

# December 2

Henderson State University Assessment Team  
Meeting Minutes  
Dawson Room, 4:00 p.m.  
December 2, 2013

Present: Nathan Campbell; Deb Coventry, co-chair; Bernie Hellums; Lenette Jones; Pam Ligon; Ronnie Monroe; Brett Serviss, co-chair; Joyce Shepherd; Drew Smith; Sheryl Strother; Wrenette Tedder; David Warren; and Bob Yehl

Absent: Claire Howard, Maurie Maestas, Ginger Otwell, and Tammi Wardlaw

Next Meeting: TBA

The meeting was called to order at 4:00 p.m. in the Dawson Room by Brett Serviss, co-chair. The Minutes from both the October 28 and November 4, 2013, meetings were approved as presented.

## **ANNOUNCEMENTS**

**Assessment Newsletter.** The newsletter is scheduled to be sent out electronically by Friday, December 6. Bernie, Brett, and Wrenette contributed articles.

Brett asked for volunteer writers and suggested content for the spring newsletter. Topics were discussed.

## **OLD BUSINESS**

**General Education Assessment Progress Report.** David Warren, chair of the General Education committee, reported that one challenge of the committee is determining how best to disseminate the collected information. Additionally, he mentioned that Henderson State University has to provide a progress report to the Higher Learning Commission by April 1, 2014. Each participating instructor will be sent a survey once the data has been returned. The deadline to submit the General Education Rubric data is December 13. To date, only two have been returned to Wrenette.

**Evaluation of Assessment Plans:**

**Detailed feedback regarding assessment plans.** Wrenette thanked the Team for submitting their assessed plans by the designated deadline. Brett asked the committee to reflect on their unit evaluations to determine if there could be a common theme in deficiencies to address.

**Feedback regarding evaluation instrument/rubric used for evaluating assessment plans.** Brett asked the Team to review the assessment rubric and email him suggestions for updating the instrument.

**NEW BUSINESS**

No new business.

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted,  
Pam Ligon, secretary