Academic Standards and Policies Committee
Approved Minutes
November 16 2005

1. The meeting was called to order at 3:00.

2. Approval of minutes from last meeting--Crawford moved to approve the minutes from the 12 October meeting. Vitense seconded. The motion carried.

3. Old business--universal course evaluation forms

Lance Janda presented four possible approaches to implementing standardized course evaluation:

- In-house: a faculty committee would research the problem, develop a form, test it, and implement it. The disadvantages of this approach are the time involved in developing the form and testing it, the need for scantron equipment and people to oversee the process and interpret the data. Total costs are unknown but would be substantial; this method would also create more administrative work for Cameron employees.

- Commercial provider: using a commercial provider would cost roughly $40k annually for Spring/Fall evaluations. The advantage of this system is that the companies who do this have several years of data on hand and could norm Cameron's results against their database.

- Allow OU to process forms: The University of Oklahoma already has a standard process in place and the infrastructure to process it; Cameron could use OU's form or design a different one. Total costs are unknown.

- Blackboard: A fourth option involves setting up an online evaluation form using Blackboard. Janda pointed out that this would still involve developing and testing the form, and that online evaluation reduces student participation in the process.

Ferrell moved that committee members review these options and vote at the next meeting to make a decision on which option they will recommend. Crawford seconded. The motion carried.

4. New Business--there was no new business. The next meeting will be on Dec. 7th at 2:15.

Respectfully submitted,

John W. Hodgson