

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

March 10, 2014

Present: Nathan Campbell; Deb Coventry, co-chair; Bernie Hellums; Claire Howard; Lenette Jones; Pam Ligon; Ginger Otwell; Brett Serviss, co-chair; Joyce Shepherd; Sheryl Strother; Wrenette Tedder; Bob Yehl; David Warren

Absent: Tammi Wardlaw, Drew Smith, Ronnie Monroe, Maurie Maestas

Next Meeting: March 31, 2014

CALL TO ORDER

The meeting was called to order at 4:00 p.m. in the Dawson Room by Brett Serviss, co-chair.

APPROVAL OF MINUTES

The Minutes from the January 27, 2014, meeting was approved as presented.

ANNOUNCEMENTS

Current status of Higher Learning Commission progress report. September 1, 2015 is the due date for the Assurance Review. Wrenette and Ginger will attend the HLC conference in April.

(Incoming) provost's role with the Assessment Team. An invitation will be extended to the incoming provost, Steve Adkison, to serve as ex-officio for the assessment team.

Assessment plan for the Assessment Team. The Team was encouraged to continue keeping contact logs of communications with their respective units. An agenda item for the next meeting will include looking at the assessment plan for the assessment team.

General education progress report: survey and associated results. Wrenette sent out a survey and has received thirty (30) responses to date. The survey deadline will be extended. David Warren, chair of the General Education committee, will send a reminder to faculty later this week.

OLD BUSINESS

Pam Ligon's term as team member and secretary expires in May. A volunteer is needed to fill this vacancy.

NEW BUSINESS

Switch to monthly meetings. After discussion, it was determined monthly meetings would be appropriate. The new schedule will commence fall 2014. Special meeting times would be scheduled as needed.

Assessment awards. Wrenette distributed rubrics and assessments plans for the team members present to review. March 31, 2014, is the deadline to return the completed rubrics. The scores will determine the winner of the annual Outstanding Assessment Award in both the academic and nonacademic areas.

Assessment Newsletter. Wrenette Tedder, Deb Coventry, Bob Yehl and Brett Serviss will write articles for the upcoming newsletter. The incoming provost will be asked to contribute his views on assessment to include in a later issue.

There being no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,
Pam Ligon, secretary