

September 16

Henderson State University Assessment Team

Meeting Minutes

Dawson Room, 4:00 p.m.

September 13, 2010

Present: Lenette Bailey, Deborah Coventry, Bernie Hellums, Margaret Hoskins, Pam Ligon, Vernon Miles, Ginger Otwell, Phillip Schroeder, Brett Serviss, Joyce Shepherd, Karen Spradlin, Wrenette Tedder, and Bob Yehl

Absent: Jeff Bailey, Lecia Franklin

Next Meeting: September 27, 2010

ANNOUNCEMENTS

Chair Phillip Schroeder called the meeting to order at 4:00 p.m.

Newsletter. The September newsletter is on target.

OLD BUSINESS

Assisting units with assessment challenges. The Team discussed strategies and the process to aid those 10-12 units in greatest need of assistance. The Higher Learning Commission (HLC) will visit campus February 12, 2012. The Team's focus is to have all plans completed before their visit. One-on-one training sessions will be required of those units rated a zero or one. According to Wrenette, units should not solely focus on what is working but observe areas requiring improvement. She encouraged all units to aim higher. The Team will provide insight on looking at the right things. It was suggested when the workshops are conducted a "closing the loop" explanation should be incorporated so there is a clear direction to take.

Wrenette will develop a training session timetable for those units with a zero to 1 rating. A flow chart will be provided for the Team indicating the sequence for assessment entries i.e., enter goals, next enter , etc.

NEW BUSINESS

Minutes from past team meetings. Wrenette distributed a list of the assessment team minutes from previous years. She asked that each member look through their records and provide any missing minutes. A hard copy of the minutes from each assessment meeting will be available for NCATE.

Recognizing unit success: choose a non-academic unit. Five non-academic units were submitted electronically to the team. These include Athletics, Career Development, Library Resources, Physical Plant, and Public Relations. Using an electronic rubric, the Team is to rank these units by Wednesday, September 22. The units will be critiqued in the areas of the assessment plan, growth, observations, action and follow-up. Five out of a possible 42 plans were selected. The three selected academic units will be sent to the Team electronically following their revision deadline. Voting will be conducted the same as for the nonacademic units with the deadline of September 22.

OTHER BUSINESS

A new Student Services representative will be required to serve as an Assessment Team member with Pam Ligon moving to the academic side. Dr. Miles will visit with Dr. Stephens for her recommendation.

The meeting adjourned at 5:03 p.m.

Respectfully submitted,

Pam Ligon, secretary