

Henderson State University Assessment Team
March 9, 2018

Present: Nathan Campbell, Scott Freeman, Emily Gerhold, Chanda Hooten, Lonnie Jackson, Judi Jenkins, Beth Maxfield, Ginger Otwell, Brett Serviss, David Sesser, Gary Smithey, Sheryl Strother, Wrenette Tedder

Absent: Steve Adkison, Angela Boswell, Shannon Clardy, Lenette Jones, Shari Valentine

The Henderson State University Assessment Team met for its regular meeting on Friday, March 9, 2018. Co-chair Dr. Brett Serviss called the meeting to order at 2:00.

Ms. Wrenette Tedder provided a status report over the current state of syllabi with regard to the presence of student learning outcomes and associated linkages to higher level outcomes and goals. A subsequent report will be provided to department chairs indicating the level of compliance with these two elements for fall 2017 and spring 2018 syllabi, in their respective areas. The requirement for course syllabi to provide student learning outcomes (SLO) and linkages has been cited as best practice by the Higher Learning Commission (HLC), with clear articulation of the need for these to be present on syllabi (this requirement will not go away).

Ms. Tedder also reported that the Bachelor of Integrated Studies (BIS), General Education (Gen Ed), and Master of Liberal Arts (MLA) programs all have workable, meaningful assessment plans in place and data is being collected for these.

Ms. Tedder mentioned that HSU is awaiting a response from the HLC regarding the recent interim report submitted by HSU in January 2017, which pertains primarily to assessment in BIS, Gen Ed, and MLA, but also with components addressing syllabi SLOs and linkages, along with updates on university-wide assessment practices. The report was drafted by Ms. Tedder and Dr. Serviss, and subsequently reviewed and amended, as needed, by all pertinent parties, to include directors of each program (BIS, Gen Ed, and MLA), Office of the Provost/VPAA, and Vice Provost and Graduate School Dean.

Ms. Tedder reported that the Persistence and Completion Academy will have all information compiled into a data repository prior to the 2021-2022 HLC re-affirmation visit. Dr. Ken Taylor, Ms. Ginger Otwell, and Ms. Tedder will attend the upcoming Open Pathways Workshop in preparation for the upcoming 2021-2022 HLC visit. The associated Steering Committee and respective criterion subcommittees will be selected in 2019.

Ms. Tedder presented a status report and process overview for the program review process and subsequent assessment plan development initiative for non-instructional programs. The Assessment Team has been given the responsibility of overseeing the assessment process for non-instructional programs. The Assessment Team must revise and fine-tune the assessment process for non-instructional programs, and the program review component must be incorporated into non-instructional program assessment. The program review process, however, must be maintained as a component of program assessment plans.

In September 2018, the 19 lowest scoring non-instructional programs will be asked to re-submit their non-instructional program review. Ms. Tedder and Dr. Serviss will work closely with these programs to

develop appropriate assessment plans, to include development of outcomes, measures, and criteria. The time frame for this process will be from April 2018 through the fall 2018 semester.

Dr. Serviss opened up the floor for comments and suggestion pertaining to the previous program review process. Comments received are as follows:

1. Better communication is needed, especially on the front end, but also throughout the process.
2. The assignment given to non-instructional programs and the associated rating rubric did not match up; this should be adjusted for continuity.
3. The evaluation tool (rubric) is not structured/designed/arranged as effectively as it should be.
4. The two processes, program review and assessment plan, need to be the same.
5. Assessment plan, data reporting, and data analysis must be honest in order to provide meaningful information for program improvement.
6. Provide programs with examples of assessment plans that are correct, which may be used as templates to guide programs in plan development.
7. Group rating of plans are requested.
8. Comments sections for further elaboration or clarification must be provided on plan evaluation rubrics.

It was suggested by two team members that team representatives go back and discuss with their constituencies what was "good" and what was "bad" about the previous program review process and communicate this to the Assessment Team for discussion in the April meeting.

Dr. Serviss distributed two revised template rubrics: one for evaluation of academic assessment plans and a second rubric for evaluating closing the loop. He asked team members to review these rubrics and be prepared to provide feedback at the April meeting. Dr. Serviss emphasized that the structure and format of the rubrics needed to be maintained, but that any suggestions for clarity or necessary additions or omissions for the sake of increasing effectiveness or precision of the rating instruments were the focus of the review. When Ms. Tedder and Dr. Serviss meet with both academic and non-instructional departments, completed rubrics with all necessary rating information must be provided to departments.

Dr. Emily Gerhold was elected by acclamation as Assessment Team secretary for the remainder of the spring 2018 semester. A new secretary will be elected at the beginning of the fall 2018 semester.

Dr. Serviss requested that the Assessment Team determine a standing (permanent) date and time for all future Assessment Team meetings, similar to what is done for many other standing university committees. Discussion ensued, and it was determined that the second Monday of each month at 4:00 would be the set day and time for Assessment Team meetings.

It was announced that Ms. Tedder will conduct an assessment training workshop for Assessment team members on Monday, April 16th at 3pm.

Ms. Tedder requested that any recommendations for changes to the Assessment Newsletter should be submitted as soon as possible, and that the newsletter will go out to the campus after spring break.

Dr. Serviss and Ms. Tedder requested that, in preparation for the next meeting, team members acquire and compile feedback for the questionnaire and associated evaluation rubric regarding the recent non-

instructional program review process, and also to make note of any comments or suggestions they may have regarding the academic assessment rubrics that were distributed at the meeting.

Respectfully submitted,
Emily Gerhold, Secretary