

## Evaluation Chair Job Description

### *October*

- Prepare a report on activities as Evaluation Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or commendations to the Board for approval.

### *Before the Institute*

- The Registration Chair makes up attendance sheets for all Institute and Academy courses as well as the Athenian Dialogue.
- Once the Curriculum Chair has set the courses, instructions and schedule, the Evaluation Chair creates the course evaluation forms and self-tests using an on-line survey and questionnaire application process called Survey Monkey. The Evaluation Chair also creates the general evaluation forms.
- The Survey Monkey login is "NEMCI&A" and password "Boardeval". The Evaluation Chair organizes the course evaluations by year and class within Survey Monkey. Each course evaluation form should have the instructor's name, date and time of the class. The Evaluation Chair makes enough copies for each student in each Institute/Academy/Athenian.
- If a class topic has more than one session, course evaluations can be done at the end of the second session along with the self-test.
- The course evaluations and self-test should be organized together in chronological order for each student for each day.
- The Evaluation Chair copies the overall evaluation and gives the electronic file to the Registration Chair a week before NEMCI&A to include in each student's registration packets.
- The Evaluation Chair should ensure that a laptop and printer are available should a student need another form.

### *During the Institute*

- The Evaluation Chair sets up a schedule for Board members to monitor all classes and collect evaluations.
- At the Saturday evening Board meeting, the monitoring schedule for the entire week is distributed to the Board members along with the student course evaluations/self-test packets and attendance sign-in sheets. The last monitor of each day collects the packets/sign-in sheets from the students to return to the Evaluation Chair.

- Each monitor enters the course evaluation data into the Survey Monkey database.
- As time permits, the Evaluation Chair and any other Board members spend free time during the week at NEMCI&A uploading the completed student surveys into Survey Monkey. This helps minimize the workload when the Evaluation Chair returns to their office.

***After the Institute***

- Enter any remaining data from the course evaluations, the overall evaluations and self-tests into Survey Monkey.
- Export the overall summary and distribute to the Board.
- Export individual Instructor evaluations into a file and email them to each instructor individually.

*Adopted by the NEMCI&A Board on: April 10, 2015*