

**ICES (Instructor and Course Evaluation System) Implementation Committee**  
**SUMMARY NOTE: Meeting #9 - Wednesday, May 19, 2004**  
([www.wmich.edu/poapa/ICES/index.html](http://www.wmich.edu/poapa/ICES/index.html))

Present: Dewayne Anderson (Teaching, Learning, and Leadership/Education), Andy Brogowicz (Marketing/Business), Susan Caulfield (Sociology/Arts and Sciences), Tom Deckard (Aviation), Linda Delene (Provost's Office), Wendy Ford (Arts and Sciences/Dean's Office), Marie Gates (Nursing/Health and Human Services), Daniel Mihalko (Statistics/Arts and Sciences), Deborah Newsom (Muskegon/EUP), David Sheldon (College of Fine Arts/Dean's Office), Edmund Tsang (Engineering and Applied Science/Dean's Office), Tom VanValey (Sociology/Arts and Sciences) and Jay Wood (Academic Collective Bargaining).  
Absent: Linda Dannison (Family and Consumer Sciences/Education).

The meeting began at 10:00 AM with a motion to approve (Gates) and seconded (Deckard) the ICES Summary Note #8 for 04/05/04 as written. Delene advised the Committee that she had received an email from Gary Mathews, WMU-AAUP Chapter President that the Executive Committee declined to share the cost for the research proposal to determine the utility and difference between signed and unsigned student comments. After some discussion, Wood indicated he would determine, within a week or so, whether or not funds exist for the administration to fund the research alone. The findings could inform negotiations regardless of who pays for the research. It was also suggested that companion interviews be held with a sample of department chairs to determine as much as possible if there is additional utility gained from the two types of student comments. This addition was approved unanimously with the motion by Caulfield that the research and the interviews take place not later than the end of February 2005.

Ford and Newsom reported that they are recommending changes to the timetable and protocol for the 2004-2005 year with the change that ICES College Coordinators will notify department chairs as to whether they have any "short" EUP courses, and that the departments, in turn, will order the necessary red forms no later than the first week of each semester or session. Motion to approve the protocol change was made by VanValey, seconded by Brogowicz and approved unanimously.

Discussion ensued about the means to improve communication and information about the ICES system. The Committee approved the following items in sequence:

- (a) Hold college wide and departmental information sessions no later than Nov. 15<sup>th</sup>, responsibility of deans and department chairs with the advice and participation from ICES college coordinators;
- (b) Develop a one-page or less "briefing sheet" on the background and use of the ICES system for everyone's use with responsibility by Susan Caulfield, Wendy Ford, and David Sheldon;
- (c) Develop a WMU web site with a link to the UIUC "Myths and Perceptions" link, and with the site's capacity to ask questions and receive responses with responsibility taken by Jay Wood;
- (d) Send a campus-wide email from the Provost explaining the history, contract development, and trial for the ICES system to all academic affairs personnel with a draft by Ford to Delene to the Provost; and
- (e) Ask Lynn-Kelly Albertson to inform students about the ICES trial system, and especially through GSAC, WSA, the Western Herald. Delene will ask VP Anderson for Albertson's support with this request.

The next item was selection of the Committee chair for the 2004-2005 year. Delene indicated that she believed it unreasonable to have a chair continue without the approval of the Committee. There was a unanimous ballot cast to elect her chair for the upcoming year. Additionally, Ford had drafted a clarifying statement about faculty participation with ICES, and especially as the system applies to doctoral associates, and graduate and undergraduate teaching assistants. The statement was reviewed, amended, and approved for forwarding to the Provost. Also, there was a reference made to the departmental summary reports, which had been reviewed only by some members of the Committee. This will be placed on the agenda of the Committee's next meeting. There being no other business, the Committee's meeting was adjourned at 11:30 AM.

**NEXT MEETING: 1:30 – 3:30 PM, Thursday, August 19, 2004**