

ACADEMIC DEANS' UNIT MEMBER EVALUATION FORMAT AND INFORMATION REQUIRED

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| <u>Brooke Mailhiot</u> | <u>Instructor</u> | <u>04/2018</u> |
| Faculty Name | Title | Date |

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 (ME) = Instructor meets 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 include in your discussion evaluative comment concerning student evaluations, classroom observations and course level outcomes assessment planning. Support your discussion with appropriate evidence.

● **Evaluation Rating: Pro**

Professor Mailhiot taught four sections in both the Spring and Fall 2017. Her class averages were 2.48 and 3.06 The students had 96.7% and 93.9% completion rates and 72.14% and 87.3% success (C or better) rates.

Spring 2017 student evaluations (IOTA) were positive with factor scores ranging from 4.44 to 4.58.

Factor 1: Instructor Commitment To Student Learning: 4.44

Factor 2: Instructor Preparation and Organization: 4.55

Factor 3: Instructor/Student Interaction: 4.58

Factor 4: Testing: 4.44

Factor 5: Course Objectives: 4.67

Factor 6: Course Assignments: 4.53

Fall 2017 student evaluations (IOTA) were positive with factor scores ranging from 4.63 to 4.70. Student comments suggested that Professor Mailiot provides interactive, hand-on instructions that help student learn complex material.

Factor 1: Instructor Commitment To Student Learning: 4.70

Factor 2: Instructor Preparation and Organization: 4.68

Factor 3: Instructor/Student Interaction: 4.70

Factor 4: Testing: 4.63

Factor 5: Course Objectives: 4.79

Factor 6: Course Assignments: 4.69

Professor Mailiot revised ETV101 Syllabus to implement and collaborate with our new partnership with Virtua Sound Studios. She worked closely with TV Manager, Michael Henry and Asst. Manager, Michael Greene to create a new equipment rotation cycle, hands-on troubleshooting guides for

the new equipment at our off campus facility and developed new programs and projects for the students in our new space.

Growing our Community involvement, in Fall 2017 I partnered with Erica Frankin and the Tri-State K9 Response Team, and Spring 2018 with the Palmyra Cove Harbor Park to produce our ETV 102 field production documentaries. This partnership has provided students real-world experience with developing a repoire with clients, critique and field experience that they will be able to display on a industry “reel” or video resume in the video production job market.

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**

During Fall 2017, the Communication Arts Program went through Middle States Program Review. Professor Mailiot organized documentation for Alaina Walton and the Compliance, Assessment and Research Department to include Syllabi, Adjunct CVs, Program Documents and completed detailed Review Paperwork for Communication Arts Consultant. She arranged for Communication Arts, ETV and ETS students to attend luncheon for Q & A with Middle States Consultant. These students discussed the program and had an open dialogue with the Consultant.

Amy Franzini Ph.D. the Communication Arts Program Consultant’s Report, stated that the “biggest strength of the Communication Arts program is the dedication of the faculty who teach in it. Most specifically, the program coordinator, Brooke Mailhiot is a one-woman “machine” who is driving both this and the Entertainment Technologies programs ahead. Her enthusiasm transfers to her students and she continues to find ways to make the program successful, even in the face of shrinking space and resources.”

For RCBC Open Houses, she created large format panel graphics, and rack cards for potential ETV/ETS students.

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**

Professor Mailhiot had advising meetings with over 30 students. She assisted students with intern for the new ETC 222 Entertainment Technologies Internship 3- credit course. Meetings and Conference Calls with audio and video production companies to offer our ETV/COM/ETS students Internship Opportunities. She also assisted and rehearsed with three student performers for the RCBC Arts Showcase and developed visuals that blended into a live performance.

