

August 29

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

August 29, 2011

Present: Debra Coventry, Lecia Franklin, Bernie Hellums, Lenette Jones, Pam Ligon, Vernon Miles, Ginger Otwell, Brett Serviss, Phillip Schroeder, Joyce Shepherd, Blake Smith, Karen Spradlin, Wrenette Tedder, Bob Yehl

Absent: Chad Fielding, Margaret Hoskins

Next Meeting: August 29, 2011

ANNOUNCEMENTS

Chair Phillip Schroeder called the meeting to order at 4:00 p.m. and welcomed the Team back from summer break.

Newsletter. Blake Smith and Angela Boswell have both agreed to contribute an article for the upcoming newsletter.

Assessment Awards. The faculty assessment plans have been evaluated by the Team. The non-academic plans have not yet been reviewed. An outstanding academic and non-academic selection will soon be made.

HLC Report Review. It was the consensus of the Team to read and endorse the self-study report prepared for the February 2012 Higher Learning Commission comprehensive evaluation visit, reflecting the culmination of two years of study of the university by Henderson State University faculty, staff, and administrators. Report any revisions to Angela Boswell or Jennifer Holbrook by September 12. The Assessment Team's endorsement should be submitted no later than September 15.

OLD BUSINESS

Assessment Plan for the Assessment Team: The Team's Assessment Plan will be submitted for review and approval by the next meeting.

University Assessment Plan: Wrenette reported that a few changes are still necessary. The final Plan will be provided to the University Academic Council and Faculty Senate for their comments and suggestions.

Assessment Team Handbook. To complete the Handbook, additional committee members are necessary. Bernie Hellums, Debra Coventry, and Pam Ligon, volunteered to assist Wrenette Tedder with the completion of the Handbook. The finished document will be available on-line.

NEW BUSINESS

Graduate student representative. Phillip asked for suggestions on a new graduate student representative. Bernie Hellums suggested submitted a name for consideration.

Evaluation of Unit Assessment Plans. Wrenette distributed a summary of the academic and non-academic units completing their assessment plan for 2010-2011. Of the academic units, 91% have a plan in place. 92% of the non-academic units are complete.

The Team reiterated the critical need for all units to be in compliance.

Goals for the Assessment Team. The Team was asked to come prepared with ideas to set goals at the next meeting.

There being no further business, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

Pam Ligon, secretary