

## EVALUATION SYSTEMS COMMITTEE MEETING

Monday, September 20, 2004

The Evaluation Systems Committee met Monday, September 20, 2004 at 3:30 p.m. in the conference room of Building 1.

### MEMBERS PRESENT:

Jane Alligood  
Gregg Allinson  
Susan Armstrong  
Dixon Boyles  
Kay Walker Hauser

Mandy Jones  
Jim Matson  
Dorie Richter  
Penny Sermons

### ABSENT:

Wesley Beddard  
Barbara Francisco  
Riley Mills  
Whiting Toler

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order at 3:30 p.m. New member (Susan Armstrong, student representative) and returning members were welcomed. Special guests Sandy Sauve (Dean of Student Services) and Judy Jennette (Director of PR/Public Relations) were also welcomed. The topics for discussion were as follows:

### **I. Business and Industry Survey**

Sandy Sauve, Dean of Student Services, distributed a copy of the Fall 2004 Business and Industry Survey and the list of employers that would receive the survey. Ms. Sauvé is administering the survey to assist the College and to meet the requirements of her doctoral program internship at ECU. She asked the Committee to review the survey and contact her with any additions/changes to the survey or to the list of employers.

### **II. Media Use Survey**

Judy Jennette, Director of PR/Public Relations, distributed a copy of a survey designed to gather information from the current students asking the students where and how they receive information about BCCC. Ms. Jennette asked the Committee to review this survey and contact her with any ideas or suggestions.

### **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.

#### Graduate Follow-up Survey

A motion was made by Greg Allinson and seconded by Penny Sermons to approve the survey with minor editing (indent formatting). After a brief discussion, the motion carried.

#### Non-returning Student Survey

A motion was made by Jim Matson, seconded by Mandy Jones, to change the wording as submitted by Barbara Francisco from PLEASE TELL US WHAT YOU THINK. RATE EACH OF THE FOLLOWING to PLEASE RATE EACH OF THE FOLLOWING. 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 suggestion to change the wording in the *first paragraph second sentence* from “The first 15 minutes of the selected class period may be used...” to read “~~The first~~ *Approximately* 15 minutes of the selected class period may be used...” was discussed. A motion was made by Jim Matson and seconded by Greg Allinson to approve the survey as presented and the guidelines as amended. With no further discussion, the motion carried.

The Telecourse and Online Instructor and Course Evaluation by Students survey and guidelines were reviewed. A motion was made by Greg Allinson and seconded by Dixon Boyles to approve the survey and their guidelines as presented. After a brief discussion, the motion carried.

The NCIH: Instructor and Course Evaluation by Students survey was reviewed. A motion was made by Jane Alligood and seconded by Jim Matson to approve the survey as presented and the guidelines with minor editing (indent formatting). After a brief 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.

#### **VI. Other....**

A copy of the BCCC Technology Needs Assessment survey results with an administrative summary was distributed for information. A “draft” copy of the upcoming Community Satisfaction Survey (Spring, 2005) was also distributed with a request that members review the Community Satisfaction Survey and contact Dorie with any suggestions. Finally, an updated assessment “timeline” was handed out to all members.

Dorie thanked the Committee for their time and work reviewing the surveys. Greg Allinson then made a motion to adjourn the meeting. Penny Sermons seconded the motion. Having no further business, the meeting adjourned at 4:30 p.m.



Doreen K. Richter, Chair

Date: 9-30-04