Additionally, she

- Authored letters of recommendation for transfer and scholarship
- Redesigned RCBC Catalog Major Page Verbiage
- Redesigned RCBC ETV/ETS Webpages, adding a Students in Action Page
- Was a member of RCBC Arts Showcase Committee, November 2017
- Collaborated with Erica Franklin, Service Learning Coordinator - Fall 2017 Tri-State K-9 Response Team/Spring 2018-Palmyra Cove Nature Park
- Partnered with numerous Video and Audio Production Companies to Start an RCBC Internal ETV/ETS/COM Internship Guide
- Visited Calkins Media, Independent Record Press and RVNTV with RCBC Workforce Development & RCBC Career Services
- Attended both Academic Awards and Graduation Spring 2017

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.*

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4. **Contributions to the College.** Include in this discussion an assessment of college service and/or contributions demonstrated by the instructor during Academic Year 2017-2018. Support your discussion with appropriate evidence.

- **Evaluation Rating: Pro**

Professor Mailiot worked with Erica Franklin to develop partnerships for ETV 102: Tri-State K-9 Response Unit and Palmyra Cove Harbor Park

She produced and developed

- Bravermania: Developing the World with Sound Lecture (grammy-award winning sound designer)
- ETV & CRJ: The Tower Documentary Screening and Q&A with co-Producer and Lead Animator, Steph Swope
- Beats, Rhymes, Contracts and Copyrights Panel

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: Pro**

Professor Mailiot's contribution to the profession, professional development, and scholarly activities included:

- Completed Cornell University's Women in Leadership Certificate - Summer 2017
- Chair and Creator of Burlington County Library Pixels in Motion Film making Seminar and Screening 11/3/2017
- Burlington County Teen Arts Award Adjudicator,
- Film & Video Productions for over 10 local High Schools 3/2018
- Attended the Philly Ad Club: Implementing the Inclusion of Arts - Philadelphia, PA
- She also attended:
 - Rowan University Technology Seminar
 - Rutgers E-Learning Seminar, Camden, NJ
 - RCBC Library Learning Tools Presentation
 - Personal RCBC Advising Training with Sandra Koch
 - EAB Navigate Training Lectur

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 included:

Volunteer & Support to the Katz Jewish Community Center, Early Childhood Development Book Drive

Villa St. Joseph 50th Anniversary Video Presentation

JCC Early Childhood Pins & Pinot Bowling Event Attendee

7. **Status Report on Academic Year 2017-2018 Objectives.** Include in your discussion an assessment of the instructor's success in accomplishing the objectives that were set for the AY 2017-2018. Support your discussion with appropriate evidence.

● **Evaluation Rating: Pro**

1. Integrated McGraw-Hill Connect with ETC 101 - completed

2. Updated all RCBC ETS/ETV Webpage and added Students in Action page - completed

3. Bravermania (Oct. 2017 and Music Rights Panel Discussion March 2018) - completed

4. ETV/ETS/COM Internship Directory - completed

8. **Goals for Academic Year 2018-2019.** 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. Grow Industry Networking for Student Internships
I would like to connect with more local production companies to work directly with students on a semester basis to provide RCBC students with field experience hours to assist completion with the required ETC 222 coursework.

2. Collaborate with other RCBC academic programs for unique event opportunities

- Jewish film documentarian screening/Q&A event with Holocaust Studies
- Investigative Reporting or News lecture with criminal justice/journalism/political science classes
- Virtual Reality/360 presentation with engineering/science courses
- 3. Become a member of an RCBC board or committee to assist promoting the mission and character of RCBC to the faculty, staff and community.
- 4. Take online courses to develop new ideas for online assignments and multimedia work across platforms.

BROOKE MAILHIOT
 Faculty Name

 Signature

COORDINATOR ETV/ETS
 Title
8/29/18
 Date

Additional Comments

NOTE: Professor Mailhiot had approved reduced hours in the Spring 2018 semester due to personal issues. This has limited some areas of work and is not typical. DV.


 Signature
 Donna Vandergrift, Dean

8/29/18
 Date

c: Provost/Sr.VP file
 Personnel file