

# September 12

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

September 12, 2011

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

Next Meeting: September 26, 2011

## **ANNOUNCEMENTS**

Chair Phillip Schroeder called the meeting to order at 4:00 p.m. Keri Burkman was welcomed as the Team's new graduate school representative.

## **OLD BUSINESS**

Discuss the editing of the HLC Report. Submit your edits as quickly as possible to Angela Boswell or Jennifer Holbrook. September 15 is the deadline. Peggy Bailey will edit the report for grammar and punctuation. On October 1 the report will go to David Stoddard and his team to add graphics and attachments. By Thanksgiving the peer reviewers should have the document in their hands.

On motion by Lecia Frankin, seconded by Brett Serviss and passed, the Higher Learning Commission Self-Study Draft was unanimously endorsed by the Assessment Team pending submitted revisions.

## **NEW BUSIESS**

Goals for the Assessment Team:

1. Finish the university assessment plan and have it approved by the Board of Trustees.
2. Revise the Assessment Team Handbook and upload to web.
3. Approve final modifications to Assessment Plan for the Team and enter it in TracDat.
4. Assist the few units that do not have an assessment plan in place.

Pam distributed the Assessment Plan for the Assessment Team to review. Several minor revisions were suggested. Corrections will be made and redistributed via email. The Team will respond as to their support. Wrenette will upload the final plan to TracDat.

Wrenette distributed an updated report indicating the academic and non-academic units that still do not have an assessment plan in place. These units will be worked with individually.

There being no further business, the meeting adjourned at 5:05 p.m.

Respectfully submitted,

Pam Ligon, secretary