

EVALUATION SYSTEMS COMMITTEE MEETING

February 8, 2006

The Evaluation Systems Committee met February 8, 2006 at 3:00 p.m. in the Building 1, Conference Room.

PRESENT:

Jane Alligood

Greg Allinson

Wesley Beddard

Kay Walker Hauser

Mandy Jones

Dorie Richter

Penny Sermons

ABSENT:

Dixon Boyles

Barbara Francisco

Melvin Lodge

Riley Mills

Whiting Toler

The meeting was called to order by the Evaluation Systems Committee Chair, Dorie Richter. The following items were discussed:

I. Employee Performance Evaluation Instruments and Employee Performance Guidelines

Since a major change was made to the rating scale last year, Dorie Richter asked the Committee their opinion of the rating scale now - after it had actually been used. Following a lengthy discussion, Gregg Allinson made a motion to keep the rating scale "as is" for this year. The motion was seconded by Wesley Beddard. With no further discussion, the motion carried.

The Committee reviewed all the Employee Performance Evaluations and recommended one change to the Instructor Evaluation by Supervisor. The change is to delete "for the period" in #1, first box "Instruction," page 1. Kay Walker Hauser made the motion to accept all evaluation instruments as amended; Penny Sermons seconded the motion. The motion carried.

The Committee reviewed the Employee Performance Evaluation guidelines. A motion was made by Gregg Allinson and seconded by Wesley Beddard to accept the guidelines as presented. Discussion followed about the need for an in depth review of the guidelines but since this task would require considerable time and effort, the Committee recommended working on this after the employee performance evaluations have been completed this spring. With no further discussion, the motion carried.

Discussion continued about the need to thoroughly review all instruments with their guidelines and to consider aligning the instruments to the Faculty/Staff Manual job descriptions. Gregg Allinson made a motion to conduct an "in depth review of all employee evaluation instruments with their guidelines and incorporate changes, if any, before August 1, 2006. Jane Alligood seconded the motion. Ms. Richter agreed to draft a time table for this task. With no further discussion, the motion carried.

II. 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. (Copies of the Non-returning Student Survey results were distributed.) Data gathered to date indicates that the College will meet both standards. In addition licensure reports to date show PN passing rate at 92% and ADN passing rate at 85%.

III. Other

A. Instructor and Course Evaluation by Students

Wesley Beddard expressed concern over the number of classes evaluated with the Instructor and Course Evaluation by Students each fall semester. At this time only a sample of classes is evaluated, not all classes. Wesley asked the Committee if this was enough, i.e. should all classes be evaluated. Since no consensus was reached, Dorie asked Dean Beddard to discuss this issue with the academic division chairs. If they decided to evaluate all classes, her office would work out a schedule with him for next fall. Presently, the Dean of Instruction's office prepares the evaluation packets for the distribution of the class evaluations, and the Office of Institutional Effectiveness scans the completed evaluation forms and sends the scanned results to the division office managers. (Refer to section J of the BCCC Faculty/Staff Manual.)

B. On-line Surveys

Dorie Richter related some of her concerns with the Survey Monkey and Zoomerang on-line surveys. The first concern was with the way their rating scales factored in the "did not use" selection; the selection was counted as a valid answer and skewed the survey results. The second concern was the potential for email blocking of unfamiliar dot com sites such as Survey Monkey and Zoomerang. The third concern was the way the software allowed one survey entry per individual with cookies or identifying IP addresses; using cookies or capturing IP addresses may allow a survey to be submitted several times from one computer station, such as the LRC.

Dorie told the committee that she had shared these concerns with the BCCC System Administrator, Brown McFadden. Brown suggested using the College infrastructure to develop and administer online surveys and would be willing to investigate this during summer term. Dorie said she would keep the Evaluation Systems Committee informed of the progress.

C. Graduate Follow-up Surveys

The Graduate Follow-up Surveys are almost complete. Results will be sent to Committee members and appropriate personnel before the end of February.

D. Current Student Evaluation of College Services

The Current Student Evaluation of College Services is scheduled for March. A copy will be emailed to the Committee members for review and approval prior to administering the survey.

With no further business, Gregg Allinson made a motion to adjourn the meeting. Kay Walker Hauser seconded the motion. Having no further business, the meeting adjourned at 4:20 p.m.



Doreen K. Richter, Chair

Date: 2-10-06