

**ICES (Instructor and Course Evaluation System) Steering Committee**  
**SUMMARY NOTE: Meeting #22 – Thursday, March 1, 2007**  
[www.wmich.edu/poapa/ICES](http://www.wmich.edu/poapa/ICES)

**Present:** Susan Brodasky (Institutional Effectiveness); David Burnie (Haworth College of Business); Kathy Cummings (College of Education); Eileen Evans (Institutional Effectiveness); Hossein Mousavinezhad (College of Engineering and Applied Science); Curt Swanson (College of Aviation); Jay Wood (Academic Collective Bargaining);

**Absent:** Jeanine Bartholomew (College of Health and Human Services); Wendy Ford (College of Arts and Sciences); Jim Hopfensperger (College of Fine Arts); Deborah Newson (Muskegon Campus-EUP); Shaila Rao (College of Education); Edmund Tsang (College of Engineering and Applied Science);

The meeting was called to order by campus coordinator, Brodasky at 2 p.m.

1. Discussion items: Conference call with Chris Migotsky and John Ory of the University of Illinois Urbana Champaign (UIUC).
  - a) Inclusion of norms: Migotsky reported that WMU now has adequate data compiled to generate norms campus wide. Historically this data had been suppressed from printing on the instructor reports because the lack of specific WMU data. Wood asked if the norms can be calculated for just one department or college. Migotsky stated that they have not done it and he anticipates it would be too difficult to program. Wood noted that the norms displayed are for the global questions, but would that include the additional four University core questions. Migotsky indicated that those questions are reflected in the body of the instructor reports along with any college cores, department cores, and individually selected questions. Those means are reported as part of the department summary reports, if there was enough data for the department to be included. Evans asked if UIUC saw any reason not to include the norms. Migotsky replied no, it is included for all other schools using ICES. Evans noted that inclusion of norms will need to be announced and that the change is a direct result of having collected sufficient historical data. Migotsky noted that the norms could be suppressed again if necessary. Evans asked for UIUC's recommendation for introducing this change to faculty. Migotsky explained that UIUC has a guide to reading the instructor reports as part of a newsletter, copies of which can be provided. He also offered to write a one-page overall summary. UIUC was asked about availability for a consultation site visit of the conference by UIUC staff to conduct a comprehensive training of report interpretation. Evans noted the importance of formality to stress the importance of ICES. Ory and Migotsky agreed to participate via electronic media.
  - b) Type font difference: Migotsky reported that UIUC originally planned to revise the ICES forms during the migration of the system off of their main frame computer. They had hired an outside programmer for the two-year project. The revisions were to include the requested change of pre-printing the two global questions that appear first on the evaluations, thus having them included with all other selected questions. Unfortunately the programmer left the project early and uncompleted. UIUC was just able to finalize the move to the new server. Currently UIUC does not have the resources to make those changes now. Furthermore it has been determined that the programming necessary to make that change will be very difficult. Burnie asked if UIUC had plans to do it eventually. Migotsky replied that UIUC is putting all of its resources toward creating a completely electronic ICES system. Brodasky noted that during her UIUC campus visit last year Ory had indicated that ICES would always be administered in a paper format. Ory replied that there has been such an overwhelming request by UIUC faculty for the on-line product that they are now committed to making that move. Brodasky reported that she has been researching the use of EON, the current on line version of ICES, for use in WMU on-line courses, asked if this change to ICES will be within the EON product. Migotsky noted that while they will be borrowing some coding from EON, the new ICES would be expanded. Brodasky asked whether once UIUC has this new on-line ICES in place on their campus, will UIUC begin to provide it to their customers. Migotsky reported that it will be handled in much the same way as EON was previously, where licensing will be sold to other universities through an outside programming group and not a part of the UIUC measurement and evaluation offices. Evans asked for a timeline to which Migotsky replied two years. Brodasky asked for UIUC's recommendation on WMU

moving forward with a purchase of EON. Migotsky said it would be best to wait for the new system to be developed. Conference call concluded.

- c) Discussion was held regarding the contract language regarding the restriction of comparisons being made across divisions. Evans suggested a reminder memo be sent each time instructor reports are distributed explaining that restriction. Cummings moved to include normative data on ICES reports beginning with Spring 2007 semester, Swanson support, motion approved.
2. Cummings moved to accept summary notes #21 as provided, Evans support, motion approved.
  3. College Coordinator role: Brodasky reported that as requested by Tsang she inquired with UIUC the specifics of the programming for sorting data to produce the instructor reports. She noted that indeed, as suggested, the program will sort the data regardless of the matter it is supplied. However, it was acknowledged that the pre-sorting of evaluations being done by the college coordinators will help to facilitate processing both at WMU and UIUC. Cummings reported that the College of Education has found the sorting process allows for checks and balance system and an additional opportunity to correct errors.
  4. On-line product: Brodasky reported that she has conducted preliminary research of three products, which included EON. EON is offered as a supplement of ICES to be used for courses being taught on line only. One of the other products is designed for use in all courses across campus, while the third is sold in modules allowing the customer to administer the product either to just on line courses or encompassing all courses. With the information gathered during the conference call, there is no need to continue consideration of EON. Brodasky indicated that she will continue to research the other two products to offer as comparison to the new UIUC on line ICES product, at such time it is available. Cummings noted the proven reliability of ICES. Discussion was held regarding the volume of courses offered on line only. When asked about current options for evaluating on line course Brodasky explained that the office of Institutional Effectiveness will cover the cost of postage if a department chooses to mail the hard copies of the ICES evaluations to the students, so that the courses can be evaluated. Consensus was to have one uniform evaluation system in place for both on campus courses as well as on line courses.
  5. Other:
    - a) Cummings clarified with Brodasky that training for the College of Education staff has been addressed.

Meeting adjourned by Brodasky at 2:39 p.m.