MEETING MINUTES  
Resource Committee  
January 14, 2014  
3:30 – 5:00 p.m.

Absent: Patric Leedom, Gail Chinn  
Guests: Jennifer Hammonds, Chris Kacir, Dave Todt

I. The meeting was called to order by Gene Burns, Chair.

II. The January 14, 2014 agenda was approved.

III. The December 3, 2013 minutes were approved.

IV. Chris Kacir, Interim Associate Provost, and Dave Todt, Provost, presented information and discussion was held regarding online evaluations:

   o Vetting – talked to vendors at the Higher Learning Commission Expo with the stipulation that our existing form be used. Current vendor was able to accommodate that requirement and offered a free trial which was conducted last spring.
   o Half scale pilot was completed fall semester.
   o Cost savings over paper is difficult to calculate due to the indirect savings of staff time for printing forms and typing comments from evaluations.
   o Participation rates were about 50%. Possible ways to increase participation include:  
      ▪ Correct Wi-Fi dead zones in Massie and ATC
      ▪ Complete evaluations in class
      ▪ Provide instruction for faculty on process and best practices
   o Advantages – comparative data reporting capabilities and staff time savings
   o Oversight – Faculty Senate committee was established to review online evaluations last spring and has been re-established.
   o Possibility of evaluations being done in-house through the use of Blackboard or creation of a system by students and/or existing staff.
   o Chair Burns will draft a recommendation for Committee members to review regarding the Committee’s recommendation for thorough examination of various options for online student evaluation system.

V. Jennifer Hammonds, Associate Registrar, presented information and discussion was held regarding lab usage:

   o Process - Registrar rolls previous course lab usage over to new schedule each semester, generates a spreadsheet, and sends a first draft to departments for review/revision. Uploaded to Resource 25 once final.
   o Lab usage report presented to committee accounted only for class time and did not take into account open lab hours, rooms blocked for the semester for classes and not fully utilized, labs needed for testing, etc.
Due to the extensive, complex nature of this issue, the committee will identify initial areas for improvement.

Future action will include developing a survey to gather data regarding lab utilization from stakeholders.

VI. Continued discussion about topics for future meetings will be addressed at the next meeting due to time constraints.

VII. No other business

VIII. Meeting adjourned at 5:00 p.m.