

January 21

Henderson State University Assessment Team

Meeting Minutes

January 21, 2009

Present: Wrenette Tedder, Ginger Otwell, Phillip Schroeder, Lecia Franklin, Pam Ligon, Karen Spradlin, and Nathan Campbell

Absent: Megan Harness, Bob Yehl, Bernie Hellums, Jane Dunn, SGA Representative

Guest: Dr. Vernon Miles, Provost

Next Meeting: TBA

Announcements

Dr. Bernie Hellums has joined the Assessment Team in place of Dr. Patricia Weaver. She was absent from this meeting; however, we look forward to seeing her at the next meeting.

Wrenette Tedder stated that she has not been given the name of the new Assessment Team representative for the President's area. She has recommended that Dr. David Thigpen be named the replacement person.

Discussion

The upcoming assessment newsletter will have articles written by Dr. Miles, Mr. Jimmie Harper, Dr. Jane Dunn, The Assessment Chair and the Director of Assessment. The deadline to send in articles is February 13th with the newsletter being ready to send out at the end of February. A suggestion was made to include definitions in the newsletter for both academic and non-academic areas. Future newsletters will spotlight an academic and a non-academic program. Workshop dates and times may also be listed in the newsletter. It will be sent out electronically and people will be given the option of an electronic copy or paper copy for the future.

All of the programs have been reviewed and a designation of 1-4 has been given them regarding

their completeness. Wrenette Tedder has asked that each Team member look at the mission statements of the assessment plans and, using a designated rubric, score the completeness of the mission statement for each one. Once the rubrics are completed and returned to Ms. Tedder she will work on the list of departments that must attend the upcoming workshops.

There will be workshops, beginning in February and throughout the spring semester that some departments will be required to attend. All coordinators for the programs will be invited to attend the workshops. The workshops will be in four parts and each part will last approximately 1 ½ weeks at 3-4 different times during the week to allow all coordinators ample time to attend. The workshops are as follows:

1. Development and implementation of a mission statement
2. Development and implementation of objectives or student outcomes
3. Development of measurement tools
4. What to do with the data once it is collected

The workshops will be hands-on so that when the coordinator(s) leave they will have most of their work completed.

The team needs to have a working assessment process in place by fall 2009 to assess the 2009-2010 plans. The new plans must be completed by September and the Team will assess each plan and offer feedback to the departments by mid-November.

Dr. Miles stated that he received a letter from the Higher Learning Commission stating their next visit will be either fall 2011 or spring 2012. We should have 2 years of good data when they visit if we implement the assessment process by fall 2009.

Dr. Miles also stated that the HLC will be looking to see if our assessment institution-wide planning initiatives have become more aligned. In mid-February he will be releasing the names of the HLC Self-Study co-chairs and the names of the five self-study sub-committee chairs at the end of spring (along with all subcommittee members). He also hopes to have the overall steering committee named before the end of spring semester. The Assessment Team Chair and the Director of Assessment will be serving on the overall steering committee, which will be 15-18 people.

Dr. Schroeder asked for volunteers from the Team to help work on user-friendly versions of the assessment handbook for both academic and non-academic programs. The user-friendly versions will be written in layman's terms to make it easier to understand. Pam Ligon volunteered and Bob Yehl was nominated to help Dr. Schroeder with these versions.

Goals set by the Team include:

1. Have all 87 assessment units completely assessed by the end of the year.
2. Find more ways to communicate with faculty, staff and students regarding the importance of assessment.

The meeting was adjourned at 4:39 p.m.