

ICES (Instructor and Course Evaluation System) Implementation Committee
SUMMARY NOTE: Meeting #19 – Tuesday, October 11, 2005
www.wmich.edu/poapa/ICES

Present: DeWayne Anderson (Teaching, Learning, and Leadership/Education); Susan Brodasky (Institutional Effectiveness); Andy Brogowicz (Marketing/Business); David Burnie (Dean's Office/Haworth College of Business); Linda Dannison (Family and Consumer Sciences/Education); 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 (Dean's Office/College of Fine Arts); Hossein Mousavinezhad (Electrical & Computer Engineering/Engineering); Deborah Newson (Muskegon/EUP); Shaila Rao (Educational Studies Department/Education); Curtis Swanson (Aviation); Jay Wood (Academic Collective Bargaining)

Guest: Linda Delene (Provost and Vice President for Academic Affairs)

Absent: James Leja (Dean's Office/College of Health and Human Services); Daniel Mihalko (Statistics/Arts and Sciences); Edmund Tsang (Dean's Office/Engineering and Applied Science)

The meeting was called to order by J. Wood in absence of chair, E. Evans, at 9:00 a.m.

1. There was a motion by H. Mousavinezhad to approve the committee summary notes from meeting #18, seconded by S. Rao. Motion approved.
2. J. Gilchrist provided a handout outlining the stages for automation of the ICES Red Form. Stage 1 is defined as the pre-printing of the "front page" of the red form with data produced by Banner. The faculty or staff would still be required to fill in the specific question selection by faculty. One significant challenge in completing this stage is the new WMU four-digit course numbers. UIUC has not made any accommodations for this change. J. Gilchrist recommended experimenting with a few departments initially during Summer 2006, before a roll out across campus in Fall 2006. Stage 2 would see the red form as an electronic document only, having the faculty use the portal to make their question selection. The information would be provided to UIUC as an electronic file that they would then print to accompany and track the evaluation forms. J. Gilchrist indicated that he felt there would be some faculty opposition to this process. He anticipates completion of this stage by Fall 2007 if UIUC is willing to provide support. Stages 3 and 4 further the electronic process with ultimately having the entire evaluation process on line. Anticipated challenges would be the requirement of UIUC to re-engineer processes, questions of privacy and security, possible lower response rate by students, and a requirement of new language in the AAUP contract. He anticipates that stages 3 and 4 would create policy issues. The SIS team is proceeding to work on Stage 1 and have been in contact with UIUC to address the course number issue.
3. L. Delene led the conversation regarding the principles of forming a steering committee. She stated that this committee having been formed two years ago was for implementation of ICES. The system is in a different place now, since it has been accepted for use and is not under trial any longer. She posed the question whether a committee was needed any longer, as the administration of ICES has become the ordinary work of the units. J. Wood indicated that the contract calls for a steering committee but does not define a meeting schedule. L. Delene suggested the creation of a steering committee made up of the campus coordinators, E. Evans, and S. Brodasky to provide a place that would meet as there were issues or problems (agenda items) to be resolved. D. Anderson questioned how organization and process issues would be resolved. For example, within his college departments are spread over three different buildings making dissemination difficult, plus branch campus courses falling outside semester dates are not getting evaluated. W. Ford noted that as these types of issues have come up the units have developed specific arrangements to overcome. L. Delene responded that these are not policy issues and would not require the steering committee. Procedural questions should be communicated to and accommodated by the Campus Coordinator, S. Brodasky. D. Hartmann suggested the steering committee meet once a year or additionally for specific policy issues as needed. A. Brogowicz agreed. D. Anderson suggested that AAUP maintain two representatives on the committee. There was a motion by C. Swanson to disband the implementation committee with the formation of the steering committee which shall meet only as necessary for resolution of policy issues, seconded by L. Dannison. Motion approved. The steering committee was defined as:

Eileen Evans, Chair (Institutional Effectiveness)
DeWayne Anderson, College of Education Coordinator
Sue Brodasky, Campus Coordinator (Institutional Effectiveness)
David Burnie, Haworth College of Business Coordinator
Wendy Ford, College of Arts and Sciences Coordinator
Jim Hopfensperger, College of Fine Arts Coordinator
Jim Leja, College of Health and Human Services Coordinator
Hossein Mousavinezhad, AAUP Representative
Deborah Newson, EUP Coordinator
Shaila Rao, AAUP Representative
Curtis Swanson, Aviation College Coordinator
Edmund Tsang, College of Engineering and Applied Sciences Coordinator
Jay Wood, Academic Collective Bargaining

Next meeting: Fall meeting dates cancelled

Meeting adjourned by chair, E. Evans, at 9:37 a.m.