

**Henderson State University Assessment Team
November 13, 2017**

Members present: Angela Boswell, Scott Freeman, Emile Gerhold, Lonnie Jackson, Ginger Otwell, Carrie Roberson, Brett Serviss, Gary Smithy, and Wrenette Tedder.

Members absent: Steve Adkison, Nathan Campbell, Shannon Clardy, Chanda Hooten, Judi Jenkins, Lenette Jones, Beth Maxfield, David Sesser, and Sheryl Strother.

The Henderson State University Assessment Team met for regular meeting on Monday, November 13, 2017. Co-chair Brett Serviss called the meeting to order at 4:00.

The minutes from the October 16, 2017 meeting were approved as presented.

Old Business:

Co-chair Wrenette Tedder gave an academic assessment update. Currently, there are 12 programs without approved assessment plans. Co-chair Tedder and Co-Chair Serviss are working closely with the departments without plans to help with plan development and answer questions. Currently, 62% of the academy has approved assessment plans.

Co-chair Tedder reported on the Higher Learning Commission (HLC) monitoring report that is due on January 21, 2018. In 2015, the university was cited for not having assessment plans in place for all academic programs. Co-chair Tedder has received the General Education narrative and data for the HLC Monitoring Report, and is continuing to gather information on Bachelor of Integrated Studies, and Master of Liberal Arts. Co-chair Tedder has developed a timeline to have all the required information turned in to her by the Christmas holiday. She will work during and after the break to complete the report.

In the spring semester of 2018, Co-chairs Serviss and Tedder will begin working with non-instructional units to develop assessment plans. Three sample plans were provided to the assessment committee for review and discussion. The non-instructional units must have 3-5 measurable outcomes. The goal is to develop plans where the units can improve. Discussion followed. A member of the committee members asked if the program review rubric will continue to be used. Co-chair Tedder will ask Vice-President, Brett Powell, and have an answer by the December meeting. If the program review rubric continues to be used, the assessment team will add additional information to encourage improvement by non-instructional units. The Higher Learning Commission Criterion 5 addresses institutional effectiveness and we need to be able to provide this information in the next review.

There was no new business to discuss at this time.

A motion was made and seconded to adjourn the meeting.

The next meeting is scheduled for Monday, December 4, 2018.

Respectively submitted by:

Carrie Roberson, Secretary