

**Intercollegiate Consortium for a Master's of Science in Nursing
Southeastern Louisiana University, McNeese State University, University of Louisiana Lafayette
MEETING MINUTES**

Committee: Evaluation Committee
Date and Time of Meeting: March 10, 2010 10:00AM Teleconference

MEMBERS PRESENT: SLU: Dr. Lorinda Sealey
 ULL: Dr. Donna Gauthier
 MSU: Dr. Valarie Waldmeier, Chair; Dr. Ann Warner

AGENDA ITEMS	ACTION/DISCUSSION	PLAN
I. Call to Order	The meeting convened, initiated by Valarie Waldmeier at 10:00AM	The agenda was agreed upon.
II. Minute approval	Valarie Waldmeier volunteered to record meeting minutes.	
III. Announcements	Webinar Schedule – Free of charge from BOR March 11, 2010 at 10:00AM: Using the QM rubric April 15, 2010 at 10:00AM: Trends in Online Education April 22, 2010 at 10:00AM: Advising Adults	Ann Warner will send flyer to Committee members to distribute to ICMSN faculty
IV. Old Business: A. Faculty Satisfaction Survey	Valarie Waldmeier presented the criteria that fell below the 80% satisfaction benchmark. Most focused on workload and resources. #19. Distance education course development assistance is sufficient was 65% agreement. The members thought that the free webinars from the BOR (as mentioned above) would be one avenue to improve faculty satisfaction in this area.	Faculty Satisfaction Survey report will be forwarded to the Deans through the Coordinating Committee Ann Warner will send the above flyer to all the Coordinators to distribute to faculty The Committee will continue to trend the data

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<p>B. Alumni Satisfaction Survey</p>	<p>Valarie Waldmeier opened the discussion for how the Alumni Survey should be administered. The Committee members had endorsed doing focus groups for the alumni at 1-year intervals. However, the Program Coordinators realized how much effort that would take and the difficulty of meeting face2face with everyone’s busy schedule. They would like the Committee to reconsider the administration of the survey.</p> <p>Members unanimously agreed to administer the Alumni Satisfaction Survey via questionnaire.</p> <p>Discussion ensued about the purchase of “Survey Monkey” by the ICMSN and the possibility of administering this and other Surveys using the technology. The survey questions were reviewed and revised and members unanimously agreed to use “Survey Monkey” to administer the survey.</p> <p>Other discussions concerning the survey included when to administer it and when to do the follow-up survey. The group unanimously agreed to administer the survey at 1 and 3 years each semester.</p> <p>Donna Gauthier and Lorinda Sealey suggested adding questions to the Graduate Exit Survey to capture permanent email addresses and employer information from graduating students to attempt to increase response rates from both populations.</p> <p>Ann Warner suggested having graduating students fill out biographical cards indicating their permanent email addresses and employer information to attempt to increase response rates as well.</p>	<p>Valarie Waldmeier will revise the Alumni Satisfaction Survey and distribute to the Committee members for review. She will then forward to the Coordinators for input into “Survey Monkey”</p> <p>Program Coordinators will develop a policy and procedure for “Survey Monkey” with input from the Committee members.</p> <p>The Alumni Satisfaction Survey will be administered at 1 and 3 year intervals every semester using “Survey Monkey”</p> <p>A multi-method approach will be used to obtain information for the survey.</p> <p>Valarie Waldmeier will revise the Graduate Exit Survey to add space for graduate email addresses and employers.</p>
<p>C. Employer Satisfaction Survey</p>	<p>Valarie Waldmeier opened the discussion for how the Employer Survey should be administered. The Committee members had endorsed doing focus groups for the alumni at 1-year intervals. However, the Program Coordinators realized how much effort</p>	<p>Valarie Waldmeier will review the Survey from the NP perspective. She will then forward to the Coordinators for</p>

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	<p>that would take and the difficulty of meeting face2face with everyone’s busy schedule. They would like the Committee to reconsider the administration of the survey.</p> <p>Members unanimously agreed to administer the Employee Satisfaction Survey via questionnaire.</p> <p>Discussion ensued about the purchase of “Survey Monkey” by the ICMSN and the possibility of administering this and other Surveys using the technology. The members unanimously agreed to use “Survey Monkey” to administer the survey.</p> <p>Other discussions concerning the survey included when to administer it and when to do the follow-up survey. The group unanimously agreed to administer the survey at 1 and 3 years each semester.</p> <p>Ann Warner suggested that the Survey was limited to NP information and that an Educator/Administrator Survey needed to be developed to gather data for those roles as well. The members agreed unanimously.</p>	<p>input into “Survey Monkey”</p> <p>Program Coordinators will develop a policy and procedure for “Survey Monkey” with input from the Committee members.</p> <p>The Employer Satisfaction Survey will be administered at 1 and 3 year intervals every semester using “Survey Monkey”</p> <p>Ann Warner, Donna Gauthier, and Lorinda Sealey will work on developing an Employer Satisfaction Survey for Nurse Educators/Administrators. The first draft will be completed by March 26.</p>
<p>V. New Business</p> <p>A. Review of Course Evaluation Data</p>	<p>Valarie Waldmeier presented the Course Evaluation data that fell below the 80% satisfaction benchmark for Fall 2009. The evaluation was revised in Spring 2009 and this began the data collection for the new questions that reflect distance learning.</p> <p>Overall comments: NURS506/606 is currently a lab that meets on campus. It is being transitioned to an online course...however; many of the current questions do not pertain to the course.</p> <p>There are missing data, missing numbers of responses, and</p>	<p>Committee will continue to evaluate and trend the data.</p> <p>Valarie Waldmeier will revise the course evaluation for NURS506/606 to be used until it is completely transitioned to an online course. Draft to be completed by March 26.</p> <p>Findings will be forwarded to the</p>

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	<p>errors in the data.</p> <p>The data does not reflect when there was only 1 student in the course or if the course was not taught. It just looks like missing data.</p> <p>Many courses have poor response rates.</p> <p>Many of the criteria falling below benchmark have to do with organization of content and navigation through the courses.</p> <p>Discussion of pros and cons of placing course evaluations on “Survey Monkey”.</p>	<p>GFO Ad Hoc Committee working on course templates for them to use in planning.</p> <p>“Survey Monkey” will be used for Course Evaluations to improve errors in data and response rates as reminders can be sent to individual students.</p> <p>Program Coordinators will plan and develop policies and procedures for administering course evaluations via “Survey Monkey”</p>
XII. Adjournment	With no further business, the meeting adjourned at 11:30AM	Members will communicate working drafts by email.

Respectfully Submitted by: Valarie Waldmeier, Recorder