

Henderson State University Assessment Team Minutes
May 7, 2018

Members Present:

Serviss, Tedder, Coventry, Taylor, Sesser, Strother, Otwell, Campbell, Smithey, Gerhold

Members Absent:

Maxfield, Hooten, Clardy, Jackson, Adkison

The Henderson State University Assessment Team had its regular meeting on Monday, May 7, 2018. Co-chair Dr. Brett Serviss called the meeting to order at 4:00.

The minutes from the April 16, 2018 meeting were approved as presented.

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Team vacancies: Noting several vacancies on the Assessment Team for the coming academic year, Dr. Serviss reached out to current team members in areas with vacancies. He asked, in particular, for any recommendations for the areas Liberal Arts and Fine Arts.

Proposed representatives for vacant Assessment Team positions:

Saul, University Advancement – yes

Freeman, Finance and Administration – yes

Strother, Student Affairs – yes (needs to rotate off – suggested Beason or Laird from Residence Life)

Wolfe, Library – yes

Jackson, School of Business – yes (may have scheduling issues, suggested Sigmon)

Jones, Athletics – yes

Dr. Serviss noted that he would follow up with Dean Boswell about recommendations for Ellis College academic positions, and that Dr. Taylor would appoint a graduate student in the fall.

Rubrics: The balance of the meeting time was spent discussing the proposed assessment documents, including the Academic Program Assessment Review, the Closing the Loop Summary, and the Non-Instructional Unit Initial Program Review Rubric.

The team first considered the Academic Program Assessment Plan Review. Dr. Coventry suggested that there were areas that could be made more concise, including the Student Learning Outcomes. Several team members also noted that higher level goals could be clarified, suggesting that these could be attached to the form, or links to online sources for that information could be provided.

With regard to the Closing the Loop Summary, team members noted that it needs more specificity (for example, what precisely is closing the loop), and that a specific list of what closing the loop will entail for individual departments is needed. Dr. Serviss encouraged committee members to think of changes over the summer and present them at the first meeting of the fall semester.

With regard to the Non-Instructional Unit Initial Program Review Rubric, team members considered the number of measures proposed, and concluded that at least 1, but preferably 2 measures are needed. Wording changes were proposed to questions 3 and 4 (“To what extent are the resources...”). Changes

to question 5 were proposed, including the idea to ask for both a data summary and concise explanation of data. Adding a sixth question about the action plan was proposed and discussed, as was a proposal to reorder the existing questions. Finally, alignment of this document was discussed both generally and in specific detail. Team members suggested clarifying/adding one new entry for the Data Analysis and another for Appropriateness of Actions sections. Clarification also was sought regarding the phrase "Impact of Measures," which some team members found confusing, especially as related to the phrase "Quality of Measures."

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Emily Gerhold, Secretary