

## EVALUATION SYSTEMS COMMITTEE MEETING

September 25, 2006

The Evaluation Systems Committee met Monday, September 25, 2006 at 3:00 p.m. in the conference room of Building 1. Those present were Joshua Allen, Sue Brookshire, Bill Cantwell, Betsey Lee Hodges, Chet Jarman, Riley Mills, Joyce Pitt, W. Romance Slade, Doug Stalls, and Dorie Richter. Those unable to attend were Gregg Allinson, Barbara Francisco, and Jack Pyburn.

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order. Joshua Allen – student representative, Betsey Lee Hodges – representing Jack Pyburn, Riley Mills – representing Gregg Allinson, and all new members were welcomed. The agenda topics were:

### **I. Review and Approval of the Meeting Agenda**

Following a review of the agenda, Betsey Lee Hodges made a motion that was seconded by Chet Jarman 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. 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.

The following changes to the Graduate Follow-up Survey were suggested.

Combine #1 and #8 to read: 1. Are you CURRENTLY employed?

\_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ not employed

Remove #3 and #4 'table' format and list #3 and #4 as separate 'sentence' questions.

Add #11 to read: May we send a survey to your employer?

A motion was made by Bill Cantwell and seconded by Doug Stalls 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 Betsey Lee Hodges and seconded by Chet Jarman to approve the Non-returning Student Survey with one editing change, i.e. correct "Childcare" to "Child care" in the listing for question #3. With no further discussion, the motion carried.

### **III. Instructor and Course Evaluations by Students (Curriculum)**

The Instructor and Course Evaluation by Students survey was reviewed. Bill Cantwell made a motion seconded by Joshua Allen to approve the survey with one suggested change. The suggested change was to separate #10 into two questions to read: #10. Begins class on time. #11. Ends class on time. With no further discussion, the motion carried.

Next, the Instructor and Course Evaluation by Students guidelines were reviewed. Following a discussion relating to #8 'NOTE sentence,' the Committee agreed to highlight the text. Riley Mills made a motion, seconded by Romance Slade, to accept the guidelines as edited. 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 below 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.

Change #13 to read: Is available via email, phone, and at designated times.

Delete # 24 and #25. (The comment area is provided for input.)

The feedback also included a suggestion to add an 'NA' column. Ms. Richter pointed out that if an 'NA' column was added, it would be treated as a valid response in the scanning process and would skew the data results. She recommended bold text and underlining for the comment in the instruction paragraph, found at the top of the survey form, to read "**NOTE: Please leave the question blank if the question does not apply.**" The Committee supported the suggestion.

The NCIH Instructor and Course Evaluation by Students guidelines were also reviewed.

The following editing changes were made to #7 and #8..

#7. Those question spaces were intentionally left blank. They were designed for **instructors** ~~you~~ to add any specific questions ~~you may have~~ about the course. ~~Your~~ **These** questions may be written directly on the scannable evaluation sheet, written on a separate piece of paper, on the chalkboard, or read aloud.

If ~~you do not add any~~ **additional questions are not added**, ask the students not to mark the bubbles for those four questions.

#8. Remind students ~~to~~ **that they may** write comments on the back of the instrument.

The motion was made by Betsy Lee Hodges and seconded by Joyce Pitt to accept the changes to the survey and the guidelines. With no further discussion, the motion carried.

##### B. The Online Instructor and Course Evaluation by Students survey was reviewed.

The Committee discussed at length comments from an email from a part-time instructor for an online accounting course. The instructor pointed out that questions #3, #5, #7, and #10 are difficult for students to rate when courses are not 'seated' courses but online courses. In addition, students are asked to voice an opinion as to how the instructor interacts with other students. Again, in the instructor's opinion, this is possible in a 'seated' course but not easily done in an online course, if at all. Finally, in the instructor's opinion, student opinions or ratings may differ in relation to the degree of interest the student has or initiative the student makes in staying in contact with the instructor. The following changes were made based on the Committee discussion:

Change #3 to read: Welcomes ~~students~~ **my** ideas and questions.

Keep #5 as is.

Change #6 to read: Provides effective and timely ~~answers to students~~ **feedback to my questions and submitted assignments.**

Change #7 to read: Is concerned with ~~the progress of the class and each student.~~ **my progress in the class.**

Delete #10.

In an email to Dorie Richter, Penny Sermons asked the Committee to consider developing an online format for the Online Instructor and Course Evaluation by Students survey. Ms.

Richter suggested meeting with Ms. Sermons and Tricia Woolard to explore the online possibilities saying that she would keep the Committee informed of the progress. Any changes to the Online Instructor and Course Evaluation by Students survey and guidelines not previously approved would be emailed to the Committee for their subsequent approval. The Committee supported the request.

The motion was made by Betsey Lee Hodges and seconded by Sue Brookshire to accept the survey as amended and, if possible, to use this survey in an online format. With no further discussion, the motion carried.

**C. The Telecourse Instructor and Course Evaluation by Students survey and guidelines** were not reviewed. Doug Stalls pointed out that the Telecourse Instructor and Course Evaluation by Students was not used last year and may not be used this year. Dorie Richter offered to work with Penny Sermons, Tricia Woolard, and Mr. Stalls on any changes to the survey and the guidelines if the survey is used this year. Any changes to this survey and/or guidelines would be emailed to the Committee for their approval prior to the survey administration. The Committee approved by consensus.

#### **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 eleven of the twelve standards for the fourth year in a row.

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

A copy of an assessment timeline, NCCCS Employer Survey, and a copy of the Graduating Student Survey survey results were distributed for information-only items. Also distributed was a copy of the Information Technology (IT) Needs Assessment. The Information Technology Needs Assessment is administered every three years. The IT Needs Assessment will be reviewed in January of 2007 and distributed to all BCCC faculty and staff in March or April.

A copy of the February 8, 2007 Evaluation Systems Meeting Minutes was distributed. A review before August 1, 2006 of BCCC Employee Performance Evaluations was recommended under item I. fourth paragraph. Due to the changes in the composition of the college standing committees in August, this task was not accomplished. Sue Brookshire made a motion, seconded by Doug Stalls, to schedule this review during the months of October and November. With no further discussion, the motion carried.

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