

ACADEMIC DEANS' UNIT MEMBER EVALUATION FORMAT AND INFORMATION REQUIRED

Brooke Mailhiot	ET Lecturer /Program Coordinator	4/21/16
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Faculty Name	Title	Date
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** This evaluation only includes SPRING 2015 Semester. She was recently hired as a Full-Time Faculty Member January 19, 2016.*

A. Purpose

The purpose of this memorandum is to provide guidance and direction to the Academic Deans with respect to the format, including rating scale and narrative discussion that shall be required in their annual evaluation of performance of Unit members under their supervision.

B. Format and Information Required

Academic Deans shall complete their Annual Performance Evaluation Report of Unit members in accordance with the format provided below, which specifies the areas that should be evaluated and discussed.

Use the following rating scale and provide a narrative discussion for each of the areas that are evaluated.

Rating: Rate the instructor on each standard in accordance with the following scale:

Proficient (Pro) = Instructor consistently demonstrates an impressive level of skill, knowledge or expertise in the implementation of this performance standard.

Meets Expectations (M) = Instructor generally meets the expectations in skill, knowledge or expertise in the implementation of this performance standard.

Questionable (Q) = Instructor generally demonstrates an uncertain or doubtful level of skill, knowledge or expertise in the implementation of this performance standard.

Unsatisfactory (U) = Instructor generally demonstrates an inadequate or insufficient level of skill, knowledge or expertise in the implementation of this performance standard.

C. Subject Area & Information Required
Evaluation Rating and Narrative Discussion

1. Teaching Effectiveness. Include in this discussion an assessment of the **instructor's teaching effectiveness**. Also include in your discussion evaluative comment concerning SUMMA evaluations, classroom observations and course level outcomes assessment planning. Support your discussion with appropriate evidence.

- Evaluation Rating: M.

Professor Mailhiot was hired as a full time instructor at RCBC in the Spring 2016. She has been an adjunct faculty since 2005. As an adjunct, she taught one section in the Spring and three sections in the Fall 2015.

Professor Mailhiot has been working to improve the courses she is teaching. She has worked with publishing representatives to update textbooks. She has updated course outcomes and instructional materials to meet industry standards and to ensure effective transfer. She has evaluated technology needs for her courses and has identified limitations. She is working with various departments within the institution to develop short-term and long-term solutions to these issues. She is considering changes needed in various courses that may need IAC approval and has begun working on need support and documentation.

2. Curriculum Development, Review and Coordination. Include in this **discussion an assessment of the instructor's activities and activities related to developing new curriculum and reviewing existing curriculum in his/her area**. Support your discussion with appropriate evidence.

- Evaluation Rating: Pro

She reached out to the Rowan University Counterpart at the Communication School, Radio/Television/Film Department Chair, and Keith Brand. Professor Brand to discuss the RCBC Partnership and the curriculum correlation between our two schools. She has accomplished much in completing a 2 +2/transfer program, course/program reorganization, and syllabi updating. In order to facilitate this process she met with Anne Edwards, Transfer Coordinator, to discuss the ET department, transfer evaluation and coursework. She also collaborated with Russ Gartner, Music Lecturer and Coordinator, to ensure both programs are aligned internally and with RU, and to work with RU Music Industry degree Program.

She worked with Alaina Watson in the Assessment Office handling updating and new CLOs for ETS, ETV, COM, ETC. The course outcomes needed to

be updated for a majority of courses within the program. She created new CLOs for ETS 105 because they had not been recorded. She has begun initial work for assessment happening during the Fall 2016 semester on ETC101.

She began an overall assessment of curriculum within all ET programs to ensure the program is cohesive, transferable and effective at teaching the skills needed in the industry.

She conducted one Adjunct Faculty Observation.

She worked with the grants office to acquire and allocate 35K+ Perkins funding to upgrading equipment in the ETV department and the TV Studio. She will hire a consultant to come in and assess the space and provide knowledge on equipment and implementation.

3. Student Advisement and Support. Include in this discussion an assessment of the instructor's student advisement activities. Support your discussion with appropriate evidence.

- Evaluation Rating: Pro

During the Spring 2015, Professor Mailhiot has supported her students in numerous ways. She has taken potential students on personal tours of the ET program facilities. She attended the RCBC Open House, setting up a display of student work and program equipment to show potential students interested in the program. She has provides advising to several students for career and academic guidance.

She created the RCBC Film Club on campus through Office of Student Activities. Professor William Wend will be co-chair of this club. Currently, she is working with the students to develop ideas for events and screenings for the fall.

