

April 13

Henderson State University Assessment Team

Meeting Minutes

Wednesday, April 13, 2005

Present: Wrenette Tedder, Ginger Otwell, Lecia Franklin, Haroon Khan, Roberta Miranda, Bruce Smith, Carl Stark, David Thigpen, and Bob Yehl

Absent: Jennifer Holbrook, Pam Ligon, Tisha Smith

Guest: Eula Thomas

Next Meeting: Wednesday, April 27, 2005

Announcements

Minutes were approved for the last meeting.

Mrs. Tedder also stated that she has a meeting set up with Dr. Houston to discuss the syllabus templates and the assessment statement for the catalogs on Friday.

Eula Thomas, coordinator for the Student Services assessment, was introduced during the meeting. Mrs. Thomas will be sitting in on meetings to help her better understand assessment and what is required from her area.

Mrs. Tedder stated that the non-academic workshops will be set for May and June. The power point presentation and the goals/objectives/measurements lists are completed. She will be visiting with the vice presidents to get a list of who in their area will be attending the workshops.

Mrs. Tedder stated that she has been making changes to the assessment website in order to make it more user-friendly.

Discussion

Syllabus Templates – Mrs. Tedder asked for an update on the syllabus templates from the three representatives for academics. Dr. Khan and Dr. Smith presented the team with a copy of the templates that will be used for their area. Dr. Stark stated that the School of Business has a committee that is working on their template and it is not ready at this time. The templates will be given to Dr. Houston so that the next step in getting them used by the faculty members can take place prior to the end of Spring 2005. Mrs. Tedder stated that once the templates have been approved she will work with Computer Services to put them in template form for the various faculty to start using. Updates to the template would be made through her office.

Catalog Assessment Statement – The team discussed various statement examples that Mrs. Tedder gave out at the last meeting. The team narrowed the statements down to two examples. Mrs. Tedder stated that she would send out a copy of the finalized statement to the team members prior to her meeting with Dr. Houston on Friday.

Mrs. Tedder reminded the team that there were only 1 (possibly 2) meetings left before the end of the Spring 2005 and the committee would not meet again until Fall 2005. She asked the committee what they wanted to complete prior to the end of spring. Dr. Khan stated that he would like to see the catalog statement and the syllabus templates approved and completed prior to the end of the semester.

Items for Next Meeting

The cycle and steps for the upcoming year need to be finalized. Look at dates for the cycle to be sure it is feasible. A revised copy of the cycle will be e-mailed to everyone prior to the next meeting.

The meeting was adjourned at 3:30 p.m.