

EVALUATION SYSTEMS COMMITTEE MEETING

February 6, 2002

The Evaluation Systems Committee met February 6, 2002 at 3:15 p.m. in the conference room of Building 1.

MEMBERS PRESENT:

Wesley Beddard Jim Matson
Betty Cochran Riley Mills
Sandra Edwards Dorie Richter
Barbara Francisco
Kay Hauser

ABSENT:

Mandy Jones
Marcia Norwood
Lori McNeil
Crystal Oden
Penny Sermons

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

I. Employee Performance Evaluation

A. Guidelines. The following changes were suggested

- page 2, #2: delete “that takes into account the BCCC proposed budget and the employee’s job responsibilities.”
- page 2, #5: change to read “The original annual evaluation instrument will be forwarded **through supervisory channels** to the President’s office.”
- page 3, #2: #3, and paragraph 3: “change the word “profile” to “**summary**.”
- page 4, #3: change to read “...~~and~~ **The** opinions you express **should be yours only** and will be treated confidentially. **Please refrain from talking until all evaluations are completed.**”
- page 4, #4: underline “top across, left to right”
- page 4, #7: change to read “They were designed for ~~you~~ **the instructor** to add specific question/s ~~you may have about your~~ **about the** course.” And “If ~~you do~~ **the instructor does** not add any question to those that are blank, ask ~~you~~ **the** students not to”
- NOTE: delete “who may not be a student during the evaluation process”
- page 5, #9: change to read “.., take them to the **appropriate** office manager ~~in your building.~~”
- page 5, paragraph 1: change to read “...who will attach the comments, make three copies, and ~~distribute~~ **forward to the division chair for distribution.**”
- page 5, paragraph 2 and 3: “change the word “profile” to “**summary**.”

B. Evaluation Instruments. The following changes were suggested

Supervisor Evaluation by Employee and Administrator Evaluation by Supervisor
LEADERSHIP, #4: **Delete**

Supervisor Evaluation by Employee, Administrator Evaluation by Supervisor,
Instructor Evaluation by Supervisor, and Staff Performance Evaluation by
Supervisor **Change rating scale to: “n/a, met, not met.”**

Wesley Beddard asked the committee when, in their opinion, was the best time during the semester to share the performance evaluation ratings with the instructors. Most members felt that by sharing ratings as soon as feasible, at the discretion of the supervisor, appropriate changes could be made in more timely way.

II. Evaluation of College Services Surveys, Spring 2002

Student Evaluation of College Services and Faculty/Staff Evaluation of College Services
Rating Scale: Change “Does Not Apply” to “**Did Not Use.**”

III. “Evaluation of Evaluation” - Faculty/Staff Evaluation of College Services, Spring 2001.

The Evaluation Systems Committee reviewed the results and comments from the Faculty/Staff Evaluation of College Services, Spring 2002. Generally, the results were very positive; 93% of those responding indicated satisfaction with the evaluation processes and 94% agree that the processes are adequate and appropriate to the College Mission. Concerns expressed on the survey were discussed and addressed (Refer to items #I and #II.).

Betty Cochran made a motion to approve all employee performance evaluation instruments, their guidelines, and the evaluation of college services surveys as amended. Wesley Beddard seconded the motion. With no further discussion, the motion carried.

Dorie Richter told the committee members she would forward a copy of all revisions to them before sending the revisions to the BCCC Administrative Council. Revised performance evaluation instruments and their guidelines would not go into effect this year; however, they would, after the Administrative Council approves them, be used next year – 2002-2003. The revised evaluation of college services surveys would be used this year - Spring 2002.

IV. Performance Standards

Dorie Richter gave a brief update on the performance standards. The survey results for “completer” goal attainment and for “completer and non-returning student” student satisfaction are due to NCCCS February 22, 2002. Preliminary data is very good.

Riley Mills made a motion to adjourn the meeting. Kay Hauser seconded the motion. Dorie Richter offered to contact members prior to the next Evaluation Systems Committee meeting so the meeting can be set at a time that is most suitable for everyone. Having no further business, the meeting adjourned at 4:45 p.m.

Doreen K. Richter, Chair

Date