

**Henderson State University Assessment Team**  
**March 27, 2017**

Members present:, Renae Clark, Scott Freeman, Emily Gerhold, Chanda Hooten, Judi Jenkins, Lenette Jones, Beth Maxfield, Ginger Otwell, Carrie Roberson, Brett Serviss, Sheryl Strother, and Wrenette Tedder.

Members absent: Steve Adkison, Angela Boswell, Will Blair, Nathan Campbell, Shannon Clardy, Christine Dickson, David Sesser, and Gary Smithey.

The Henderson State University Assessment Team met for regular meeting on Monday, March 27, 2017. Dr. Serviss called the meeting to order at 4:00.

The minutes from the December 5, 2016 meeting were approved as presented.

**Old Business:**

Ms. Tedder presented the committee with the Academic Assessment Progress Report. Currently, 58% of the academic units have approved plans. The approved plans have been entered into TracDat. The learning goals still need to be connected to the University Strategic Plan, University Learning Goals, Provost/Academic Affairs Goals, Liberal Arts Core Goals, and College Goals. Once the learning goals for the university and provost/academic affairs are received from Dr. Adkison, an email will be sent to departments notifying them their assessment plans are in TracDat and informing them of the next steps in TracDat (linking to the goals and mapping to the courses). There are 12 departments with plans in the final revisions stage, eight departments with no plan, and three departments whose plans are under development. Ms. Tedder and Dr. Serviss are continuing to review and assist the departments without approved plans. The goal is to have approved plans from all of the 55 academic departments complete by the end of May. The academic programs are currently collecting data for this semester that will be entered into TracDat in early fall.

The team discussed the assessment awards. A department will be selected to receive the assessment award based on the quality of their new assessment plan, and for the data collected along with action plans for the next year. The assessment awards will be given out during the spring 2018 semester.

**New Business:**

At our last meeting, the team approved Dr. Malcolm Rigsby to serve as the Ellis College at-large representative. Recently, Dr. Rigsby has asked to be removed from the committee. Dr. Serviss presented Dr. Shari Valentine for consideration to succeed Dr. Rigsby as the new at-large representative for Ellis College and asked if anyone else had any other nominations. Dr. Valentine is a faculty member in the Department of Sociology and Human Services and has been involved in two SACS reviews (regional accreditation). A motion was made and seconded to add Dr. Valentine to the Assessment Team. The motion passed unanimously.

The team discussed possible ways to involve more faculty members, to include, if possible, entire departments in the assessment process. One suggestion was to encourage departments to have sub-groups or core groups (departmental assessment subcommittees) that are selected to manage the assessment plan, but for the subcommittees to regularly communicate information about departmental

assessment to the department at-large and to solicit feedback from colleagues. Additionally, it was discussed that department chairs should be encouraged to communicate with their departments about their assessment plans and encourage communication, feedback, and ownership from and by the entire department, with clear communication that program improvement is one of the principal goals of the assessment process. The team also discussed possible methods to facilitate easy access of assessment data. Discussion followed but it was determined that the university would have to approve data sharing among departments or to the campus. Additionally, the team discussed the possibility of making one to a few model assessment plans available for perusal to all departments, so that departments could see what constitutes a properly structured assessment plan. The team will continue to discuss best assessment practices to share with the university.

Dr. Serviss asked the committee to consider bringing back the assessment newsletter. Members from the team would periodically provide content to be included in the newsletter. Dr. Serviss noted that the Higher Learning Commission Mid-Cycle Review Team asked why the Assessment Team stopped producing the assessment newsletter. The team will discuss this topic again at the next meeting.

There being no further business, a motion was made and seconded to adjourn the meeting. The meeting adjourned at 4:43.

Respectively submitted by:

Carrie Roberson, Secretary