

October 10

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

October 10, 2011

Present: Debra Coventry, Lecia Franklin, Bernie Hellums, Lenette Jones, Pam Ligon, Vernon Miles, Brett Serviss, Phillip Schroeder, Joyce Shepherd, Karen Spradlin, Bob Yehl
Absent: Chad Fielding, Margaret Hoskins, Ginger Otwell, Wrenette Tedder, Blake Smith

Next Meeting: October 24, 2011

ANNOUNCEMENTS

Chair Phillip Schroeder called the meeting to order at 4:00 p.m. Newsletter: new issue and articles for February (due January 27). Phillip

Schroeder, Wrenette Tedder, Lenette Jones, and Vernon Miles will each submit an article for the February newsletter. Submission deadline is January 27. Phillip will ask Jennifer Holbrook and Elaine Kneebone to contribute a short article as well. Jennifer will be asked to provide her insight on the administrative end of the self-study and Elaine for the legal aspect.

Update on the University Assessment Plan. Dr. Miles reported that the University Assessment Plan is ready to be presented to the Faculty Senate and Board of Trustees. Both entities are scheduled to meet in November.

OLD BUSINESS

The October 7, 2011, Assessment Team Handbook Committee Minutes were distributed. The Committee suggested a link to the University Assessment Team be made available on Henderson's home page. The work of the Committee is an expanded, modified, version that Margaret, Hope, and Wrenette worked on in the spring. Dr. Miles suggested that the current Assessment Newsletter be viewable with

the previous issues archived. He also inquired if the focus visit (2007) would be included. Phillip

suggested the Assessment Team Handbook be renamed Assessment Team webpage. The Committee will meet again October 21.

NEW BUSINESS

Approval of the Assessment Plan for the Assessment Team. The revised Assessment Plan for the Team was distributed. Several minor revisions were offered. The updated version will be provided to the Team for their approval. Time-Line for Assessment Awards. Tabled to move on administrative units due to Wrenette's absence. Initiating Assessment Award process for an Academic Unit.

Discussion followed

on how to initiate the award process. The Team suggested utilizing the Selection Rubric for the Assessment Award.

There being no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Pam Ligon, secretary