

**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:** May 3, 2010

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

<b>AGENDA ITEMS</b>	<b>ACTION/DISCUSSION</b>	<b>PLAN</b>
Meeting format	Telephone and online communication between all committee members throughout April, 2010	The ICMSN Deans/Department Heads & Coordinators approved the purchase of "Survey Monkey" for administering all surveys and evaluations.
Old Business A. Alumni Satisfaction Survey	Valarie Waldmeier distributed via email the revised alumni satisfaction survey. Committee members made revisions and a final draft was approved by the members.	The revised survey was placed on the ICMSN Survey Monkey site for distribution.  McNeese will be in charge of sending the survey once each university has sent the alumni email addresses to MSU administrative assistant. This should be accomplished by the end of the semester.  The survey will be administered each semester for students who have graduated at 1 and 3 years.
B. Employer Satisfaction Survey	Ann Warner and Lorinda Sealey distributed via email the revised employer satisfaction survey to include nurse educators and administrators. Committee members made revisions and a final draft was approved by the members.	The revised survey was placed on the ICMSN Survey Monkey site for distribution.  McNeese will be in charge of

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	Discussion ensued as to the best method for collecting email addresses for employers to administer the survey. It was decided that the alumni satisfaction survey would contain a question asking for their employer's email address.	<p>sending the survey once the alumni have returned their surveys with their employer's email addresses.</p> <p>The survey will be administered each semester for employers of students who have graduated at 1 and 3 years</p>
C. Course Evaluations	Program Coordinators met and developed policies and procedures for administering course evaluations via "Survey Monkey". These will be presented to the GFO at the Fall 2010 Evaluation Workshop.	<p>Course Evaluations were placed on the ICMSN Survey Monkey site by ULL Coordinator and administrative assistant and administered at the end of this semester.</p> <p>Data will be collected through the site and forwarded to faculty teaching the course.</p> <p>The Evaluation Committee will manage and trend the data.</p>
D. Graduate Exit Survey	The graduate exit survey was also discussed and was not revised at this time.	<p>The graduate exit survey was placed on the ICMSN Survey Monkey site by SLU administrative assistant and administered at the end of this semester.</p> <p>The Evaluation Committee will manage and trend the data.</p>

Respectfully Submitted by: Valarie Waldmeier, Recorder