

ICES (Instructor and Course Evaluation System) Implementation Committee

SUMMARY NOTE

Meeting #1, Monday, June 23, 2003

Present: Linda Delene (Provost's Office), Tom Carey (Management) for Andy Brogowicz (Marketing/Business), Linda Dannison (Family and Consumer Sciences/Education), Wendy Ford (Arts and Sciences Dean's Office), Marie Gates (Nursing/Health and Human Services), Daniel Mihalko (Statistics/Arts and Sciences), Martin Grant for Bill Rantz (Aviation), and David Sheldon (College of Fine Arts Dean's Office). Absent: Parviz Merati (Mechanical and Aeronautical Engineering/Engineering and Applied Sciences), Tom Van Valey (Sociology/Arts and Sciences), and Jay Wood (Mathematics/Arts and Sciences).

The meeting began at 10:00AM with introductions and Delene explaining the purpose of the implementation committee. Then Mihalko reported that a joint subcommittee of Western and the AAUP recommended adoption of the ICES instructional rating system from the University of Illinois at Urbana-Champaign. Some advantages of the new system include well established reliability and validity for the instrument, its ability to be customized, and some standardization of results across campus. The ICES instrument provides for 25 questions selected from a set of almost 700 questions in *The ICES Catalog* that will be provided to each committee member, directors and department chairs across campus, and the academic deans. The instrument has six demographic or descriptive factors: class status, pre-course opinion toward course and instructor, whether or not the course was part of a major, minor, or other, the gender of the respondent, and the respondent's expected grade. The back of the questionnaire provides students with the opportunity to respond to four or five selected questions, and ICES has the capacity to separate signed responses from unsigned responses. There are several forms of the instrument available, including one for large lecture classes and one primarily applicable to discussion sections or seminars.

The recommended adoption has been approved, and WMU is moving ahead with the initial implementation of the ICES student rating system in the College of Arts and Sciences fall 2003, followed by adoption throughout the remainder of the campus fall 2004. The WMU-AAUP Committee report also recommended administering the ICES instrument in relatively the same fashion as is currently used with: a central location responsible for the distribution and support of materials to departments, that a designated person within each department distribute materials to faculty, that completed forms be returned to a designated departmental point person, that each department returns its completed forms to the University's designated central location, that ratings take place during the last or next to the last instructional session, and that the instructor shall not be in the room when rating forms are distributed, completed, or collected.

It was immediately agreed that two faculty colleagues, recommended by the WMU-AAUP Chapter, be invited to join this implementation committee. Delene will contact Gary Mathews for Chapter participants. Discussion then turned to determining a process for the selection of the core or "global" questions that will be included on all forms of the instrument at WMU. Illinois mandates the inclusion of two questions, leaving determination for possibly five additional core questions at institutions. After considerable discussion, it was suggested that the implementation proceed in three sequential or parallel phases: (1) selection of the core questions, (2) selection of common college questions *if any*, and (3) selection of department-level questions. It was also agreed that many issues about turn-around time, receipt of forms in time for off-campus sites, and report formats require additional information and deliberation. Delene was asked to invited ICES staff to WMU on Tuesday, July 15 for a general workshop, open the campus about ICES. Additional fall workshops will also be needed to support the ICES implementation.

The meeting was adjourned at 11:25AM with the next meeting of the committee on Tuesday, July 15th after the ICES morning workshop session.