

ICES (Instructor and Course Evaluation System) Steering Committee
SUMMARY NOTE: Meeting #23 – Wednesday, September 26, 2007
www.wmich.edu/poapa/ICES

Present: Jeanine Bartholomew (College of Health and Human Services); Susan Brodasky (Institutional Effectiveness); Sue Caulfield (Academic Collective Bargaining); Kathy Cummings (College of Education); Eileen Evans (Institutional Effectiveness); Jim Hopfensperger (College of Fine Arts); Deborah Newson (Muskegon Campus-EUP); Ajay Samant (Haworth College of Business); Gil Sinclair (College of Aviation); Susan Stapleton (College of Arts and Sciences)

Absent: Edmund Tsang (College of Engineering and Applied Science)

The meeting was called to order by campus coordinator, Brodasky at 3:34 p.m.

1. Introductions: The four new members of the committee were introduced, Ajay Samant, Haworth College of Business; Gil Sinclair, College of Aviation; Susan Stapleton, College of Arts and Sciences; and Sue Caulfield, Academic Collective Bargaining.
2. Discussion items:
 - a) Inclusion of norms – Brodasky reported that a few members of the committee had been asked to participate in a meeting last week in order to plan the roll out of the inclusion of norms on the instructor reports. Caulfield, Cummings, and Stapleton participated in a conference call with Chris Migotsky of UIUC. Early on questions were raised regarding the usefulness of including the norms. Migotsky indicated that UIUC, not having a faculty union, uses the data directly for promotion and tenure consideration. Caulfield noted that she anticipates article 16 of the AAUP contract will be opened for negotiation. She cautioned the committee about moving ahead with the inclusion of norms considering the contract clearly states that the data can not be used for consideration of promotion and tenure. Cummings made a motion to continue to suppress the normative data on the instructor reports, Caulfield seconded, approved.
 - b) EUP and Early Ending course evaluation – Brodasky reported that there had been a meeting last week to discuss the use of ICES in EUP and ATIS courses, which included Craig Kaml, Jim Leja, Newson, Bartholomew, Caulfield, and Tsang. At that meeting discussion was held regarding creation of an on-line evaluation tool, but considering that UIUC had it underdevelopment it was decided to wait for that product to be available. Also, at that meeting the delay in processing for EUP campuses was reviewed and it was determined that there are several contributing factors. Newson provided a handout of specific issues that she had solicited from the EUP campuses following that meeting. Discussion was held regarding streamlining the flow of red forms and blue forms directly to the branch campuses instead of the departments. Newson asked if the branch campus instructors could be asked to select their individual questions earlier. Caulfield suggested distributing information about ICES participation to all part-time instructors. Discussion was held regarding hire letters. Bartholomew suggested including that type of information on the Registrars website in the FAQ for part-time instructors. The College Coordinators were asked to verify if ICES participation is explained in hire letters. Newson was asked to review the Registrars website for possible inclusion of ICES participation explanation. Brodasky was asked to review historical committee documents to clarify why EUP would not have been encouraged to distribute ICES forms to the instructors directly, bypassing the departments. Evans noted that the AAUP contract states that EUP courses will use ICES for evaluation. Caulfield clarified that all bargaining unit faculty are required by the contract to use ICES and non-bargaining faculty are at the discretion of the department. The TAU contract states that whatever method is used across campus will be honored. Caulfield will verify if there is any language in the TAU contract that specifies frequency.
3. On-line product: Brodasky reported that UIUC will be piloting the on-line version of ICES at their campus this Fall semester. They anticipate that if all goes well WMU could negotiate a service contract during Spring 2008 semester and pilot the system here during Summer I & II 2008. Discussion was held and a question was raised if the students would fill out the evaluations on line or would only the ordering process be electronic. Brodasky was asked to get an overview of the system from UIUC for review.

Meeting adjourned by Brodasky at 4:07 p.m.