

EVALUATION SYSTEMS COMMITTEE MEETING

September 19, 2002

The Evaluation Systems Committee met September 19, 2002 at 3:00 p.m. in the conference room of Building 1.

MEMBERS PRESENT:

Wesley Beddard
Dixon Boyles
Sandra Edwards
Barbara Francisco
Kay Walker Hauser
Mandy Jones

Jim Matson
Lori McNiel
Dorie Richter
Penny Sermons
Rebecca Spain

ABSENT:

Riley Mills
Marcia Norwood

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order at 3:30 p.m. New members (Dixon Boyles, Arts and Sciences Division Chairperson and Rebecca Spain, student representative) and returning members were welcomed. The Committee discussed the following items:

I. 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 #17) were used to gather data for the Title III Grant. Kay Walker Hauser suggested changing the phrase “state-of-the-art” in question #17 of the Graduate Follow-up Survey to another term such as “current.” (Kay felt that technology is constantly changing and although we may come close to “-of-the-art” we may never actually ever get to that level. In addition, the phrase “state-of-the-art” may mean one thing to one person and something else to another depending on the level of computer awareness and competence of the individual.) Dorie suggested adding the word “current” or a word with a similar meaning to read as “state-of-the-art/current.” The Committee finally decided to leave the question *as is* since the wording matches the wording in the Title III grant.

A motion was made by Kay Walker Hauser to accept the Graduate Follow-up Survey as presented; Penny Sermons seconded the motion. With no further discussion, the motion carried.

Three changes were made to the Non-Returning Student Survey. They were:

- #4: Change “reenroll” to “**enroll**.”
- #21: Add to read “ ___Provide child care **assistance**.”
- #21: Delete “more” to read “ ___Provide personal counseling.”

A motion was made by Wesley Beddard to accept the Non-Returning Student Survey as revised; Jim Matson seconded the motion. With no further discussion, the motion carried.

II. Instructor and Course Evaluation by Students

The Instructor and Course Evaluation by Students survey and guidelines were reviewed. There were no changes to the survey. The following changes were made to the Guidelines:

(F) Add new question to COURSE: to read

#26. ~~How~~ Where do you access your online course? Check all that apply.

home BCCC Campus Other
 work local library

(G) Change #30 to read “The ~~lists of web sites to visit~~ **external web links** were helpful.”(if applicable)

(H) Change #31 to read “The **on-campus** orientation **for the online course** was helpful.”(if applicable)

Add to #31 choices: **DID NOT ATTEND**

(I) Add to read “**The online** orientation for the online course was helpful.” (if applicable)

YES NO

(J) Add to #35 choices: **CERTIFICATE** **DIPLOMA** **GED**

(K) Guidelines Delete #8. Add to read:

#8. Collect question sheets and send to the office of planning and institutional effectiveness where they will be scanned. Scanned results are then returned to the office manager who will attach comments, make four copies, and distribute. A copy will be sent to the instructor, division chair, dean of instruction, and learning resources director.

The NCIH: Instructor and Course Evaluation by Students survey was reviewed and the following changes were made:

(A) Add to #8 to read “Provides effective **and timely** answers to students’ questions.”

(B) Change #13 to read “Is available during ~~posted office hours~~ **designated times**.”

(C) Delete #26.

(D) Add to #35 choices: **CERTIFICATE** **DIPLOMA** **GED**

(E) Add new question to read:

#37. The site facilitator is helpful and cooperative. SA A D SD

The Telecourse: Instructor and Course Evaluation by Students survey and the guidelines were reviewed and the following changes were made:

- (A) Delete #3.
- (B) Change #7 to read “Is available during ~~posted office hours~~ **designated times**.”
- (C) Add to #8 to read “Provides effective **and timely** answers to students’ questions.”
- (D) Add to #23 choices: __**CERTIFICATE** __**DIPLOMA** __**GED**
- (E) Guidelines: Refer to change described in the section above Online: Instructor and Course Evaluation by Students, (I).

A motion was made by Jim Matson to accept the surveys as revised; Dixon Boyles seconded the motion. Penny Sermons recommended that the changes be shared with the distance learning instructors and offered to do that. With no further discussion, the motion carried.

III. 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 four of the six accountability standards tied to the budget. BCCC met nine of the twelve standards and demonstrated *significant improvement* (SI) for one other.

IV. Other....

Dorie shared with the committee progress of the subcommittee working on the Staff Evaluation by Supervisor instrument. (Refer to Evaluation Systems Committee Minutes, 5-11-02)

Kay Walker Hauser made a motion to adjourn the meeting. Mandy Jones seconded the motion. Having no further business, the meeting adjourned at 4:50 p.m.

Doreen K. Richter, Chair

Date