

# October 24, 2016 Minutes

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## Henderson State University Assessment Committee

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Members present: Will Blair, Angela Boswell, Nathan Campbell, Renae Clark, Scott Freeman, Emily Gerhold, Chanda Hooten, Judi Jenkins, Lenette Jones, Carrie Roberson, Brett Serviss, Gary Smithey, Sheryl Strother, Wrenette Tedder

Members absent: Steve Adkison, Shannon Clardy, Christine Dickson, Beth Maxfield, Ginger Otwell, David Sesser

The Henderson State University Assessment Committee met for regular meeting on Monday, October 24, 2016. Chairman Serviss called the meeting to order at 4:00.

The minutes from the April 26, 2016 meeting were approved as presented.

Carrie Roberson was nominated to serve as the secretary of the committee. Nathan Campbell made a motion and Angela Boswell seconded the motion. APPROVED.

Chairman Serviss reported that Wrenette and he had met over the summer and developed an assessment plan template for most academic departments. Each department was subsequently provided with the template plan (or plans) and asked to review it, and if desired, tailor it to their program needs. The deadline to submit the revised plans is November 1. To date, Wrenette has received five department plans. Once approved by departments, the finalized plans will be entered into TracDat and assessment for the four-year cycle will start in spring 2017.

The committee discussed assessment awards. Because no awards were given last year, two awards will be presented for this academic year. Wrenette announced that the non-academic plans are on hold because the structure could change. This will allow for more focus on the academic plans. The committee discussed how to mesh the awards with the four-year assessment cycle. One suggestion was to collect three years of data and review in the fourth year. Chairman Serviss asked the committee to think about how to structure the awards and to bring ideas to the next meeting.

### **New Business:**

The committee reviewed the Assessment Team Charge. Discussion followed. A Team member

made a motion that was seconded to strike from the charge: "The team makes recommendations to the president." The motion was approved.

Chairman Serviss asked the committee if anyone is interested in serving as the webmaster for the assessment committee. Emily Gerhold volunteered. Chairman Serviss will show her how to maintain the webpages.

The committee discussed communication with the faculty and staff regarding assessment. Chairman Serviss asked the committee members to try and answer questions if approached. Also, committee members can refer questions to Brett, Wrenette, or any associate dean. The committee was reminded that once the four-year assessment cycle starts, there will be additional communications with departments.

Wrenette will provide TracDat training at the December 12<sup>th</sup> meeting.

Chairman Serviss will email suggested dates and times for the next meeting.

After no additional business was presented, a motion was made and seconded to adjourn the meeting. The meeting adjourned at 4:54.

Respectively submitted by:

Carrie Roberson, Secretary