

# March 30

Henderson State University Assessment Team

Meeting Minutes

Wednesday, March 30, 2005

Present: Wrenette Tedder, Ginger Otwell, Lecia Franklin, Pam Ligon, Carl Stark, David Thigpen, Bob Yehl, Jennifer Holbrook, and Bruce Smith

Absent: Haroon Khan, Roberta Miranda, Tisha Smith

Next meeting: Wednesday, April 13, 2005 at 3:00 p.m. in the Dawson Room

## **Announcements**

Minutes were approved for the last meeting.

Update on Academic Assessment Plans – We are the same as last time, with the exception of Counselor Education. Wrenette Tedder will set up a meeting to discuss the Ellis College Assessment Plans and the General Education Plan with both Dr. Houston and Dr. Sommer.

Update on Non-Academic Assessment – the training session that were previously scheduled have to be rescheduled due to a conflict with the rooms in the Garrison Center. Mrs. Tedder stated that only specific rooms in Garrison are available for use because internet connection is needed. Bob Yehl offered the Library Training Room for any of the training sessions, if needed. New dates will be established and forwarded to those individuals who will be involved.

## **Discussion**

Syllabus Templates – Mrs. Tedder asked for an update on the templates for each college. Bruce Smith and Carl Stark stated that their college already had a basic template in place due to the accreditation that each school has to go through. Haroon Khan, via Mrs. Tedder, informed the Team that he has met with Dr. Sommer and that she is working with him to develop a template for Ellis College. He will be scheduling another meeting in the near future to finish developing the template. Once all of the syllabus templates are ready Mrs. Tedder will take the recommendations to Dr.

Houston to present to faculty senate.

Catalogs – Mrs. Tedder gave out examples of assessment statements that other schools are using in their catalogs. She asked the Team to look over the examples and e-mail her ideas prior to the next meeting so the statement can be finalized at the meeting.

Assessment Planning Guide – Mrs. Tedder asked the Team to help finalize the guide so that it could become “official” instead of a “draft”. She stated that the Team could go with a guide for academic and a guide for non-academic if necessary. It was noted that several of the words used in the academic guide were different than the words used for non-academic. The Team asked that Mrs. Tedder use one word and not interchange between the two groups. Comments on the guide include:

1. Adding outcomes to the glossary
2. Change “indended” to “intended” on page 8
3. Adding a narrative between the different areas (ex: levels of assessment need 1-2 sentences to lead into another level)
4. Need to use everyday terms so it is more understandable
5. Put the “draft” out on the web so that everyone can look at it
6. May need to put two focus groups together with professors (for academic guide) and staff (for non-academic guide) who don’t know much about assessment to see if they are able to understand the guide

Mrs. Tedder reminded the Team that there were only 3 meetings left before the end of the school and she asked the Team to come into the next meeting with an idea of what they want to see the Team accomplish by the end of the semester.

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