

Henderson State University Assessment Team
Monday, November 26, 2018
Garrison Center Galloway Room

PRESENT: Brett Serviss, Doug Heffington, Lacy Wolfe, Judi Jenkins, Matthew Sutherlin, Wrenette Tedder, Debra Coventry, Darrel Farmer, Nathan Campbell, Chanda Hooten, Nikki Laird, Scott Freeman, Ginger Otwell

ABSENT: Kenneth Taylor, Deepak Pant, Yvonne Saul, Jennifer Sigman, Lenette Jones, Clayton Alspaw, Steve Adkison, Shannon Clardy

The Henderson State University Assessment Team met for its regular meeting on November 26, 2018. Co-chair Dr. Brett Serviss called the meeting to order at 4:00 pm.

Introductions were made to welcome Darrel Farmer, the newest committee member.

The minutes from the October 22, 2018 Assessment Team meeting were approved.

CHAIR'S REPORT:

Wrenette Tedder provided a chair's report. Program Reviews for Financial Aid and Career Development have been re-submitted. The Program Review process is almost completed. Once completed, the Reviews will be sent to the Budget and Planning Committee. Six Operating Plans are outstanding

Ms. Tedder hopes to send out the Assessment newsletter by the end of the week. The newsletter includes articles by Dr. Coventry, Dr. Serviss, and Ms. Tedder.

A training workshop for the Assessment Team will be held December 3rd at 4:00 pm.

OLD BUSINESS:

None

NEW BUSINESS:

Assessment awards:

The process for choosing assessment award winners was discussed. Based on the assessment budget, Dr. Serviss and Ms. Tedder decided not to have a Most Improved Award for this (2018) round. Ms. Tedder and Dr. Serviss used the Assessment Team ratings to select the finalist plans from the Program Reviews and Annual Unit Operating Plans (non-instructional units). The Academic Assessment Plan finalists were chosen based on examination of all academic plans (both plan and year end results) by Ms. Tedder and Dr. Serviss. A total of five plans from each of the aforementioned categories (total of 15 finalist plans) were selected for the assessment awards. Each Assessment Team member will submit his/her own ranking of the plans in each of the three categories. Three different emails with the finalists from each category will be sent to Team members. Team members should respond back to each email with their rankings. Rubrics should be used as a guide for rating of the plans, and Team members should keep notes as to specific aspects of the plans that are exceptional, along with any elements that are lacking.

Ms. Tedder provided an overview of the Academic Program Review process, as pertains to the assessment awards. The rubric consists of three pages — two for the overall assessment plan and one for the end of the year results. Some of the key areas to keep in mind when reviewing the academic assessment plans are the presence/absence of related courses and linkages of program learning outcomes to higher level goals. In reviewing the end of the year results (third page of rubric), observations should

have been made for each active outcome and measure, and actions plans should be present for each observation. Again, Team members should keep notes as to specific aspects of the end of the year results that are exceptional or lacking. Each plan should have at least three goals, three outcomes, with at least one outcome per goal, and two measures per outcome (unless one measure is a standardized test is used — if this is the case, one measure for the outcome is sufficient).

Dr. Serviss assured the Team that it is an intuitive process and that it generally is not difficult to narrow it down to one or two plans. If anyone has questions, they should contact Ms. Tedder or Dr. Serviss. The rankings of the five plans in each category should be submitted by December 14th.

The meeting adjourned at 4:25 pm.

Respectfully submitted,
Lacy Wolfe, Secretary