

October 28

Henderson State University Assessment Team

Meeting Minutes

October 28, 2009

Present: Wrenette Tedder, Ginger Otwell, Phillip Schroeder, Lecia Franklin, Margaret Hoskins, Bob Yehl, David Thigpen, Bernie Hellums, and Jeff Bailey

Absent: Pam Ligon, Karen Spradlin, Graduate Representative

Guest: Vernon Miles

Next Meeting: November 11, 2009, Room - TBA

Announcements

The next Assessment Newsletter will be published in early February. Articles from Vernon Miles, Katherine Strauss, Wrenette Tedder, Phillip Schroeder, Bob Yehl need to be sent to Ginger Otwell by January 18th.

Discussion

Evaluation books were handed out to each team member. The books contained the departments the team member would be evaluating along with evaluation sheets. There are three members to each team. Team member information is also included in the book. Access information to use TracDat was also given out to the teams.

Instructions were given regarding evaluating the departments. Once each team member has completed the evaluation of each department they have in their book, they can either return the book to Wrenette Tedder or bring the book to the November 11th meeting to hand in.

Teams can work together or individually on the evaluations. If you work as a team, you can either turn in individual evaluation sheets or team sheets to Wrenette Tedder.

Once all evaluation sheets are returned to Wrenette Tedder, she will look over the evaluations and get with the various teams if there are questions. If there are no questions, Ms. Tedder will schedule meetings with the departments that need to make changes to their assessment plan.

The following departments are not included for evaluation at this time:

1. Dietetics
2. Diversity
3. Legal Counsel

The meeting was adjourned at 4:29 p.m.