

March 29

Henderson State University Assessment Team

Meeting Minutes

Wednesday, March 29, 2006

Present: Wrenette Tedder, Ginger Otwell, Bruce Smith, Lecia Franklin, Bob Yehl, Katherine Woodall, Haroon Khan, and David Thigpen

Absent: SGA Representative, Jennifer Holbrook, Pam Ligon, Carl Stark

Next Meeting: Wednesday, April 12, 3:00 p.m., Dawson Room

Announcements

Wrenette Tedder attended the Student Services Director's meeting on Tuesday, March 28th, to discuss assessment and TracDat. She handed out the written comments the Assessment Team made on their plans. The group went over each plan to discuss ways to improve their plans.

Wrenette also has several different types of handouts that may be useful to those working on assessment plans. They lay out the different parts of the assessment process.

A meeting has been set with Dr. Houston on Friday, March 31st, to establish a time during the Fall 2006 faculty workshop for assessment. Wrenette will talk to Dr. Houston about bringing in an assessment speaker to talk to faculty.

Wrenette Tedder and Jennifer Holbrook will be holding an iWebfolio presentation for the faculty members in School of Business and Ellis College who might be interested in using the portfolios in one of their classes. The meeting will be held in early April.

The faculty roundtable discussion will be held on March 30th at 12:30 p.m. There may be a conflict with some areas due to director's meetings being held on Thursdays during that time.

Approximately 20 people attended the last staff roundtable discussion. The main topic of discussion

was about why assessment is needed, what the Assessment Team has accomplished and TracDat.

Discussion

Discussion was held on whether the April 14th deadline to revise current plans is still a possibility since some of the areas have not received their feedback from the Assessment Office. Wrenette Tedder stated that she has met with most of the non-academic areas and will meet with the others within the next few weeks. She will extend the deadline if necessary.

Lecia Franklin asked about the non-academic areas that were not on-line at the time the Team evaluated the plans. Wrenette stated that those areas are being pushed to get their plans in the system as soon as possible.

The team discussed future roundtable discussions and how to handle them. Wrenette would like to set up different tables in the room with different topics. All of the non-academic team members would need to be available to moderate a table. The same would be set up for the faculty roundtable discussions. The next faculty roundtable discussion has been tentatively set for April 25th. Each academic team member would need to moderate at a table. Wrenette asked everyone to send her a possible topic for a roundtable. Once the topics are gathered, she will put out a list and ask the team members to sign up for one of them.

Future assessment cycles were discussed. Wrenette would like to have the 2006-2007 assessment cycle given out to faculty prior to the end of the Spring 2006 semester. The Team discussed tentative dates for both academic and non-academic cycles. Wrenette will get with Sharon Gardner, Administrative Assistant for Academic Affairs, to find out if there are any major conflicts with the academic cycle dates. If not, the cycles will be published with the dates the team members agreed on.

The meeting was adjourned at 3:45 p.m.