

EVALUATION SYSTEMS COMMITTEE MEETING

October 7, 2003

The Evaluation Systems Committee met October 7, 2003 at 2:30 p.m. in the conference room of Building 1.

MEMBERS PRESENT:

Jane Alligood	Mandy Jones
Gregg Allinson	Jim Matson
Wesley Beddard	Lori McNiel
Dixon Boyles	Riley Mills
Barbara Francisco	Dorie Richter
Kay Walker Hauser	Penny Sermons

ABSENT:

Student Representative

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order at 2:30 p.m. New members (Jane Alligood, Staff Association, and Gregg Allinson, chair of the Allied Health Division) 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.

Graduate Follow-up Survey

A motion was made by Dixon Boyles, seconded by Mandy Jones, to add "Placement Office" to the list for #11. A motion was made by Wesley Beddard, seconded by Jim Matson, to delete #12. (NCCCS conducts the annual Employer Survey. Therefore it is not necessary to ask if BCCC may contact the graduates' employer.) After a brief discussion, both motions carried.

Non-returning Student Survey

A motion was made by Gregg Allinson, seconded by Jim Matson, to edit #4 adding a hyphen to reenroll and to edit #6-14 changing text to lower case letters as suggested by Dixon Boyles. With no further discussion, the motion carried.

II. Instructor and Course Evaluations by Students

The Instructor and Course Evaluation by Students survey and guidelines were reviewed. A motion was made by Penny Sermons, seconded by Wesley Beddard, to approve the survey with one editorial change (#21 change "Library" to lower case). Following a discussion period, the motion carried. A motion was made by Kay Walker Hauser, seconded by Dixon Boyles, to delete the following sentence in paragraph 2 of the guidelines "The Division Chair...from the class." The sentence contradicted #1 of the guidelines. Following a brief discussion, the motion carried.

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

- (A) Change #3 to read "Is concerned with ~~the my progress of the class and each student.~~

- (B) Change #7 to read “Provides effective and timely answers to ~~students~~ **my** questions.”
- (C) Delete #8.
- (D) Change #12 “Library” to lower case.
- (E) Add to #18 “Did not attend.”
- (F) Add to #20 “Other.”
- (G) Correct typo in #21.
- (H) Delete list in #21 and add lines for written comments.
- (I) Delete #22.

A motion was made by Gregg Allinson, seconded by Barbara Francisco, to approve changes (A) to (I) above. With no further discussion, the motion carried.

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

- (A) Delete #10.
- (B) Change #17 “Library” to lower case.
- (C) Delete “level of” in #24 and #25.
- (D) Correct typo in #26.
- (E) Add to #30 “Other.”
- (F) Delete list in #31 and add line for written comments.
- (G) Delete #32.

A motion was made by Jim Matson, seconded by Dixon Boyles, to approve changes (A) to (G) above. With no further discussion, the motion carried.

Guidelines for Telecourse and Online Instructor and Course Evaluation by Students: Replace referenced question numbers in #6 to read “**Please note questions that are blank.**” and “Please advise...questions **for those that are blank.**” Guidelines for the Online (mailed form) Instructor and Course Evaluation by Students: Replace referenced question numbers in #3 to read “**Please note questions that are blank.**” and “Fill in the appropriate bubble/s only if you have been given questions **for those that are blank.**”

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

- (A) Change #20 “Library” to lower case.
- (B) Add to #32 “Other.”
- (C) Delete list in #33 and add line for written comments.
- (D) Delete #34.

A motion was made by Gregg Allinson, seconded by Penny Sermons, to approve changes (A) to (D) above. With no further discussion, the motion carried.

Guidelines for NCIH Instructor and Course Evaluation by Students:

- (A) Replace referenced question numbers in #7 to read “Please call attention to the **questions that are blank.**” and delete the numbers in the second paragraph of #7. to read “If you do not add any questions ~~15, 16, 17, and 25~~ **to those that are blank**, ask your students....”
- (B) Add the following to read “NOTE: **The instructor will assign an**

individual to collect the completed question sheets. Instructors are to leave the room while students are completing the evaluation. Delete “~~The administrator of the test.....during the evaluation process.~~”

A motion was made by Barbara Francisco, seconded by Lori McNeil, to approve changes (A) and (B) above. 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 five of the six accountability standards tied to the budget. BCCC met eleven 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 planning assumptions. She distributed an administrative summary of the recent BCCC S.W.O.T. survey. Penny Sermons added that the since the assumptions had not been finalized by the subcommittee, the information should not be distributed. Dorie then asked the committee to consider the summary as a “draft” for now. Summary information and results will be available prior to the Planning Council meeting in November in the Office of Planning and Institutional Effectiveness and the BCCC Learning Resources Center.

Dorie thanked the Committee for their time and work on the evaluation instruments and guidelines. She will send them out with the meeting minutes for approval before the Administrative Council meeting on October 21, 2003. Jane Alligood then made a motion to adjourn the meeting. Jim Matson seconded the motion. Having no further business, the meeting adjourned at 4:00 p.m.



Doreen K. Richter, Chair

Date: 10-29-03

Additional note: NCIH Instructor and Course Evaluation *Guidelines* modified at the request of the Coordinator of AV/EDL on 10-29-03. Modification approved by 9 of the 13 Evaluation Systems Committee members, a majority, that afternoon (Two of the members could not be reached due to teaching responsibilities; one member, a student, had not yet been appointed; and the other member was out of town.) All changes presented to Administrative Council on 10-29-03 and approved for 2003-2004.