

EASTERN MICHIGAN UNIVERSITY
Commission on the Future of Instructional Delivery

Innovation in Instructional Delivery

Friday, January 28, 2005
386 Marshall
3pm - 5 pm

Attendees: J. DeCamp, D. deLaski-Smith, R. Lucas, D. Silverman

Absent: C. McAnuff

Guest: S. Williams

Agenda Items:

I. Approval of Minutes:

- a. January 21, 2005
- b. Appointment of rotating recorder

II. Additional Agenda Items:

- a. Review of discussion of Surveys
- b. Draft of Student and Faculty Surveys
- c. Discussion of Methodology to conduct surveys, analyze data and report findings
- d. Establish a Timeline for Surveys

III. Meeting Schedules

- a. Next meeting of the Sub committee.
 - *Friday, February 11, 2005 11 am -12:30 pm 386 Marshall.*
 - *Members are encouraged to bring a brown bag lunch*

IV. Topics of Discussion:

- a. The following points were brought up during the discussion Agenda Item “I a and b”
 - JoAnna DeCamp was appointed recorder for the meeting.
 - Agenda and minutes were read and approved.
- b. The following points were brought up during the discussion Agenda Item “II a and b”
 - Sandra Williams presented a draft of the faculty survey.
 - The committee compared the draft to our meeting notes and refined the questions to reflect our intent.
 - We reviewed the format and order of questions.
 - Courtney would be asked to provide incentive options to faculty to complete the survey.
 - One of the major incentives was that the commission was gathering information to “remove the barriers of innovation on campus”.
 - We want to determine what our faculty was doing already and how were innovations encouraged or discouraged on campus.
 - We also wanted to learn of other innovations at other universities that our faculty may be aware of.
 - Deb deLaski-Smith would craft the opening statement for the survey.
 - It was hoped the survey would take no more that 10 minutes to complete.
 - Sandra would make the recommended changes and bring them back to the committee to review.

- c. The following points were brought up during the discussion Agenda Item “II c”
- The student survey would be included in the housing survey currently being developed.
 - Sample size for the faculty survey would include full and part time faculty.
 - The committee would contact Rocky to get a full list of class letters to send the survey to.
 - Sandra office will collate the survey except the open questions.
 - The committee would do the write up of the open questions.
- d. The following points were brought up during the discussion Agenda Item “II d”
- The full commission meets February 4 so the subcommittee can meet on Feb 11.
 - The faculty survey will need to be out by the end of March.
 - Right after break the survey will go out for 2 weeks.
 - The student survey will be sent out March 7-18.
 - The faculty survey will be sent out March 21 to April 1.
 - We will run a pilot survey to Faculty Council and Grad Council on Feb. 16 and Feb. 18 to test the questions.
 - This will be about a 60 person sample size.

V. Home Work

- a. The subcommittee will proof and finalized the survey at the next meeting.

VI. Adjournment

- a. Adjourned 5 pm

Respectfully submitted,

JoAnna DeCamp
Continuing Education

Recording Secretary