

ICES (Instructor and Course Evaluation System) Implementation Committee
SUMMARY NOTE: Meeting #16 – Thursday, May 19, 2005
www.wmich.edu/poapa/ICES

Present: DeWayne Anderson (Teaching, Learning, and Leadership/Education); Susan Brodasky (Institutional Effectiveness); Susan Caulfield (Sociology/Arts and Sciences); Linda Dannison (Family and Consumer Sciences/Education); Tom Deckard (Aviation); Eileen Evans (Institutional Effectiveness/Provost's Office); Wendy Ford (Arts and Sciences/Dean's Office); Marie Gates (Nursing/Health and Human Services); David Hartmann (Sociology/Arts and Sciences); Jim Hopfensperger (College of Fine Arts/Dean's Office); Hossein Mousavinezhad (Electrical & Computer Engineering/Engineering); Shaila Rao (Educational Studies Department/Education); Jay Wood (Academic Collective Bargaining)

Absent: Andy Brogowicz (Marketing/Business); David Burnie (Haworth College of Business/Dean's Office); James Leja (College of Health and Human Services/Dean's Office); Daniel Mihalko (Statistics/Arts and Sciences); Deborah Newson (Muskegon/EUP); Edmund Tsang (Engineering and Applied Science/Dean's Office)

The meeting was called to order by chair, E. Evans, at 1:03 p.m.

1. Introductions and welcome to the new associate dean for the College of Fine Arts, J. Hopfensperger.
2. There was a motion by W. Ford to approve the committee summary notes from meeting #15, seconded by L. Dannison. Motion approved.
3. E. Evans led by referencing 3) d. of the summary notes #15 regarding a call to create a progress report of the committee. There was a consensus of the committee to move forward in writing such a report with one abstention by J. Hopfensperger. E. Evans noted that for the report to be useful it will need to come before the committee for conversation and acceptance at the June meeting. She then asked for volunteers to serve on a sub-committee to write the report. Those that volunteered were S. Caulfield as chair, M. Gates, S. Rao, D. Anderson and L. Dannison. Discussion was held regarding data for inclusion in the report, what types of evidence base data can be reported (i.e., how is ICES meeting the needs of the faculty and the University). E. Evans requested that a draft of the report be sent to the entire committee via e-mail at least 48 hours prior to the June meeting for review. S. Caulfield stated that the sub-committee will have a working draft of the report next week which she will forward to the committee for initial comments and a final draft prior to the June meeting, as requested. Discussion was held on distribution of the report regarding posting to the ICES website. Discussion was held and the following report outline was developed. It was requested that S. Brodasky assist sub-committee with historical documentation and support services.
4. Discussion resulted in the following outline of topics for the sub committee to use in construction of the report:

ICES Implementation Committee: A Progress Report to the University Community

1. Context and History
Initial Charge
 - 6 recommendations (from final report on line)
 - Old summary notes
 - Citations regarding 30 yrs of literature
2. Given
 - Universitywide
 - External
 - ICES
3. Where have we come from? WMU-institution
What are the issues?
What have we learned?
Then
 - In process of implementation

- Identified as issues
 - Ease of using individual items
 - Cafeteria style
 - Formal feedback loop system
 - Procedural issues, streamlining of process
 - Cost/Source – financial, staffing, resources

Pros/Cons→evidence

What are the next steps?

- Center for Teaching and Learning
4. Discussion was opened regarding the previously mentioned composition of the committee. At the last meeting it was mentioned that the structure of the committee may need to change to further the work of the group. Discussion was held regarding the negotiation process in reference to ICES. E. Evans suggested tabling any changes to the committee membership until Fall 2005 semester. W. Ford moved to table this item, supported by D. Hartman. Motion approved.
 5. Other:
 - a) D. Hartmann questioned the validity and reliability of ICES as stated by the committee. Discussion was held regarding selection of ICES and literature UIUC supplied in support of the validity. Discussion was held regarding question selection and NYU article.
 - b) J. Hopfensperger upon completion of his first meeting commended the committee members for their passion regarding evaluation of courses/faculty.

Next meeting: 1 PM – 3 PM Thursday, June 16, 2005 in room 3030 Schneider Hall.

Meeting adjourned by chair, E. Evans, at 2:40 p.m.