

**Henderson State University Assessment Team
Monday, October 8, 2018
Garrison Center Galloway Room**

PRESENT: Nathan Campbell, Scott Freeman, Chanda Hooten, Jennifer Sigman, Debra Coventry, Lacy Wolfe, Brett Serviss, Wrenette Tedder, Nikki Laird, Kenneth Taylor, Lenette Jones, Clayton Alspaw, Deepak Pant, Brad Patterson

ABSENT: Judi Jenkins, Ginger Otwell, Matthew Sutherlin, Yvonne Saul, Steve Adkison, Shannon Clardy, Lonnie Jackson

The Henderson State University Assessment Team met for its regular meeting on October 8, 2018. Co-chair Dr. Brett Serviss called the meeting to order at 4:02 pm.

Introductions were made as there were a number of new members (Dr. Nikki Laird, Dr. Deepak Pant, Mr. Clayton Alspaw, Dr. Brad Patterson) present.

The minutes from the September 10, 2018 Assessment Team meeting were approved as amended. (Ms. Chanda Hooten was absent from the September 10 meeting.)

CHAIR'S REPORT:

None

OLD BUSINESS:

Assessment Team vacancies - Dr. Doug Heffington is eager to serve as the Ellis College at-large representative. Dr. Darrel Farmer has been asked to serve for Ellis College - Fine Arts. An undergraduate student representative is still needed.

Assessment Awards - Dr. Serviss explained the Assessment Award process. An award is chosen from the academic and non-instructional units. A luncheon is held for the recipients' departments and a plaque is awarded. Awards are given to the overall best plans, including the end of the year results. Dr. Serviss and Ms. Wrenette Tedder will choose the top 3-5 reviews and present those to the Assessment Team. The Team will then rank the reviews and choose which academic and non-instructional program will receive an award. Assessment Team members are encouraged to attend the award luncheon. The plaque is purchased by Ms. Tedder's office and have cost approximately \$100 each in the past. The plaque can be hung in the department's office to showcase their achievement. The winning programs will be featured in the spring Assessment newsletter.

In a slight departure from the past, two awards will be given to non-instructional programs: program review and annual unit operating plan. Dr. Serviss proposed an additional award for the most improved program. Discussion surrounding the additional award included the budget. The Assessment Team has a \$500 budget which would need to cover the luncheon for the four award winning programs. Ms. Tedder said that all costs for the assessment awards will need to be within the budget allotted for such.

The process for selecting the most improved program also was discussed. Ms. Tedder can run a historical report. Additionally, Ms. Tedder and Dr. Serviss can go into TracDat and look to determine which plans have shown the most improvement based on the information provided in TracDat. The Team supported the idea of recognizing program improvement. Ms. Tedder and Dr. Serviss can pull out 3-5 programs for most improved for the Team's consideration. The consensus was that the Team would like to offer this award. If it appears to be cost prohibitive, we can reexamine the decision.

Training for the Assessment Team is tentatively scheduled for Monday, November 26th at 4:00 pm. The training is optional, but recommended. Dr. Serviss mentioned that he always picks up something new from the training sessions and encourages the Team to attend the one-hour training, if possible. Ms. Tedder gave an overview of the topics covered during the training. The training will go over what assessment is and the steps for evaluating assessment plans and associated documents. Additionally, the session will cover TracDat to give the Team a better understanding of how to use the software. Ms. Tedder asked for recommendations for training topics for campus-wide training for both non-instructional and academic units. An additional training session can be held in the spring. The ultimate goal is for an interactive training that will create a cohesive Assessment Team.

It was asked if training materials are available online and Ms. Tedder indicated that the information is available on the assessment website. Dr. Serviss added that minutes and documents also may be accessed on My Henderson. Dr. Serviss and Ms. Tedder are completing an assessment timeline going back to 2005 and that will be posted as well. Ms. Tedder mentioned that the assessment website must be kept up-to-date, including posting of current assessment plans, as HLC will visit the site in the upcoming review process for HSU.

NEW BUSINESS:

Newsletter - The Assessment Team disseminates a fall and spring newsletter. Dr. Serviss and Ms. Tedder each contribute one or more articles. In the upcoming newsletter, Dr. Serviss' articles will cover an update and status on academic assessment and the assessment awards. Ms. Tedder's contributions will be an overview of the non-instructional process and assessment training. Dr. Debra Coventry will contribute an article on the Department of Mathematics, Computer Science, and Statistics assessment subcommittee. Dr. Judi Jenkins will write an article for the spring 2019 newsletter. Dr. Serviss encouraged team members to think about their experience with assessment and consider contributing an article. Ms. Tedder mentioned that the Assessment Team had discontinued publishing the newsletter, but HLC considers it important that one is published regularly. All past newsletters can be found on the assessment website and My Henderson.

Next steps in non-instructional process - Ms. Tedder encouraged the Team to complete rubrics for program reviews as soon as possible in cases when a third reviewer is requested. She is compiling the comments from all reviewers and will send them back to the units. Eighteen of the 27 Non-Instructional Unit Annual Operating Plans have been submitted. These plans will be reviewed in teams of three. Once they are reviewed by the Assessment Team, the rubric ratings will go to the University Budget and Planning Committee. Units may submit an enhancement grant. (The Team will complete a norming exercise before reviewing the operating plans.) Dr. Serviss mentioned that the process may be restructured in the future. Ms. Tedder mentioned that the goal is to move away from forms and move to using TracDat.

A question was posed about why the plans are reviewed anonymously by team members. Ms. Tedder explained that in the past, people would get together to compare scoring and change their scores which hurts the validity of the process. Dr. Serviss suggested working through the plans independently and then getting together to discuss them. He allowed that members could still be influenced, but the original scoring is done independently. Dr. Patterson mentioned that rating independently maintains inter-rater reliability so that people cannot influence one another. Ms. Tedder suggested that if there is a big gap in the ratings between team members, the members can be brought together to seek consensus.

The meeting adjourned at 4:42 pm.

Respectfully submitted,
Lacy Wolfe, Secretary