Also, indicate below the documented hours for eligible activities:

- *On-campus registration*
- *Off-campus registration*
- *Telephone registration*
- *Special events that include registration*
- *Recruitment activities –*
- *Summer advisement/early enrollment activities*
- *Academic advisement*
- *Other activities set forth by the Vice President of Academic Programs.*

- *Other activities suggested by a faculty member and approved in advance by the immediate supervisor and the Vice President of Academic Programs.*

4. Contributions to the College. Include in this discussion an assessment of college service and/or contributions demonstrated by the instructor during Academic Year 2015-16. Support your discussion with appropriate evidence.

- Evaluation Rating: Pro

During this semester, Professor Mailhiot coordinated a film screening for After Tragedy, a film created by RU Students (currently alumni) for the college community. She collaborated with the RCBC Criminal Justice Program for this event since the film was about the events that surrounded the death of two police officers in South Jersey. The program consisted of the film screening and a panel discussion with the film makers and officers who worked with the deceased offers. She also presented honorary degrees to the fallen police officers.

She invited Adam Ratcliffe, Actor, Singer, Songwriter, Filmmaker, to discuss his journey of acting and filmmaking and his struggle to promote his film. He shared with students **his trials and tribulations on his film "Subway Son"** a kick-starter success. She also had Nick Lang, Drone Filmmaking 101, discuss with students Drone Filmmaking and provide a free outdoor flying workshop with his DJI Drone and his Racing Drone

As ET Program Coordinator, she has met with adjuncts to discuss the program and future plans. She met with architects to help plan the creation of new spaces for the program.

She was a member of the Office of Student Success committee.

5. Contributions to the Profession, Professional Development and Scholarly Activity. Include in this discussion an assessment of any documented contributions that the instructor has made to the profession.

- Evaluation Rating: M

Professor Mailhiot's contributions to the profession, professional development and scholarly activity include:

- Active Member of the Philadelphia Advertising Club for RCBC. Attend monthly meetings and seminars relating to multimedia and advertising.

- Active Member and Attendee of the Greater Philadelphia Videographers Association

6. Community Service. Include in this discussion an evaluation of the **instructor's documented community service contributions and activities**. Support your discussion with appropriate evidence.

- Evaluation Rating: Pro

Professor Mailhiot's community service includes:

1. Donated my professional time and talent to creating a historical and archival DVD for the Antique Motorcycle Club of America (Seaboard Chapter)
2. Attendee of the Angel Flight, NE. A non-profit organization that arranges free flights, so children and adults can access medical care.

7. Status Report on Academic Year 2015-2016 Objectives. Include in your **discussion an assessment of the instructor's success in accomplishing the** objectives that were set for the AY 2013-14. Support your discussion with appropriate evidence.

- Evaluation Rating: N/A

N/A

8. Goals for Academic Year 2016-2017. Set forth the goals and objectives that the instructor should plan to address in the forthcoming academic year. Include in this discussion an explanation of how these goals should be measured, and describe how these goals relate to institutional mission and priorities.

1. Create and present IAC changes for both ETV and ETS programs.
2. Finalize RU transfer for Music Industry and RTF Programs
3. Improve BB courses and learn the McGraw Hill Connect program.

Professor Mailhiot has hit the ground running in her first full-time semester: She is a self-starter who has already begun working to improve all aspects of the ET program as well as to bring entertainment technology programming to the college community.

Brooke Mailhiot
Faculty Name

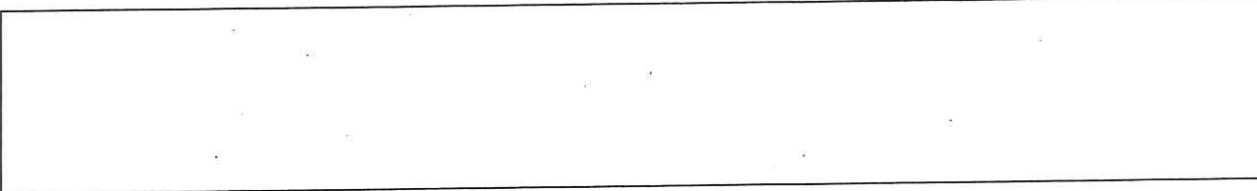
Signature



ET Lecturer & Program Coordinator
Title

Date

4/21/16



Donna Agovino Vandergrift
Dean of Liberal Arts

Signature



Date

4/21/16

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