

ICES (Instructor and Course Evaluation System) Implementation Committee **SUMMARY NOTE: Meeting #4, Thursday, September 4, 2003**

Present: Dewayne Anderson (Teaching, Learning, and Leadership/Education), Andy Brogowicz (Marketing/Business), Susan Caulfield (Sociology/Arts and Sciences), Linda Dannison (Family and Consumer Sciences/Education), Linda Delene (Provost's Office), Wendy Ford (Arts and Sciences/Dean's Office), Marie Gates (Nursing/Health and Human Services), Parviz Merati (Mechanical and Aeronautical Engineering/Engineering and Applied Sciences), Daniel Mihalko (Statistics/Arts and Sciences), Bill Rantz (Aviation), David Sheldon (College of Fine Arts/Dean's Office), Tom VanValey (Sociology/Arts and Sciences) and Jay Wood (Mathematics/Arts and Sciences). Absent: None.

The meeting began at 9:00 PM with appreciation for everyone's presence, especially the chairs during one of the busiest times of the semester. Approval of the committee's third meeting summary note of 8/13/03 was unanimous along with an extended discussion about timing issues with the motion made by Dannison and seconded by VanValey. Delene advised that print copies of the ICES Catalog are being made available to each ranked faculty member as well as chairs and deans, with distribution to the college of Arts and Sciences already complete. Discussion ensued about use of parallel rating systems, i.e., departments wishing to use the current system as well as the ICES system. This could cause resentment among the students and would pose an insurmountable burden on the WMU scanning center, which has been reduced to one full-time staff member. During the discussion several points were restated or clarified again: (a) the purpose of any student rating system is to assist the faculty with instructional improvement, (b) the provision for individual faculty to select items of interest as part of the ICES evaluation system is central to the implementation and will be preserved, and (c) that college and department's selection and agreement of items for a "core" set of questions is optional and not mandatory. Upon a motion by Gates and seconded by VanValey, there was unanimous agreement to recommend that any designated core set of questions be not more than six items leaving the balance of seven items for individual faculty selection. *If* there are both college and departmental cores of six items each along with the recommended institutional core of six questions, the seven items remaining for individual faculty selection would in total constitute the 25 questionnaire items allowed within the ICES system.

Wood then presented the subcommittee's draft protocol for the procedural handling of student rating materials for the ICES system. In some ways, handling rating materials for ICES will be similar to what currently occurs on campus except for use of the "red sheet" to order individualized questionnaires and the handling of signed and unsigned student comments. It is recommended that signed student comments be copied so they can be provided to the chairs for use, with the originals of both signed and unsigned student comments being returned to faculty after the date for final submission of grades. Delene again reiterated that expenses associated with the ICES system will be borne by a fund in the Provost's office. As the Committee discussed the procedural protocol, it became apparent that WMU would need a designated ICES coordinator, at least during the implementation period. As a companion document, the Committee also reviewed the suggested timetable for procedural process steps at WMU and suggested a few changes, primarily involving the timetable for determination of departmental core items. A question was raised about section designations on the red form since one faculty member teaches multiple sections of the same course. The "red form" will stay with the instruments during the rating cycle and thus provide identification for each course or section. Reports and summaries of information from UIUC will be returned to Western's campus coordinator. After this discussion, upon motion by Caulfield seconded by VanValey, the Committee approved (with recommended changes) both the draft procedural protocol and the proposed implementation timetable.

Delene was asked to invite UIUC representatives on Sept. 23 and 24th to begin the professional training for departmental chairs and administrative assistants as quickly as possible, recognizing that the Committee's report may or may not be accepted by the Provost and the WMU-AAUP Chapter. The Committee agreed to quickly review the final draft report for with a targeted date for providing the report on Monday afternoon, September 15th to the major parties. The Committee accepted proposed sections of the final report. Delene thanked members of the Committee for their focused work on a complex project with a short timeline for implementation. Meeting was adjourned at 11:00 AM.