

March 11

Henderson State University Assessment Team

Meeting Minutes

March 11, 2009

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

Absent: Megan Harness, Bernie Hellums, Jeff Bailey

Next Meeting: April 8, 2009, 3:00 p.m., Wilson Room

Announcements

Dr. Jane Dunn has resigned from the Assessment Team due to personal reasons. A new team member will be assigned by Dean Maralyn Sommer to represent the science area of Ellis College.

The assessment newsletter has been completed. The first issue will be sent to faculty and staff in both printed form and electronic form. If someone wishes to have the newsletter in printed form in the future they must send a request to Ginger Otwell.

New assessment training times have been set and Wrenette Tedder will be sending out invitations to the training sessions.

Discussion

Discussion was held on what to include in the next assessment newsletter and how often it should be done. Wrenette Tedder stated that, in the past, the newsletter has been done once a semester but she is open to sending out a newsletter more than this if there is enough material to go into the newsletter. Some items that will be included in future issues are spotlights on both a non-academic and an academic area, a glossary of terms, information on upcoming deadlines, updates from the steering committee, the upcoming Higher Learning Commission visit, etc.

A report on the Quick Reference Guide was given to the Team by the subcommittee members,

Phillip Schroeder, Pam Ligon, and Bob Yehl. The guide has become bigger than first anticipated. The framework for the guide has been taken from presentations that Wrenette Tedder gave on assessment in the past. The subcommittee will be getting together again to brainstorm on more ideas of what else needs to be included in the guide.

Wrenette Tedder gave a brief overview of the 2007 Focus Visit Follow-up (see attachment) to the Team. In the overview she discussed the positive changes that the focus visit team commented on and the areas that need to show improvement. Ms. Tedder also listed the goals that the University Assessment Team needs to set in order to get ready for the upcoming 10 year assessment visit by the Higher Learning Commission. She said that HSU needs to utilize the data they gather from doing assessment and use it across the board. The Team also needs to continue to be a viable source to disseminate information.

Wrenette Tedder also handed out the Criteria for Accreditation that came from the HLC website. The handout listed all core components and examples of evidence for each criteria. She suggested that information from this handout be included in the next newsletter.

At the next Team meeting, Ms. Tedder stated that she would show Team members how to use the new version of Tracdat.

The meeting was adjourned at 3:52 p.m.