

October 20

Henderson State University Assessment Team

Meeting Minutes

Thursday, October 20, 2005

Present: Wrenette Tedder, Ginger Otwell, Lecia Franklin, Bruce Smith, Carl Stark, David Thigpen, Bob Yehl, and Katherine Woodall

Absent: SGA Representative, Haroon Khan, Jennifer Holbrook, Pam Ligon

Guest: Eula Thomas

Next Meeting: Thursday, November 3, 2005

Announcements

Wrenette Tedder introduced the Katherine Woodall, who is the representative for Graduate School. She also announced that an SGA representative has not been assigned to the committee.

Tedder is currently working to update the assessment website. Links to TracDat and its training have been put on the website (pdf files for the training manual and powerpoint presentations). She is also in the process of putting the Assessment Team minutes on the site to show what the Henderson and the Team are doing in regards to assessment.

Discussion

Tedder talked about the TracDat training and the number of employees from the various schools and divisions that have gone through the training. An e-mail has been sent to each vice president letting them know who has and has not attended the training. Additional dates will be set for those who were unable to attend the training previously. Dr. Smith stated that Teacher's College, Henderson would like to hold training for everyone at the same time. Tedder will get with Dr. Moore, Dean of Teacher's College Henderson, to discuss possible dates. She went on to say that Dr. Dunn, President, requested training also.

Tedder received a call from Marsha Watson, Henderson's mentor during the HLC assessment workshop held this summer. Ms. Watson asked for a progress report on what Henderson has accomplished since the workshop. Tedder gave her the following information:

1. Tedder related to the Team about a conversation with Marsha Watson, the mentor for the Henderson Team that attended the Assessment workshop this past summer. Ms. Watson asked for an update on the progress being made regarding assessment at Henderson.
2. The workshop team held a panel discussion at the faculty workshop prior to Fall 2005.
3. Tedder attended the Freshman orientation meeting to discuss assessment at Henderson and to give the BCSSE to all first-time freshmen.
4. Tedder and Dr. Houston are setting up meetings during the 12:30-1:30 hour on Tuesday's or Thursday's to discuss specific assessment issues with faculty and staff. Possible topics include: the importance of a syllabi template to assessment, or the faculty morale survey conducted by the faculty senate ad hoc committee (a part of the strategic plan).

Tedder will be visiting with Dr. Houston and the vice presidents to set the date for their goals and objectives to be in the TracDat system. Once they are in the system, the departments will be able to link their goals and objectives to both Henderson's and their vice president's goals and objectives.

The assessment statement sub-committee presented the Team with a draft copy of the assessment statement that will go in future undergraduate and graduate catalogs. The statement was approved with two minor changes. Tedder informed the Team that she would present the assessment statement to Dr. Houston for final approval.

Tedder stated that the institutional assessment plan sub-committee will begin meeting soon to work on the institution's assessment plan. The beginning of the plan has been written.

The newsletter sub-committee told the Team that the newsletter is in process and ideas were discussed for the upcoming newsletter. Possible ideas include: HLC criterion information, characteristics of a good assessment plan, direct/indirect assessment, upcoming deadlines, "Why aren't grades valid assessment tools?", assessment glossary, university assessment plan, update on TracDat. The Team presented the following ideas: Dr. Houston report on the Chicago HLC workshop, Dr. Dunn talk about the importance of assessment, Basil Miller talk about his assessment, examples or excerpts of good assessment plans. The sub-committee hopes to have the issue out in

November/December.

Tedder discussed the possibility of holding an assessment fair in the future to show what has been done in assessment. This fair would have excerpts from assessments that seem to be working - show departments how they should be done. Maybe do a follow-up at a later date.

Tedder stated that the Team needed to come up with ways to communicate with the students more about assessment. With the upcoming visit, the students need to be aware of what assessment is and what Henderson is doing in regards to assessment.

Items for Next Meeting

The list of objective names for TracDat will be finalized

Tentative dates for vice presidents to have their goals/objectives input into the TracDat system

Tentative dates for departments to have their goals/objectives/methods input into the TracDat system

The meeting was adjourned at 3:40 p.m.