

# January 30

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

January 30, 2012

Present: Debra Coventry, Stephanie Elder, Chad Fielding, Lecia Franklin, Lenette Jones, Pam Ligon, Vernon Miles, Ginger Otwell, Brett Serviss, Philip Schroeder, Joyce Shepherd, Blake Smith, Karen Spradlin, Wrenette Tedder, and Bob Yehl

Absent: Margaret Hoskins, Bernie Hellums

Next Meeting: February 6, 2012

## **ANNOUNCEMENTS:**

Chair Phillip Schroeder called the meeting to order at 4:00 p.m.

**Assessment Website:** our reviews and suggestions. Phillip again reminded the members to check their bios and to review the content of the website. Stephanie Elder's appointment as a Team member and bio needs to be included.

**Progress Report:** Assessment Plans and Observations reviews. Wrenette has entered the reviewers' information into the system. Both academic and non-academic units will be notified of the Team's recommendation. Wrenette provided a scenario where a Team member utilized their feedback in a staff training session to make improvements to their area.

## **OLD BUSINESS:**

1- to 2-minute presentations each addressing what has been done, what we are currently doing, and what you are going to do in the next 2 weeks for your Unit publicity. We can steal (borrow) from each other. A few members commented that they have conducted staff meetings to discuss what to expect during the HLC team visit, emailed their colleagues about the new web page and other pertinent information pertaining to assessment, and have received feedback. Phillip encouraged the

other members to communicate with their respective areas as well. A suggestion was also made to purchase "Henderson Welcomes the Higher Learning Commission" banners to hang outside of Womack and the Garrison Center. Dr. Miles was asked to address the faculty one additional time prior to the site visit reminding the faculty the purpose of the visit and what to expect.

Dr. Miles briefly addressed the HLC agenda. After the site visit, Wrenette and Phillip will begin meeting with the Team in departmental meetings. Ginger will disseminate the Assessment Brief both electronically and as a hard copy.

**OTHER BUSINESS:**

The next scheduled meeting is set for 4:00 p.m., February 6, 2012. There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Pam Ligon, secretary