

April 18

Henderson State University Assessment Team

Meeting Minutes

April 18, 2007

Present: Carl Stark, Wrenette Tedder, Karen Spradlin, Jennifer Holbrook, and Lecia Franklin

Absent: Bruce Smith, Haroon Khan, Ginger Otwell, Pam Ligon, Bob Yehl, David Thigpen, Flora Weeks, Lea McDonald, Undergraduate Representative

Next Meeting: TBA

Announcements

The minutes from the previous meeting, February 12, were read by the Team members. Lecia Franklin made a motion to approve the minutes with the following changes: Add Pam Ligon to the members present and Jennifer Holbrook seconded the motion. The minutes were approved as amended. See Handout A.

Discussion

Carl Stark addressed the Higher Learning Commission evaluation team's draft report. A handout was given to each team member stating the evidence that demonstrates that further organizational attention is required in the area of focus. See Handout B.

The team discussed developing long-range goals for the assessment team. It was decided that each team member would take part in this process. Each member will supply their goals two days before the next meeting. It was suggested the team should set some goals ten years out.

Jennifer Holbrook recommended that the assessment team utilize Angel, which is replacing WebCT, in future meetings and discussions. It is becoming increasingly hard to get the group together and this resource might allow us to have virtual meetings where everyone can take part. Angel can also keep all email and discussions contained and allow all documents needed to be available at a click of a button. Jennifer is going to work with Kris Duncan in setting this up for the Assessment Team.

Information will be forwarded to each member once the Angel classroom is set-up.

Wrenette Tedder handed out examples of rubrics other universities use in evaluating assessment plans. She suggested that we needed a better way of communicating with each department on areas needing to be improved on their assessment plans. One of the suggestions is built using the Nichols Model and is available online at <http://hsusurvey.hsu.edu/committeereview0607.htm>. Tedder asked that each member test the review sheet before implementing the use in all evaluations of each plans. The summary will be uploaded to each departments TracDat account. Each team member is to use the online form to complete one review by Friday, April 20. Please forward pros and cons to Tedder so the necessary changes can be made to the review sheet. All assessment plans will need to be reviewed by May 2, 2007. See Handout C.

Wrenette Tedder reminded the team of the upcoming deadlines to “Close the Loop.” She will send an email to those responsible for department’s assessment plans informing them of the upcoming deadlines. She will begin offering training on “Closing the Loop,” as well as other topics.

Jennifer Holbrook asked how the meeting with the Faculty Senate Academic Committee went on March 28, 2007. Carl Stark and Wrenette Tedder felt the meeting was positive and provided a summary of the questions asked from the committee.

Wrenette Tedder mentioned that five assessment team members attended the Arkansas Assessment Conference on the campus of Arkansas State University. She felt it was a huge success and that it will become an annual meeting. Tedder is currently serving on the steering committee for the development of this association. The next Arkansas Assessment Conference will be held at Arkansas Tech.

The meeting was adjourned at 3:25 p.m.