

**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: April 4, 2011

MEMBERS PRESENT: Dr. Valarie Waldmeier, Chair, Dr. Ann Warner, MSU, Dr. Donna Gauthier, UL Lafayette, Dr. Lisa Broussard, UL Lafayette, Dr. Ann Carruth, SLU, Dr. Lorinda Sealey, SLU, Student: Hannah Grogan (unable to attend)

AGENDA ITEMS	ACTION/DISCUSSION	PLAN
I. Call to Order	The meeting convened, initiated by Dr. Waldmeier at 1:00 PM via telephone conference.	The agenda was agreed upon.
II. Minute approval	Dr. Waldmeier volunteered to record meeting minutes. Minutes from 5-3-10 were approved as written.	
III. Course Evaluation Report	Dr. Waldmeier presented the findings from the Course Evaluations with trending from Spring 2010 – Fall 2010 (attached). The committee members found no trends between semesters. However, they did see the need for those areas falling below benchmark to be addressed directly by faculty.	The Course Summary will be used to “close the quality improvement loop” A report will be presented at the next GFO meeting.
IV. Graduate Exit Survey Report	Dr. Waldmeier reported that all criteria remained above the 80% satisfaction benchmark.	A report will be presented at the next GFO meeting.
IV. Signature Assignments	The committee members agreed that each course should have a signature assignment defined as: The assignment that encompasses several objectives, most important to the course, what you want your students to really know from the course, etc. These assignments should have rubrics to evaluate individual	The Committee will make the recommendation at the next GFO meeting.

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	learning outcomes.	
V. Course Summaries	As previously stated, the Committee discussed the need to help faculty become more involved in the quality improvement process and to assist in making recommendations for improvement at the course level and for individual student learning needs. The Course Summary would include faculty recommendations for items that fall below benchmark and address student learning.	The Course Summary was revised by the committee members and will be presented to the GFO at the next meeting. Dr. Gauthier agreed to have the following courses do the summary: N502, N504, N506, N516, N517, N518, and N536
XII. Adjournment	With no further business, the meeting adjourned at 2:30PM	

Respectfully Submitted by: Dr. Valarie Waldmeier, Recorder