

EVALUATION SYSTEMS COMMITTEE MEETING

Tuesday, September 13, 2005

The Evaluation Systems Committee met Tuesday, September 13, 2005 at 3:15 p.m. in the conference room of Building 1.

MEMBERS PRESENT:

Gregg Allinson
Susan Armstrong
Wesley Beddard
Dixon Boyles
Kay Walker Hauser

Whiting Toler
Barbara Francisco
Jim Matson
Dorie Richter
Penny Sermons

ABSENT:

Jane Alligood
Mandy Jones
Riley Mills

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order. Guest Melvin Lodge (recommendation for Administrative Affairs Department representative) and returning members were welcomed. The topics were:

I. Review and Approval of September 2, 2005 Meeting Minutes

The Evaluation Systems Committee meeting minutes from September 2, 2005 were presented for approval. Whiting Toler suggested adding item II. D. to read as follows "Length of time to complete the assessment." A motion was made by Jim Matson and seconded by Barbara Francisco to approve the minutes as amended. Having no further discussion, the motion carried.

II. Information Items

Ms. Richter distributed a copy of the results from the Graduating Student Survey and a copy of the Community Satisfaction Survey summary "*Survey Notes.*" She told the committee that the number of returns for the Community Satisfaction Survey (over 1100) exceeded the number of returns from the last three Community Satisfaction Surveys. She will send the Committee a complete copy of the results by the end of September. Results from both surveys were very favorable.

III. 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. In addition, three of the questions on the Graduate Follow-up Survey (#6, #7, and #16) were used to gather data for the Title III Grant.

A motion was made by Gregg Allinson and seconded by Penny Sermons to approve the Graduate Follow-up Survey as presented. After a brief discussion, the motion carried. A motion was made by Jim Matson and seconded by Dixon Boyles to approve the Non-returning Student Survey as presented. After a brief discussion, the motion carried.

IV. Instructor and Course Evaluations by Students

The Instructor and Course Evaluation by Students survey and guidelines were reviewed. A motion was made by Dixon Boyles and seconded by Gregg Allinson to approve the survey and guidelines as presented. There was some discussion as to how many classes should complete this survey – with a selected number or with all classes. Wesley Beddard told the Committee that he would discuss this with the academic division chairs. With no further discussion, the motion carried.

The Online Instructor and Course Evaluation by Students survey and guidelines were reviewed. Penny Sermons had sent a copy of the Online, NCIH, and Telecourse Instructor and Course Evaluations by Students to the instructors that teach those classes asking them to review the evaluation instruments. One suggestion that Ms. Sermons received was to add “NA” to questions 25, 26, and 27. Some minor word alignment was also suggested. The NCIH Instructor and Course Evaluation by Students survey and guidelines were reviewed. Penny Sermons, based on feedback received from the distance learning instructors, asked to delete question 29 saying that question 28 and 29 were redundant. The Committee agreed. The Telecourse Instructor and Course Evaluation by Students survey and guidelines were reviewed. There were no suggestions.

There was some discussion as to the best way to distribute the distance learning surveys. Penny Sermons said that she would work with Amy Bass (Planning and IE Administrative Assistant) on the distribution process. A motion was made by Greg Allinson and seconded by Wesley Beddard to approve all surveys as amended and their guidelines as presented. With no further discussion, the motion carried.

V. NCCCS Accountability Performance Standards and Measures, Update

A summary of the College’s ranking on the NCCCS Performance Standards and Measures was distributed. BCCC met five of the six accountability standards tied to the budget. BCCC met eleven of the twelve standards and is classified as a “superior performing institution” for the third year in a row.

VI. Other....

A copy of the published role and composition of the Evaluation Systems Committee was distributed for information. Dean Beddard commented on the composition of the Committee as having more faculty representation than staff representation. He suggested discussing this at a later meeting.

Finally, Ms. Richter asked the Committee if they wanted the P.A.C.E. sessions from July 11, 2005 and August 2, 2005 written as official minutes. The Committee unanimously agreed that both dates were information/working sessions and did not require minutes.

Dorie thanked the Committee for their time and work the past few months working with the College surveys and assessment. Barbara Francisco then made a motion to adjourn the meeting. Kay Walker Hauser seconded the motion. Having no further business, the meeting adjourned at 4:10 p.m.



Chair: Doreen K. Richter

Date: 9-28-05