

# November 5

Henderson State University Assessment Team

Meeting Minutes

Galloway Room, 4:00 p.m.

November 5, 2012

**Present:** Debra Coventry, Lecia Franklin, Pam Ligon, Ronnie Monroe, Ginger Otwell, Phillip Schroeder, Brett Serviss, Blake Smith, Karen Spradlin, Sheryl Strother, Joyce Shepherd, Wrenette Tedder, and Bob Yehl

**Absent:** Margaret Hoskins, Chad Fielding, and Lenette Jones

**Next Meeting:** November 19, 2012

## **ANNOUNCEMENTS**

**Assessment Awards nominee information** – Wrenette will send out, electronically, the evaluation instructions, rubric, and the academic and non-academic units to be evaluated. Each Team member has until Monday, November 19, to complete their ratings. No unit can win two consecutive years. Dr. Beach will communicate to the campus that all three rubrics will be utilized this semester for the general education assessment.

**A-Team representatives contacting units.** The group was encouraged to reach out and assist those units which have not submitted any assessment data to TracDat.

## **OLD BUSINESS**

**Proposal for choosing-Team members and length of term appointments.** Bob Yehl and Phillip Schroeder discussed the process for term limits. Two academic and two non-academic members will rotate off each year with the term ending in May.

Karen Spradlin 2013

Phillip Schroeder 2013

Blake Smith 2013

Karen Spradlin 2013  
Margaret Hoskins 2014  
Lenette Jones 2014  
Pam Ligon 2014  
Joyce Shepherd 2014  
Debra Coventry 2015  
Chad Fielding 2015  
Brett Serviss 2015  
Bob Yehl 2015  
Ronnie Monroe 2016  
Sheryl Strother 2016

Revisit General Education core assessment, preparing for the November 14 meeting. Wrenette and Phillip will be attending a meeting with Dr. Maralyn Sommer and the deans to discuss how to collect assessment data in junior and senior-level classes.

**Helping academic units with General Education assessment.** The Proficiency Profile, a computer-based, standardized test, will be administered to classes and will assess general education skills. There is still a need for senior-level data.

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Pam Ligon, secretary