

EVALUATION SYSTEMS COMMITTEE MEETING

February 7, 2007

The Evaluation Systems Committee met February 7, 2007 at 2:30 p.m. in the Building 8, Conference Room.

MEMBERS PRESENT:

Sue Brookshire
Barbara Francisco
Betsey Lee Hodges
Chet Jarman
Ben Morris

Phillip Price for Joyce Pitt
Kelly Rouse
W. Romance Slade
Doug Stalls
Dorie Richter

ABSENT:

Joshua Allen
Gregg Allinson

The meeting was called to order by the Evaluation Systems Committee Chair, Dorie Richter. New member Kelly Rouse (Student Services representative), Phillip Price (Administrative Services 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. The agenda was approved by consensus.

The following items were discussed.

I. Evaluation of College Services Surveys, Spring 2007

A. Current Student Evaluation of College Services

The following changes were recommended:

- page 2, BCCC Student Email #2: Delete word "login."
- page 2, Business Office Services: Add #3. "Tuition statements/billing services are helpful."
- page 2, Bookstore #1: Delete "Convenience of the..."
- page 2, Campus Police/Health and Safety, heading: Delete "Health and Safety"
- page 2, Campus Police/Health and Safety #3: Delete "Health and Safety"
- page 2, Facilities: Add "and Grounds" to heading.
- page 2, Facilities and Grounds: Add #4. "Cleanliness/appearance is.."
- page 3, Plant Maintenance and Operations...: Delete section and move #1 to Facilities and Grounds
- page 4, Registration #1: Delete "____ on the RAP line?"
- page 4, Public Relations/Publicity, heading: Add "Advertising."

A motion was made by Ben Morris to accept the changes above to the Current Student Evaluation of College Services; Sue Brookshire seconded the motion. With no further discussion, the motion carried.

The changes listed below were submitted to the Evaluation Systems Committee after this meeting and were subsequently approved electronically, by email. They are:

- page 1, Distance Learning – Blackboard: Add #4. "Help is available when I need it."
- page 1, Distance Learning – NCIH/EDL: Add #3. "Help is available when I need it."
- page 2, Facilities and Grounds: Add #5. "Lighting is..."

B. Faculty/Staff Evaluation of College Services

The following changes were recommended:

- page 1, Business Office Services: Delete #2.
- page 1, Business Office Services #5: Replace "maintained" with "adequate."
- page 1, Business Office Services #6: Move to Network Services.
- page 1, Personnel Services: Change heading to "Human Resources."

- page 1, Personnel Services #4: Change to “Human Resources.”
- page 1, Campus Police/Health and Safety, heading: Delete “Health and Safety”
- page 1, Campus Police/Health and Safety #5: Delete “Health and Safety”
- page 2, Maintenance and Operations of Buildings and Grounds: Delete #1.
- page 2, Switchboard/Receptionist #1: Delete “and voice mail
- page 2, Systems Administrator, heading: Change “Sun” Administrator to “CIS.”
- page 2, Systems Administrator #1: Change “Sun” to “CIS.”
- page 3, Network Administrator #2: Delete.
- page 3, Network Administrator: Add # 3. “Voice Mail Service is...”
- page 3, Continuing Education #3: Delete “professional and...”
- page 4, BCCC Campus Email #2: Change “user friendly” to “reliable.”
- page 4, Professional Development: Move to page 1.
- page 5, Public Relations/Publicity, heading: Add “Advertising.”
- page 5, Public Relations/Publicity #2: Change to read “External publicity (e.g. local newspapers, cable TV, billboards, off campus presentations, etc.) is adequate to keep community informed.
- page 5, BCCC Foundation #1: Change to read “The BCCC Foundation supports faculty, staff, and student projects through grants approved by the BCCC Foundation Board of Directors.
- page 5, BCCC Foundation #2: Change to read “The BCCC Foundation provides...”
- page 5, BCCC Foundation #3: Change to read “I can designate my BCCC Foundation contribution...”
- page 5, BCCC Foundation #4: Change to read “The BCCC Ambassadors promote awareness of the College and its programs through their involvement in various campus activities, speaking engagements, and community events.”
- page 5, BCCC Foundation #5: Change to read “BCCC Ambassadors...”
- page 5, Testing: Change #2 to read “GED tests are offered at convenient times.”
- page 5, Testing: Add #3 to read “GED tests are offered often enough.”
- page 6, Financial Aid #2: Delete.
- page 7, General Administrative Services: Change “Continuing Education Division” to “Continuing Education Department” (consistent wording)

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

The changes listed below were submitted to the Evaluation Systems Committee after this meeting and were subsequently approved electronically, by email. They are:

- page 2, Maintenance and Operations of Buildings and Grounds #4: Add (classrooms, office, and bathrooms, etc.)
- page 6, Registrar and Records: Add #4, “Online registration is adequate.”

II. Performance Standards Update

Dorie Richter gave a brief update on the performance standards. The survey results for “completer” goal attainment, for “completer and non-returning student” student satisfaction, and for “employer” satisfaction have been submitted to NCCCS, Planning and Research Department. Data gathered to date indicates that the College will meet all three standards. Current reports show PN passing rate at 94%, ADN passing rate at 92%, EMT (Basic) 75%, EMT-I at 80%, Progress of Basic Skills at 77%, and RLS 100%. All percentages exceed the NCCCS performance standard.

III. Other....

Copies of the BCCC “online” Instructor and Course Evaluation by Students survey were distributed with the results. Committee members were reminded of the Information Technology Needs Assessment that will be administered in March or April. Dorie will distribute copies once the Information Technology Committee reviews the assessment.

Phillip Price made a motion to adjourn the meeting. Chet Jarman seconded the motion. Having no further business, the meeting adjourned at 4:00 p.m.