

EVALUATION SYSTEMS COMMITTEE MEETING
September 26, 2000

The Evaluation Systems Committee met September 26, 2000 at 3:15 p.m. in the conference room of Building 1.

MEMBERS PRESENT:

Betty Cochran
Sandra Edwards
David Jones
Mandy Jones
Jane McCotter

Dr. David McLawhorn
Marcia Norwood
Dorie Richter
Penny Sermons

ABSENT:

Aino Jackson
Monica Johnson
Jim Matson
Jimmy Page

The meeting was called to order by the Evaluation Systems Committee Chair, Dorie Richter. Terri Bergevin, Secretary to the Dean of Instruction, was also present. The following items were discussed:

I. Instructor and Course Evaluation by Students - Survey Instruments

Committee members were asked to approve the *Instructor and Course Evaluation by Students* (includes NCIH, Online, and Telecourse classes) survey instruments. The surveys were designed and developed by Penny Sermons and Dorie Richter, distributed twice to all the distance learning instructors for input, and approved by the distance learning instructors. David Jones made a motion to approve the *Instructor and Course Evaluations by Student* survey instruments as presented. Penny Sermons seconded the motion. With no further discussion, the motion carried.

II. Instructor and Course Evaluation by Students - Guidelines

Terri Bergevin, Secretary to the Dean of Instruction, was present to clarify the procedure used to distribute, administer, and collect for scanning the *Instructor and Course Evaluation by Students* survey instruments. Several editing changes were made to the *Instructor and Course Evaluation by Student* guidelines. The guidelines with the editing changes are attached to these minutes.

III. Non-returning Student Survey

Committee members were asked to approve the *Non-returning Student Survey*. This survey was revised by Dorie Richter to include the questions required by the NCCCS for reporting on the accountability measures and standards. David Jones made a motion to approve the *Non-returning Student Survey* as presented. Betty Cochran seconded the motion. Discussion followed about the addition of a question(s) relating to BCCC's Developmental Education Program. Jane McCotter suggested including a question(s) that asked the students to rate the quality of the program and the program's advising - with question cluster 6-14. Betty Cochran suggested adding an item(s) to the list of reasons students use to explain why their educational goal was not achieved - in question 3. It was also suggested to place in both locations.

Since there was no consensus, Dorie Richter offered to convey all suggestions to BCCC's TQM subcommittee. (The TQM subcommittee's task for this year is to review BCCC's Developmental Education Program.) The Evaluation Systems Committee was satisfied with Dorie's suggestion. With no further discussion, the motion on the floor by David Jones and Betty Cochran carried.

IV. Report on Subcommittee Progress (Refer to 2-28-00 Evaluation Systems Committee meeting minutes.)

A. Faculty/Staff Evaluation of College Services and Current Student Evaluation of College Services (Penny Sermons, David Jones, Dorie Richer)

Dorie reported to the Committee that the subcommittee was almost finished with their work on the surveys. When finished, the surveys would be sent to department heads to review their sections, and revise if appropriate. After that, the Committee would receive a copy.

B. Follow-up Plan for Evaluation Results (Dorie Richter, Betty Cochran)

Refer to the item V, Administrative Code 23NCAC 2E.0205.**

V. Administrative Code 23NCAC 2E.0205

Copies of the August 31, 2000 letter from Clay T. Hines, Assistant to the President for Legal Affairs, NCCCS, were distributed to the Committee. In the letter is a proposal that would require all community colleges to evaluate programs and services within a five-year cycle.

**Evaluating within a five-year cycle is the process used by the College during 1989 to 1994. (During 1995 to 1998 program and services evaluation was an annual process.) The processes included a committee analysis of a variety of data, including survey results, and included a follow-up on the use of the survey results.

The change to Administrative Code 23NCAC 2E.0205 is expected to pass. Program and services review will likely begin next fall. Dorie said she would keep this Committee informed as to the progress of this action.

Sandra Edwards made a motion to adjourn the meeting. Mandy Jones seconded the motion. Having no further business, the meeting adjourned at 4:40 p.m.

Doreen K. Richter, Chair

Date