

**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 30, 2009 1:30PM

**MEMBERS PRESENT:** Dr. Valarie Waldmeier (chair), Dr. Ann Warner (MSU), Dr. Ann Carruth (SLU), Dr. Barbara Moffett (SLU),  
 Dr. Donna Gautier (ULL), Dr. Ina Koerner (ULL)

AGENDA ITEMS	ACTION/DISCUSSION	PLAN
I. Call to Order	The meeting convened, initiated by Valarie Waldmeier @ MSU.	The agenda was agreed upon.
II. Minute approval	Valarie Waldmeier volunteered to record meeting minutes. Approval of minutes from last meeting was tabled.	
III. Announcements	Dr. Carruth reported that SLU has some grant money remaining to be spent on quality of online teaching/learning.	QM Rubric workbooks will be purchased for faculty who do not have them.  Committee members will research and recommend textbooks to be used as resources for online instruction for the ICMSN.
IV. Satisfaction Surveys – Faculty, Employer, Alumni	Dr. Ann Carruth suggested that faculty satisfaction surveys be administered online to enhance response rate and reporting data.  The Committee discussed the timing of administering the alumni survey. Some schools were doing it every semester and others were doing it only once. They also discussed putting the alumni survey online.	Dr. Broussard at ULL has a Survey Monkey account. Dr. Gautier agreed to set up the survey and contact the Graduate Coordinators for faculty emails.  The Alumni Satisfaction will be sent out in the Fall each year. If the Faculty Satisfaction survey is successful, the group will

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	<p>Dr. Barbara Moffett suggested that the Employer Satisfaction be changed to a focus-group format as a possible way to improve response rates. A lunch meeting was discussed to enhance participation and be used as a way to gain program evaluation data from our Community of Interest.</p>	<p>consider doing the Alumni satisfaction survey through the same manner.</p> <p>Each Graduate Coordinator will begin planning a focus group with employers of ICMSN alumni at each campus to occur in the fall. They will also begin developing questions for the focus groups.</p>
<p>V. Course Evaluation Revisions</p>	<p>Dr. Valarie Waldmeier presented revisions to course evaluation questions to address “e-learning”. The Committee members suggested deleting some items since they address evaluation of faculty and not the course. Evaluation of the faculty is done through SEIs as a consortium. Other items were revised to better clarify the question.</p>	<p>The new Course Evaluation questions will be sent to the GFO for approval in April 2009 then incorporated into each course for the fall 2009.</p> <p>See the attached Course Evaluation.</p>
<p>VI. Employer Satisfaction and Alumni Satisfaction Surveys</p>	<p>Presently these surveys are administered at 1 and 5 years. With the poor response rate from both and fluidity of jobs; does the 5-year survey assist with program evaluation?</p>	<p>The Committee members voted to pilot a yearly focus group format for the employer satisfaction survey as previously stated.</p> <p>The members also voted to discontinue the 5-year surveys because the response rate was so poor and there was not valid information for program evaluation.</p>
<p>VII. Fall Workshop Plan</p>	<p>There is a need to prepare now for the Fall Evaluation Workshop to ensure that faculty are adequately informed and have time to</p>	<p>Each faculty teaching an online ICMSN course will choose a peer</p>

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	<p>get courses evaluated using the QM Rubric. The plan is to evaluate all the online courses as a peer review.</p>	<p>to review their course(s) together using the QM Rubric. This should be completed by May 1, 2009.</p> <p>During the Fall Evaluation Workshop, faculty will share what they learned and give examples of what was going well, what needed improvement, and possible ways to improve. The Workshop will be September 28, 2009 and will be in a video conferencing format.</p>
<p>VII. Higher Education Opportunity Act</p>	<p>The Program Integrity portion of the act passed in August 2008 states:</p> <ol style="list-style-type: none"> <li>1. The agency or association's standards effectively address the quality of an institution's distance education</li> <li>2. the agency or association requires an institution that offers distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in a completes the program and receives the academic credit.</li> </ol> <p>The Committee members discussed the possible meanings of the Act but were unable to come to a consensus about how best to institute any action. It was felt that this is an institutional matter and should be brought forward to the Deans and then CINC.</p>	<p>Forward to the Deans, Directors, Department Heads and Coordinators meeting April 22, 2009.</p>
<p>XII. Adjournment</p>	<p>The meeting adjourned at 3:00PM</p>	

Respectfully Submitted by: Valarie Waldmeier, Recorder