

January 23

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

January 23, 2012

Present: Debra Coventry, Stephanie Elder, Chad Fielding, Lecia Franklin, Bernie Hellums, Margaret Hoskins, Lenette Jones, Pam Ligon, Ginger Otwell, Brett Serviss, Philip Schroeder, Blake Smith, Karen Spradlin, Wrenette Tedder, and Bob Yehl

Absent: Vernon Miles, Joyce Shepherd

Next Meeting: January 30, 2012

**ANNOUNCEMENTS:**

Chair Phillip Schroeder called the meeting to order at 4:00 p.m. Stephanie Elder was introduced as the newest Team member. Stephanie is representing the Graduate School and is working toward her MLA.

**Assessment Website.** Brett Serviss informed the Team that the assessment web site is complete. Brett will link examples of model rubrics at a later date. Brett asked the Team to review their bios to ensure they are correct. Penny Murphy is working on providing the background for the site. The Team thanked Brett for serving as web master and creating the assessment page. Phillip encouraged the members to familiarize themselves with the site and its content.

**February Newsletter.** The February Assessment Brief will be sent out campus wide shortly. New contributors include an article by Elaine Kneebone, Jennifer Holbrook, and Teachers College, Henderson.

**Academic and Administrative Assessment Awards.** Utilizing the Assessment Award Rubric, the Team voted on an outstanding academic and non-academic unit to recognize. The recipients will be announced at a later date.

**OLD BUSINESS:**

**Assessment publicity for the HLC visitation: mock forum, table tents, student organizations,**

**unit contact, public relations, et al.** Chad Fielding played a song from his phone that the Office of Public Relations and Gray Sky Music prepared to assist in learning the university mission statement. The Ra Ra Committee has created buttons and will provide other items to assist with publicizing the upcoming HLC accreditation site visit.

Brett remarked that Faculty Senate will meet one more time prior to the arrival of the HLC team should Phillip or Wrenette wish to address them. The Team concluded that Brett should announce the Team's new website during the Senate's February meeting.

**University Assessment Plan to the Board of Trustees.** Due to Dr. Mile's absence, no report was given. Wrenette will remind him to present the Plan to the Board.

**NEW BUSINESS:**

**Assessment Team Meetings.** The Team agreed to meet weekly through February 13, 2012.

**OTHER BUSINESS:**

Each member is asked to contact their respective areas to ensure each employee is aware of the agenda for the HLC visit February 19-22, 2012. The next scheduled meeting is set for 4:00 p.m., January 30, 2012. There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Pam Ligon, secretary