

EVALUATION SYSTEMS COMMITTEE MEETING

September 23, 2008

The Evaluation Systems Committee met Monday, September 23, 2008 at 3:00 p.m. in the Board Room of Building 10. Those present were Penny Sermons for Gail Ambrose, Sue Brookshire, Jolinda Cooper, Betsey Lee Hodges, Chet Jarman, Nikki Klapp, Becky Leach, Sandy McFadden, Jacqueline Lawrence for Riley Mills, Romance Slade, Jay Sullivan, and Hal Swindell.

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order. All new and returning members, were welcomed. The agenda topics were:

I. Review and Approval of the Meeting Agenda

Following a review of the agenda, Chet Jarman made a motion that was seconded by Nikki Klapp 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.

Change the "If YES...." comment into two separate questions to read

3. Are you still working for the same employer: ___Yes ___No

4. Have you received a promotion/raise since graduation? ___Yes ___No

Add to #6 to read "Was technology/training at BCCC you received....."

A motion was made by Betsey Lee Hodges and seconded by Romance Slade to approve the Graduate Follow-up Survey as amended. With no further discussion, the motion carried.

The following changes to the Non-returning Student Survey were suggested.

Add "transportation" to #3 and to #5

Change "security" to "safety" in old #14

Add two new items to PLEASE RATE EACH OF THE FOLLOWING

new #13. Overall quality of financial aid.

new #14. Overall quality of student support services (TRIO).

Add "provide transportation" and "provide more off campus classes" to old #21

A motion was made by Betsey Lee Hodges and seconded by Chet Jarman to approve the Non-returning Student Survey as amended. 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:

Delete #1.

Divide #2 into two questions with the added text in **bold**.

new #1 to read "Provides to students a **written** course syllabus which includes **learning outcomes**, requirements, **policies**, evaluation, and the

schedule of instruction.
new #2 to read “Follows a **written** course syllabus which includes **learning outcomes**, requirements, **policies**, evaluation, and the schedule of instruction.
Move old #12 to follow new #3.
Change “program area” to “subject” in old #27.
Hal Swindell made a motion seconded by Jay Sullivan 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)

A. The NCIH Instructor and Course Evaluation by Students survey was reviewed. Based on feedback received from the distance learning instructors and the discussion of the Evaluation Systems Committee, the following changes were made.

Delete #1.

Divide #2 into two questions with the added text in **bold**.

new #1 to read “Provides to students a **written** course syllabus which includes **learning outcomes**, requirements, **policies**, evaluation, and the schedule of instruction.

new #2 to read “Follows a **written** course syllabus which includes **learning outcomes**, requirements, **policies**, evaluation, and the schedule of instruction.

Divide #10 into two questions to read

“Begins class on time.”

“Ends class on time.”

Move #11 to follow #2.

Move #25 to follow #29.

Add a new item under TECHNOLOGY to read “The technology is reliable.”

Include two blank questions for the instructors to add their own questions. One as the last question under INSTRUCTOR, and the other as the last question under TECHNOLOGY.

Move the last two questions to the back side of the survey.

Sandy McFadden made a motion seconded by Chet Jarman 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 and Hybrid Instructor and Course Evaluation by Students

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

Divide #2, INSTRUCTOR section, into two questions with the added text in **bold**.

new #1 to read “Provides to students a **printable** course syllabus which includes **learning outcomes**, requirements, grading policies, methods of evaluation, and the schedule of instruction.

new #2 to read “Follows a **printable** course syllabus which includes **learning outcomes**, requirements, grading policies, methods of evaluation, and the schedule of instruction.

Change “objectives” to “outcomes” in #10, COURSE section.

Correct spelling of ONLINE in #7, TECHNOLOGY section.

Hal Swindell made a motion seconded by Jay Sullivan to approve the Online and Hybrid

Instructor and Course Evaluation by Students as amended. Penny Sermons offered to amend the guidelines and send them to the Evaluation Systems Committee by email for their approval. 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 Accountability Performance Standards and Measures was distributed. BCCC met six of the eight required accountability measures.

VI. Other

A copy of an assessment timeline was distributed for information only.

Dorie thanked the Committee for their time and work this afternoon. Having no further business, the meeting adjourned at 4:45 p.m.