

EVALUATION SYSTEMS COMMITTEE MEETING

September 24, 2001

The Evaluation Systems Committee met September 24, 2001 at 3:30 p.m. in the conference room of Building 1.

MEMBERS PRESENT:

Wesley Beddard
Betty Cochran
Sandra Edwards
Barbara Francisco
David Jones
Mandy Jones

Jim Matson

Riley Mills

Marcia Norwood

Dorie Richter

Penny Sermons

ABSENT:

Monica Johnson

Jane McCotter

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order at 3:30 p.m. New members (Wesley Beddard, Dean of Instruction; Barbara Francisco, Director of Community Services; and Riley Mills, Industrial Technology Division Chairperson) 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 shared a suggestion she received about the format of the survey cover letter. Presently, the cover letter addresses each graduate formally, i.e. Mr., Mrs., or Ms. The suggestion was to address each graduate by his or her first name. The Committee agreed to leave the cover letter as is, and recommended that if any individual would like to modify the survey cover letter to contact the Office of Institutional Effectiveness.

A second suggestion sent to Dorie related to developmental education. The suggestion was to add a question asking the graduate if he or she had taken any developmental classes. After discussing this, the Committee decided not to add the question at this time and to forward the request to the TQM subcommittee for their consideration. (The TQM subcommittee's task for this year is to continue to review the BCCC Developmental Education Program.)

Jim Matson made a motion to accept both surveys as presented; David Jones seconded the motion. With no further discussion, the motion carried.

Please Note: On September 26, 2001 two individuals asked Evaluation Systems Committee Chair to consider the following changes to the Graduate Follow-up Survey. Dr. David McLawhorn suggested adding question #8 and updating #9. Salary figures for question #9 were ten years old. Almata Woolard requested modifications to question #6 and #17 for base-line data for the Title III annual performance report. She also added #7. (Refer to the attachment.) All Committee Members were sent an email copy of the changes with a request for input and/or approval. Changes approved October 3, 2001.

II. Instructor and Course Evaluation by Students

The instructor and course evaluations by students (including NCIH, telecourse, and online surveys) were discussed.

- A. The ten-year-old DOS software format was compared to the new windows version format. The new version format will be used this year; survey text will remain unchanged.
- B. The method of sorting survey results was discussed. Wesley Beddard asked if survey results could be sorted by location once a survey is scanned. Dorie Richter explained that if a specific code number is assigned and entered on the survey prior to scanning, a simple “query” command could be used to sort by location.
- C. The survey process was reviewed for each form. The Committee agreed that blank questions should remain on each form; instructors are encouraged to send their questions to the office manager in charge of administering the survey or encouraged to write the questions on the chalkboard prior to the designated survey time. Instructor directions for the NCIH and online evaluation will be eliminated; those surveys are either mailed to the students or are made available to students in the BCCC Learning Resources Center.

Sandra Edwards made the motion to accept the Instructor and Course Evaluation by Students as presented; Riley Mills seconded the motion. David Jones made the motion to accept the NCIH Evaluation by Students; Jim Matson seconded. David Jones made the motion to accept the Telecourse Evaluation by Students; Mandy Jones seconded. David Jones made the motion to accept the Online Evaluation by Students as presented; Betty Cochran seconded the motion. With no further discussion for any evaluation instrument, all motions 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. Dorie reviewed the handout pointing out the following:

- A. BCCC was one only of 14 other community colleges to meet or demonstrate significant improvement on ten of the twelve accountability measures.
- B. BCCC was one of only four to meet or demonstrate significant improvement on all of the six measures linked to budget, i.e. “carry over” money. (BCCC was eligible to “carry over” \$109,829.)

Sandra Edwards made a motion to adjourn the meeting. Barbara Francisco seconded the motion. Having no further business, the meeting adjourned at 4:45 p.m.

Doreen K. Richter, Chair

Date