EVALUATION SYSTEMS COMMITTEE MEETING
September 17, 2007

The Evaluation Systems Committee met Monday, September 17, 2006 at 1:30 p.m. in the conference room of Building 1. Those present were Gregg Allinson, Jonathan Coltrain, Betsey Lee Hodges, Chet Jarman, Nikki Klapp, Ben Morris, Dorie Richter, Kelly Rouse, W. Romance Slade, and Hal Swindell. Those unable to attend were Sue Brookshire and Doug Stalls.

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order. Jonathan Coltrain – student representative, and all new members, were welcomed. The agenda topics were:

I. Review and Approval of the Meeting Agenda
Following a review of the agenda, Gregg Allinson made a motion that was seconded by Ben Morris to accept the agenda as presented. The motion carried.

II. Graduate Follow-up and Non-returning Student - Survey Instruments

Committee Members were asked to approve the Graduate Follow-up Survey and the Non-returning Student Survey. Dorie explained that the majority of questions on the Graduate Follow-up Survey and the Non-returning Student Survey were those questions required by NCCCS accountability standards.

The following changes to the Graduate Follow-up Survey were suggested.
>   Add to #8 (optional).
>   Change #16 "state-of-the-art" to "current."

A motion was made by Hal Swindell and seconded by Nikki Klapp to approve the Graduate Follow-up Survey as amended. With no further discussion, the motion carried.

There were no modifications suggested by the Evaluation Systems Committee for the Non-returning Student Survey. A motion was made by Gregg Allinson and seconded by Nikki Klapp to approve the Non-returning Student Survey as presented. With no further discussion, the motion carried.

III. Instructor and Course Evaluation by Students (Curriculum)

The Instructor and Course Evaluation by Students survey was reviewed. The following changes were suggested:
>   Add #17 to read "I would recommend this instructor to a fellow student."
>   Add #24 to read "The technology (e.g. SmartBoard, email, Blackboard, Internet access)
>   used for this course is appropriate."
>   Add #31 to read "What do you like about this course?"
>   Add #32 to read "What suggestions would you make for improvement?"

Ben Morris made a motion seconded by Betsey Lee to approve the Instructor and Course Evaluation by Students as amended and the guidelines as presented. With no further discussion, the motion carried.

IV. Instructor and Course Evaluations by Students (Distance Learning)

Penny Sermons had forwarded a copy of the distance learning evaluations to the instructors that teach those classes asking them to review the evaluation instruments. The items on the following page reflect their suggestions.
>   **A. The NCIH Instructor and Course Evaluation by Students** survey was reviewed.

Based on feedback received from the distance learning instructors, the following changes were made.

> Add to #29 "Advisor."
>
> Change #32 to read "What do you like about this NCIH class?"
>
> Add #33 to read "What suggestions would you make for improvement?"

Chet Jarman made a motion seconded by Romance Slade to approve the NCIH Instructor and Course Evaluation by Students as amended and the guidelines as presented. With no further discussion, the motion carried.

B. The Online Instructor and Course Evaluation by Students survey was reviewed. Based on feedback received from the distance learning instructors, the following changes were made.

> Delete #5 INSTRUCTOR section "Is enthusiastic about the subject."
>
> Delete #22 COURSE section "How would you rate your computer skills BEFORE taking this online course?"
>
> Delete #23 COURSE section "How would you rate your computer skills AFTER taking this online course?"
>
> Move #24 "The external web links are helpful." to the COURSE section.
>
> Add to TECHNOLOGY section "Are you able to access the course web site when you need to?"
>
> Add #31 to read – TECHNOLOGY section "Are the discussion board topics pertinent?"
>
> Add to OVERALL section "Will you take another online course in the future?"
>
> Add #30 to read – COURSE section "Is the online course what you expected?"
>
> Change to OVERALL section question "The most important reason I enrolled in this online course is:" to "What do you especially like about this online class?"
>
> Add to OVERALL section "What suggestions would you make for improving this course?"

Continuing to administer Online Instructor and Course Evaluation by Students online was discussed at length. Dorie Richter offered to contact Zoomerang to ask about the filtering and cross tab features. She would then set the survey up online and email the Committee to test it out. The decision to distribute the survey online or to send out a paper copy would depend on the best way to provide information to the distance learning instructors.

Betsey Lee Hodges made a motion seconded by Romance Slade to approve the Online Instructor and Course Evaluation by Students as amended and the guidelines as presented. With no further discussion, the motion carried.

C. The Telecourse (and a Hybrid Course) Instructor and Course Evaluation by Students. The Telecourse Instructor and Course Evaluation by Students will not be used this year. Dorie Richter offered to work with Penny Sermons and Tricia Woolard if a survey was needed for hybrid classes. If one is developed, a copy will be forwarded to this committee for approval by email.

V. NCCCS Accountability Performance Standards and Measures, Update

A summary of the College's ranking on the NCCCS Accountability Performance Standards and Measures was distributed. BCCC met or demonstrated 'significant improvement' for five of the six accountability standards tied to the budget. BCCC met 11 of the 12 standards for the fourth year.

VI. Other …..

A copy of an assessment timeline and a copy of the <u>Graduating Student Survey</u> survey results were distributed for information-only items. Also discussed was a mandate from the NC Community College System (NCCCS) to all community colleges requiring a survey of all their faculty and staff before December 2007 asking for opinions about existing programs and projections for new programs. The survey results are part of a listing of seven data-driven items required by NCCCS to release special Advanced Facility Funds to each community college.

Dorie thanked the Committee for their time and work this afternoon. Having no further business, the meeting adjourned at 3:00 p.m.

Note: The following suggestions from the distance learning group were forwarded to Dorie Richter from Penny Sermons after the Evaluation Systems Committee meeting. The Evaluation Systems Committee subsequently approved the suggestions by email. (Minutes approved by BCCC Adm Council on September 25, 2007.) The suggestions are:

<u>Add the following to the Instructor & Course Evaluation - COURSE section</u>
This course helps me to increase my ability to express myself in writing and/or speaking about this program area. (a good SACS QEP question.)

<u>Add the following to the ONLINE: Instructor & Course Evaluation</u>

<u>COURSE section</u>
This course helps me to increase my ability to express myself in writing and/or speaking about this program area.
This course is intellectually challenging and stimulating.
What elements/parts of this course are most effective in assisting you to learn the material?

On average, how many hours a week did you spend on this course? "under 5 hours", "5-10 hours", "more than 10 hours"
What grade do you expect in this course? A, B, C, D
<u>TECHNOLOGY section</u>
The technology (e.g. SmartBoard, email, Blackboard, Internet Access...) used for this course is appropriate.

<u>Add the following to the NCIH Instructor & Course Evaluation - TECHNOLOGY section</u>
The technology (e.g. SmartBoard, email, Blackboard, Internet Access...) used for this course is appropriate.