

February 22

Henderson State University Assessment Team

Meeting Minutes

Wednesday, February 22, 2006

Present: Wrenette Tedder, Ginger Otwell, Bruce Smith, David Thigpen, Lecia Franklin, Pam Ligon, Bob Yehl, Katherine Woodall, Haroon Khan, and Jennifer Holbrook

Absent: SGA Representative, Carl Stark

Next Meeting: Wednesday, February 22, 2006, Dawson Room

Announcements

A faculty roundtable discussion was held on February 14th and 8 people attended. Wrenette Tedder, along with Carl Stark and Pam Ligon, represented the Assessment Team at the roundtable. Dr. Dunn, Dr. Houston and four faculty members attended. This will be a monthly event and we hope to increase the number of attendees at the next one. Wrenette has contacted Dr. Houston to get a date for the next faculty roundtable discussion, which will be 12:30 to 1:30 on a Tuesday or Thursday.

The staff roundtable discussion will be held on March 16 from 12:00 to 1:00 in the Wilson Room. An e-mail will be sent out regarding the discussion. Some team members asked if the discussion could be held at another time during the day.

The Assessment Newsletter is ready for distribution. Copies will be given to Lecia Franklin to be put in with the payroll checks for all classified employees. All other employees will receive a copy in their mailbox. Future newsletters will be published on-line; however, should employees like a paper copy they will be given the option to request it by e-mailing Wrenette Tedder.

Training dates have been set up between March 7th and March 14th for both faculty and staff to attend the next step in assessment and TracDat – Observations and Closing the Loop. An e-mail will be sent out detailing the dates and times the training will be available. A couple of refresher sessions have also been set up.

Ms. Tedder informed the team that she asked for money in next year's budget to be able to offer monetary awards for both academic and non-academic departments.

Discussion

A majority of the team members returned the assessment plans they were assigned to Wrenette Tedder during the meeting. Ms. Tedder will compile the information and schedule appointments to discuss possible changes. She hopes to be able to meet with groups instead of individuals at this point. Student Services will be meeting as a group to discuss corrections/additions that need to be made. Team members will be asked to attend some of these meetings. All plans are due back to Ms. Tedder by the end of the week.

The team needs to select one academic and one non-academic assessment plan to use as a model during training and meetings. Chemistry was suggested for the academic model.

The team needs to help develop a list of key words to use when naming methods.

The meeting was adjourned at 4:00 p.m.