

**Henderson State University Assessment Team  
December 5, 2016**

Members present: Angela Boswell, Nathan Campbell, Renae Clark, Scott Freeman, Emily Gerhold, Judi Jenkins, Beth Maxfield, Ginger Otwell, Carrie Roberson, Brett Serviss, Sheryl Strother, and Wrenette Tedder.

Members absent: Steve Adkison, Will Blair, Shannon Clardy, Christine Dickson, Chanda Hooton, Lenette Jones, David Sesser, and Gary Smithey.

The Henderson State University Assessment Team met for regular meeting on Monday, December 5, 2016. Chairman Serviss called the meeting to order at 4:00.

The minutes from the October 24, 2016 meeting were approved as presented.

**Announcements:**

Wrenette will conduct an assessment workshop on Monday, December 12 at 4 p.m. in McBrien room 144. This workshop will be helpful for all new team members.

**Old Business:**

Chairman Serviss reported that Malcolm Rigsby agreed to serve on the Assessment Team. He will be the Ellis College at-large representative.

The proposed change regarding the Assessment Team Charge was presented to and approved by the Shared Governance Committee. The following statement will be removed from the handbook: ““The team makes recommendations to the president”.

The request for refreshments at Assessment Team meetings was presented and approved by Dr. Adkison. Refreshments will be available at the next meeting.

The team discussed the assessment awards. The following ideas were presented:

1. Granting more than one award. Present an award for most outstanding assessment plan and execution and most improved plan. Present an award for the best plan for the overall assessment period (one every 4 years).
2. Provide a substantial financial award that will be presented to the winning department. Discussion followed on how to equally distribute the award among the department when it is possible that only a few people worked on the plan.
3. Create a winning trophy that will be displayed in the winning department.

Chairman Serviss encouraged the team to continue thinking about assessment awards. He reminded the team that we must come to a consensus soon.

Chairman Serviss and Emily are working on getting the Assessment Team webpage updated.

**New Business:**

Wrenette presented a report that gave a status of the department academic plans. Henderson has a total of 55 academic units. To date, 29% of the plans have been approved; 2% are pending final review;

35% are in final revisions; 18% have no plan; 15% are under development; and 2% are under review. Chairman Serviss and Wrenette will continue to work with the departments without approved plans. Chairman Serviss complimented the departments and mentioned that everyone he and Wrenette have worked with has been very amenable to creating/revising the plans. Wrenette asked the team to encourage departments to get their final revisions in by the December 9 deadline. Wrenette and her team will work to get the plans in TRACDAC in January while the faculty are not on campus. The departments with approved plans will begin implementing the plans in January.

Wrenette reported that Henderson State University had been contacted by the Higher Learning Commission to present at their Pathwise Training Conference. HLC would like Henderson to present on how we embed our assurance arguments within our assessment plans. Wrenette will represent HSU and present at the conference in February 2018.

The team discussed several units that have challenging assessment maps including: General Education, Bachelor of Integrated Studies and the Master of Liberal Arts. Chairman Serviss and Wrenette will continue to work with these units to develop a plan.

There being no further business, a motion was made and seconded to adjourn the meeting. The meeting adjourned at 4:56.

Respectively submitted by:

Carrie Roberson, Secretary