

EVALUATION SYSTEMS COMMITTEE MEETING

April 23, 2002

The Evaluation Systems Committee met April 23, 2002 at 3:30 p.m. in the conference room of Bldg 1.

PRESENT:

Wesley Beddard
Sandra Edwards
Barbara Francisco
Kay Hauser
Chet Jarman

Mandy Jones
Jim Matson
Marcia Norwood
Dorie Richter
Penny Sermons

ABSENT:

Betty Cochran
Lori McNiel
Riley Mills
Crystal Oden

The meeting was called to order by the Evaluation Systems Committee Chair, Dorie Richter. The following items were discussed:

I. Employee Performance Evaluation

A. Supervisor Evaluation by Employee, Administrator Evaluation by Supervisor, and Instructor Evaluation by Supervisor

Dorie Richter explained that the BCCC Administrative Council met on March 27th and did not approve or disapprove the Evaluation Systems Committee minutes from February 6, 2002. The Council asked the Evaluation Systems Committee to take another look at the rating scale for the Employee Performance Evaluations. They, the Administrative Council, would like to see a scale that would account for questions/statements that have more than one item to rate. (For example, "Keeps faculty/staff informed of institutional policies, procedures, and activities.") One suggestion was to use "Meets Expectations", "Does not meet Expectations", and "Exceeds Expectations."

After a lengthy discussion, Wesley Beddard made a motion to approve the use of the above rating scale ("Meets Expectations", "Does not meet Expectations", and "Exceeds Expectations.") adding (1) a "n/a" and (2) a requirement that comments are added to the evaluation instrument when "Does not meet expectations." and "Exceeds Expectations" are used. Jim Matson seconded the motion. With no further discussion, the motion carried.

B. Staff Performance Evaluation by Supervisor

Several concerns were expressed about the Staff Evaluation by Supervisor. Chet Jarman explained to the Committee that many of the items were vague and did not address the responsibilities of his staff as well as he would like. Penny Sermons asked if we could see some examples from other community colleges. The Evaluation System Committee all agreed that the instrument needed further review. Dorie Richter asked Penny Sermons, Mandy Jones, and Chet Jarman if they would serve on an ad hoc committee with her to review the Staff Evaluation by Supervisor and report back to the Evaluation Systems Committee in September. Dorie agreed to ask Rhonda Sawyer to select a representative for the ad hoc committee.

II. Graduating Student Survey

Dorie Richter distributed a copy of the Graduating Student Survey for information only. The survey is administered the evening before graduation asking the BCCC graduates to respond to required questions from the North Carolina Community College System for performance-based budgeting and accountability measures.

III. Performance Standards

Dorie Richter distributed a copy of the College's progress toward the NCCCS performance-based budgeting and accountability measures. She pointed out progress in Cosmetology and EMT. EMT meets the state standard this year; Cosmetology does not. The BLET program pass rates through out the state are lower this year. (The BLET certification test has significantly changed in format and content. As a result, BLET program personnel through out the state are increasing their efforts to assist their students with the transition to the change.) Real Estate is the only program with an enrollment less than 10 over a three-year average. Real Estate has been transferred from the Business Division in curriculum to the Continuing Education Division.

IV. Internet Surveys

Sandra Edwards asked if the Internet was used for any campus survey distribution. Penny Sermons explained that she emails the *Instructor and Course Evaluation by Students* survey to each student taking an online course, and although the email survey returns are somewhat low, Ms. Sermons said that she would continue to use this method.

Using the Internet for the BCCC graduates and non-returning students was discussed. The committee concluded that using the Internet for those groups may not be the best method; the BCCC graduates and non-returning students do not always have easy access to computers or email accounts.

Using the Internet for the BCCC faculty/staff survey and for the BCCC current students is an option. Dorie Richter agreed to check on this.

Barbara Francisco made the motion to adjourn. Jim Matson seconded the motion. Having no further business, the meeting adjourned at 4:20 p.m.

Doreen K. Richter, Chair

Date