

September 9

Henderson State University Assessment Team

Meeting Minutes

September 9, 2009

Present: Wrenette Tedder, Phillip Schroeder, Karen Spradlin, Brett Serviss, Lecia Franklin, Bernie Hellums, Margaret Hoskins, Bob Yehl, David Thigpen, and Pam Ligon

Absent: Vernon Miles, Ginger Otwell, Megan Harness, SGA Representative

Next Meeting: September 23, 2009

The September 9, 2009, Assessment Team meeting was called to order by Phillip Schroeder, chair. The Team met in the Garrison Center Dawson Room at 4:00 p.m.

Announcements

Wrenette Tedder stated that by the next meeting the Assessment Handbook and Assessment Planning Guide would be available.

Wrenette informed the Team she is waiting for a name to fill the graduate student position vacancy. This member will be from the School of Business. Individuals currently serving on the Assessment Team will remain as members through the Higher Learning Commission's (HLC) visit unless they leave the university or are replaced by their supervisor.

Co-chairs are Sharon Gardner and Ken Taylor. Members include Cecilia Addington, Margaret Hoskins, Holly Morado, Phillip Schroeder, Basil Miller, Bob Yehl (find the other name). Wrenette noted that three Assessment Team members are serving on this committee.

Wrenette reported that TracDat refresher sessions are to be held September 10 and 11. During the September 21 session those attending will revisit the mission statement and objectives. October 16 is the deadline for all areas to enter their new information into TracDat.

Old Business

Assessment Cycle. Wrenette Tedder reported that 74 out of 80 (93%) of the areas have closed the loop. Last year only 60% had closed the loop. Those not closing the loop included Residence Life, Human Resources, Diversity, Honors College, Ellis College, English (partially complete), and Spanish. Teachers College Henderson totally completed the process.

Newsletter. The majority of the articles have been submitted for the September newsletter. Bob Yehl was asked to submit an article for the February newsletter.

Assessment Quick Reference Guide. Chairman Schroeder distributed a draft of the "Quick Reference Guide" to assessment for the Team to review. He asked that comments and suggestions be sent to him through campus mail. Phillip stated that the guide is not intended to be a detailed reference.

New Business

Set semester and school-year goals and agenda. Much discussion was given to future goals for the Assessment Team. Seeking 100% reporting.

Assessment Team evaluation process. Wrenette will explain and train the Team at the next meeting on what will be expected in reviewing assessment plans.

Higher Learning Commission assessment related responsibilities. Wrenette visited with the team who spoke at the back-to-school faculty meeting. They thought we were much better off than many of the other universities.

The meeting was adjourned at 5:15 p.m.