The first meeting of 2009 started at 10:06 am.

**Members in Attendance:** Doug DeWitt (Seidel School, Designated Senator), Sam Geleta (Henson School, Committee Chair), Krista Knapp (Library), Dorothea McDowell (at-large), Fati Salimian (Perdue School), Melissa Thomas (TLR), Jerry Waldron (CIO)

The minutes of Dec. 5, 2008 were approved with one minor correction.

The focus of the meeting was to identify web based course evaluation software designed for SU campus with user-friendly features for students, faculty members and administrators.

Jerry distributed a handout to kick off the discussion. He mentioned that basically there are 2 different mechanisms to perform course evaluations

1. Commercial products dedicated to course evaluation. Examples include: eCollege, Scantron, Course Eval (currently being used by Nursing and Business programs), Student Voice, CollegeNet.

Jerry also indicated that the Provost wants one product with desired features such as roll-up capability to be used universally across campus.

Strengths and weaknesses of “Course Eval Software”, currently used by Nursing and Business programs were discussed.

**Action Item:** Jerry will contact Tom Jones to discuss issues related to desired features and software costs and give a report to the Committee.

Melissa pointed out that MyClasses, augmented with an add-on tool, could also be a viable option for a campus-wide course evaluation. She will also identify possible vendors that provide other course evaluation tools.

Doug stated that such an endeavor requires knowledge and approval of Faculty Senate.

**Action Item:** Doug will contact Mike O’Loughlin, the President of the Faculty Senate and inform him of the Committee’s deliberations.

On another issue, Sam raised the issue of availability of Printers in TETC 352 for printing banners. Jerry indicated that such service is already available to SU students at a very nominal cost.

The meeting was adjourned at 11:32.