

ACADEMIC DEANS' UNIT MEMBER EVALUATION FORMAT AND INFORMATION REQUIRED

Brooke Mailhiot	Instructor, Entertainment Tech	4/1/17
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 (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 student evaluations, classroom observations and course level outcomes assessment planning. Support your discussion with appropriate evidence.

- **Evaluation Rating: Pro**

Professor Mailhiot received positive IOTA scores and many positive comments from students. She also received positive score and remarks on her classroom observation.

Professor Mailhiot taught six sections in the Spring 2016 semester and five sections Fall 2016 semester. The average class GPA in those semesters was 3.07 and 3.17. The students had 90.7% and 95.7% completion rates and 74.1% and 84.8% success (C or better) rates.

She continued to improve her classes through implementing new technologies and instruction. She has been the recipient of Perkins Grant funding which has allowed her purchase equipment to enhance her programs and courses. She incorporated student projects in the first annual Arts Showcase. She collaborates within and outside of the college to provide students with learning opportunities and to give back to the community. She continually is looking for new opportunities to enhance the courses she teaches.

She has become completely paperless with implementing Bb for all of my courses. Utilizing Google Drive for video files and access has been great. She has incorporated online Discussion Boards in her classes to involve shy students into the conversation.

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**

Professor Mailhiot re-evaluated the entire Entertainment Technologies Program and made various changes including: ETV & ETS IAC Program Course Changes, Credit Changes and Pre-Requisite changes. These changes were made to ensure more effective transfer with Rowan University to

numerous other 4-year institutions. She worked directly with Rowan University Faculty and RCBC Faculty to finalize the Rowan University 2+2 partnership. She worked with Professor Russell Gartner and shifting a MUS course into the program will benefit the students greatly. Having a fundamentals music course will assist the students who are attending RCBC for a career driven degree or transferring.

She incorporated COM120 Radio production into the ETV coursework which will allow students to create a better understanding of writing, speaking, and technology. She hosted two Coffee Hours for ET Department to discuss future of program and IAC changes. She also met with Assessment Coordinator, Alana Walton, and updated all ETV/ETS CLOs and planned out new Assessments over the next 4 years.

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 ddvisement meetings with over 40 students. He connected students with places of business for the new ETC 222 Entertainment Technologies Internship 3- credit course. She had 1 on 1 meetings with students to assist with resume and job searches in the Film/Video Industry

She assisted and rehearsed with 3 student performers for the RCBC Arts Showcase and developed visuals and blended into a live performance.

Additionally, she

- Attended Academic Awards (Spring 2016)
- Attended Welcome Back Greeter Duty (FALL 2016 & SPRING 2016)
- Authored letters of recommendation for transfer and scholarship
- Designed RCBC Open House Presentation (2016 & 2017)
- Was a member of RCBC Arts Showcase Committee, November 2016
- Collaborated with Erica Franklin, Service Learning Coordinator
- Participated in RCBC Online Bb Training Course
- Was a member of RCBC Faculty Senate T-Shirt Committee, provided faculty T-Shirts for #RCBC Days to share their college pride

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 Provost, other activities suggested by a faculty member and approved in advance by the immediate supervisor and the Provost.

4. **Contributions to the College.** Include in this discussion an assessment of college service and/or contributions demonstrated by the instructor during Academic Year 2016-17. Support your discussion with appropriate evidence.

- **Evaluation Rating: Pro**

Professor Mailiot's contributions to the college included working with O CR Kimball Architects for the new RCBC ETV/ETS space in Enterprise Center. She established RCBC Film Club and is serving as a faculty advisor.

She produced many projects for the college and outside organization including Behind the Fright, Audio for Post Production Industry, with Jason Ruch, RCBC Adjunct, RCBC Career Development Video for Poetry Slam event at Burlington County Library, RCBC Multicultural video for Cultural Day Spring 2017, WAWA tribute video for Chris Geyens, Graduation SP17 and Solid State Logic College Truck Tour.

She also attended:

Rowan University Best Meeting Practices Webinar

Rowan university Effective Presentation Skills

NJ Edge Tech Seminar

Rutgers E-Learning Seminar, Camden, NJ

NIH Web Ex Seminar: Grant Writing

RCBC Library Learning Tools Presentation

RCBC CLI, Mass Incarceration

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 has contributed to the profession and participated professional development in many ways. She completed a TedTalk - TedX Cooper River Women Presenter, What Does Social Media Mean to You?

She serviced Burlington County Teen Arts Award Adjudicator, Film & Video Productions for over 10 local High Schools and was a Greater Philadelphia Videographers Association Presenter, *New Media and Today*.

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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 services included:
Volunteer & Support to the Katz Jewish Community Center, Early Childhood Development Book Drive
Donor for AngelFLightNE, JCKatz, Susan G. Komen Foundation

7. **Status Report on Academic Year 2016-2017 Objectives.** Include in your discussion an assessment of the instructor's success in accomplishing the objectives that were set for the AY 2016-2017. Support your discussion with appropriate evidence.

- **Evaluation Rating: Pro**

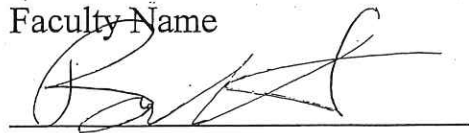
1. Create and Present at IAC changes – completed
2. Finalize RU Transfers for Music Industry & RTF – completed
3. Improved Bb course and Learn McGraw-Hill Connect – completed

8. **Goals for Academic Year 2017-2018.** 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. McGraw-Hill Connect
2. RCBC ETS/ETV Webpage
3. Develop Lecture Series
4. ETV/ETS/COM Internship Directory

BROOKE MAILHOT

Faculty Name



Signature

INSTRUCTOR, ETV

Title

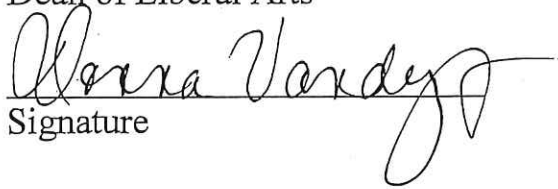
5/2017

Date

Liberal Arts

COPY

Donna Vandergrift
Dean of Liberal Arts



Signature

May 2017

Date

cc: Provost file
Personnel file