

February 25

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

February 25, 2013

Present: Sidney Chandler, Deb Coventry, Pam Ligon, Ronnie Monroe, Phillip Schroeder, Brett Serviss, Joyce Shepherd, Sheryl Strother, Wrenette Tedder, Bob Yehl, and Lynette Jones

Absent: Margaret Hoskins, Blake Smith, Karen Spradlin, and Chad Fielding

Next Meeting: March 11, 2013

Meeting called to order 4:05 p.m. by Phillip Schroeder.

Thanks: Phillip Schroder began the meeting by expressing thanks to Pam Ligon for her many years of service to the Assessment Team as the secretary. Pam will be continuing with the team, however, she is taking a break from duties of secretary. Refreshments provided by Phillip Schroder, Wrenette Tedder and Ginger Otwell were enjoyed by the team.

Training: Wrenette Tedder conducted a training session covering the assessment cycle, assessment language and the Team's goals. While a benefit to new members the training session should also help members with a longer history on the team to better understand the assessment process and answer questions of the university community. Highlights as follows:

- Assessment Definition
- Things Assessed
- Importance of Assessment
- What Assessment is NOT
- Things Assessment Must Be
- Examples that are NOT Student Learning Objectives

- Illustration of Assessment Cycle
- Assessment Plan Components
- TracDat- History and Benefits

Following training it was discussed that training sessions would be helpful for faculty and staff regarding the assessment process, as well as TracDat training for those involved in gathering data and maintaining an assessment plan for their department.

There being no further business, the meeting adjourned at 5:00 p.m.

Attachment 1: Assessment Team Orientation Handout

Respectfully submitted,

Lecia Franklin, secretary