



**MID-YEAR EVALUATION  
CONFERENCE RECORD**

Employee's Name: [REDACTED]

Position: Developmental English Instructor

Evaluator's Name: [REDACTED]

Date: 1-31-08

**Conduct a "Summary of Progress" for each category below.**

- 1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?**

[REDACTED] has superceded his 100 point obligation. The following outlines his professional developmental activities: attended *Master Teacher Seminar*; conducted two Criterion Online Writing training sessions during the fall in-service; attended the iPod training session during fall in-service; conducted two *My Writing Lab* training sessions; served as the main web page designer for the Developmental Webpage (via Blackboard), and has also attended Ethics Training.

- 2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?**

[REDACTED] has reached all of his professional development goals. However, he stressed that he wants to continue to work on developing different ways to assess his writing students. He was encouraged to seek out new ways to assess his students and to focus on areas that would put him out of his comfort zone (in terms of his typical teaching strategies and approaches.) He agreed to investigate a new approach and implement (and evaluate) the approach this term.

- 3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).**

I am more than satisfied with [REDACTED]'s job performance. He is an excellent instructor who is both knowledgeable and skilled. Equally important, he a team player and supports the mission of the college daily. Lawson State is lucky to have him.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]  
Employee's Signature

[REDACTED]  
Evaluator's Signature

Date	Training/Workshop/Seminar	Location	Point Value
August 1 <sup>st</sup>	Tegrity Training	Bessemer Campus (Dr. Fowler's Office)	25
August 17 <sup>th</sup>	New Employee Orientation	Birmingham Campus (ACATT)	25
October 12 <sup>th</sup>	Word 03' to 07' Training	Birmingham Campus (ACATT)	25
October 17 <sup>th</sup>	Desktop Publishing	Birmingham Campus (ACATT)	25
November 14 <sup>th</sup>	Assessment Training	Alabama Power	25
November 15 <sup>th</sup>	IAAP Professional Development Seminar	Alabama Power	25
November 20 <sup>th</sup>	Diversity Training	Birmingham Campus (HR Conf Room)	75
December 3 <sup>rd</sup>	Input Training	Bessemer Campus	25