

October 24

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

October 24, 2011

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

Next Meeting: November 7, 2011

ANNOUNCEMENTS

Report on the revision of the Assessment Team Handbook (Webpage). The Handbook Committee has met twice this semester. Phillip distributed a list of important information the Handbook Committee is considering to include on the assessment webpage. The committee's goal is to present a proposal for the Team's consideration by the next meeting. Brett Serviss will serve as the Team's web master.

Assessment plan for General Education. In Dr. Mile's absence, Phillip provided a status report. Specifics will be announced at a later time.

Responsibilities of being a representative. One goal of the Assessment Team is to engage stakeholders. Phillip encouraged the membership to take a proactive stance in informing employees, within their respective academic and non-academic areas, of assessment-related information. Discussion followed as to how to record each contact. Using a SNAP form was mentioned.

A question was raised whether or not a departmental point-of-contact list exist. Wrenette confirmed that each unit has an individual(s) responsible for assessment. She will resend this list to the Team. Phillip volunteered to generate ideas and a process to assist the membership in making the necessary contacts.

OLD BUSINESS

Time-line for Assessment Awards. The two teams who evaluated the academic plans this summer were asked to review their notes and submit their top four recommendations to Phillip. Wrenette is preparing packets to begin the administrative unit review.

OTHER BUSINESS

Wrenette announced that the 2011 Arkansas Association for the Assessment of Collegiate Learning Fall Workshop will be held on Harding University's campus on November 10. This year's presenter will be Mary Harrington, Director of Institutional Research and Assessment from the University of Mississippi. She will speak on Institutional Effectiveness and Motivating Faculty and Staff. Wrenette asked for two volunteers to attend. Registration deadline is November 3.

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

Respectfully submitted,

Pam Ligon, secretary