meeting was called to order by the Evaluation Systems Committee Chair, Dorie Richter. Debra Baker - Faculty Senate President, Judy Jennette - Marketing Committee Chairperson, 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 report from the BCCC Marketing Committee as the first agenda item. Jim Matson made a motion to accept the agenda as amended; Dixon Boyles seconded the motion. With no further additions, the motion carried.

The following items were discussed:

I. Marketing Committee Report

During the last Marketing Committee meeting, explained Judy Jennette - Marketing Committee Chairperson, ideas to provide information to the BCCC students using computers and the Internet (e.g. placing the BCCC College Catalog on a CD.... designing and developing a "virtual" campus tour on a CD.... linking the College services to the College Internet Web Page using a CD...) were introduced and discussed at length. Ms. Jennette, along with her staff, has offered to work on this project and as a first step are developing a short questionnaire to distribute to the current students.

Since the Current Student Evaluation of College Services is scheduled for distribution in March of 2004, Ms. Jennette has asked the Evaluation Systems Committee if this questionnaire could be included in the distribution. Ms. Richter explained that permission is not required as this questionnaire is for "information only." The Evaluation Systems Committee agreed and said they did not see any problem with adding the questionnaire to the Current Student Evaluation of College Services' distribution. They thanked Ms. Jennette for sharing the information with the Committee.

II. Evaluation of College Services Surveys, Spring 2004

A. Current Student Evaluation of College Services

The following changes were recommended:

Delete all departmental headings to reflect the services not the area/s.

Replace *Campus Connections* with *Web Page* next to LRC-Media/Graphics.

Delete *Business Office Services*; add *payment process*.

Add Registration Process items: Advising, Desktop Registration, Drop-Add, Walk-In,
Payment Process, RAP (Telephone Registration)

ASC (Academic Skills Center)

Campus Connections

BCCC ~~News~~ Briefs

Advertising

B. Faculty/Staff Evaluation of College Services

The following changes were recommended:

Add *Personnel Services* (Health Insurance, Employment packets, and 401K).

Add Payroll

Delete Developmental Education Program.

Change INSTRUCTIONAL SERVICES to INSTRUCTIONAL SERVICES: LRC.

Add

Registration Process: Advising, Desktop Registration, Drop-Add
Walk-In, Payment Process, RAP (Telephone Registration)
NCIH to LRC – AV/Electronic Distance Learning
Tier A and on-campus workshops to Professional Development
BCCC News Briefs

Ms. Richter offered to email modified survey forms to the Committee for a final review. A motion was made by Greg Allinson to accept the changes to the Current Student and Faculty/Staff Evaluations; Wesley Beddard seconded the motion. With no further discussion, the motion carried.

III. Employee Performance Guidelines and Evaluation Instruments .

The following changes to the Guidelines were recommended:

page 1, paragraph 1: delete *growth producing*.

page 1, III., A. change “Employee Evaluation by Supervisor” to “Staff, Instructor, and Administrator Evaluation by Supervisor.”

A motion was made by Jim Matson to accept the Employee Performance Guidelines Evaluations with the above changes and minor editing (spacing, font...) corrections; Greg Allinson 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 will be submitted to the NC Community College System, Planning and Research Department before February 6, 2004. Data gathered to date indicates that the College will meet both standards.

Riley Mills made a motion to adjourn the meeting. Kay Walker Hauser seconded the motion. Having no further business, the meeting adjourned at 3:50 p.m.

Doreen K. Richter, Chair

Date

Note: The following changes were suggested after the modified versions to the Evaluation of College Services surveys were emailed 1-30-04 to the Evaluation Systems Committee.

Current Student Evaluation of College Services

Add Distance Learning: Blackboard (On line)

Distance Learning: North Carolina Information Highway

Faculty/Staff Evaluation of College Services

Add Continuing Education section