

September 2014 Minutes

**Henderson State University Assessment Team
Meeting Minutes
Wilson Room, Garrison Center, 4:00 p.m.
September 22, 2014**

Present: Stephen Adkison; Angela Boswell; Nathan Campbell; Deb Coventry, co-chair; Daniel Fitzroy; Bernie Hellums; Beth Ann Maxfield; Lloyd Moyo; Paige Reagan; Brett Serviss, co-chair; Sheryl Strother; Celya Taylor; Wrenette Tedder; David Warren; Bob Yehl

Absent: Claire Howard; Lenette Jones; Ginger Otwell; Drew Smith; Tammi Wardlaw
Next Meeting: October 13, 2014

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Brett Serviss, Co-Chair.

APPROVAL OF MINUTES

The Minutes from the April 28, 2014 meeting were approved as distributed.

ANNOUNCEMENTS

After brief introductions, Co-Chair Serviss explained the general role of the Assessment Team for the benefit of the new members.

Wrenette Tedder, Director of Assessment updated the Assessment Team regarding the various Higher Learning Commission (HLC) Reports that will come due beginning in 2015. The first report is the Progress Report, which will be due in April 2015. This report must demonstrate implementation of improved assessment in the following three areas: the Liberal Arts Core (LAC), the Bachelor of General Studies (BGS), and the Masters of Liberal Arts (MLA). The second report is the Assurance Argument, which will be due on September 1, 2015. This report, which is part of the new accreditation route known as Open Pathways, will be a slightly streamlined version but with a similar scope to the Self Study report submitted in 2012.

OLD BUSINESS

Co-Chairs Coventry and Serviss briefly discussed the progress made on the revision of the rubric used to evaluate academic and non-academic assessment plans. Said rubric will be shared with the team in the near future.

NEW BUSINESS

Daniel Fitzroy was nominated and elected unanimously as Secretary.

The Team talked at length regarding the upcoming Fall Assessment Newsletter. Various article topics and authors were suggested and discussed.

The Team was briefly reminded of the dates for the year-end closing of the assessment cycle. Currently, the assessment cycle for non-academic departments follows the fiscal year (July 1st – June 30th), whereas academic departments have the choice for their assessment cycle between

the fiscal year or October 1st - September 30th. The current deadline for academic departments to close the assessment cycle is October 1st, and only 23% of all academic and non-academic departments have submitted their assessment report to date.

In light of the low submission rate, a motion to extend the due date for departmental assessment reports from October 1st to October 28th was made and passed.

It was agreed that Provost Adkison will send out a reminder to departments to submit their year-end assessment reports.

ADJOURN

The meeting adjourned at 5:01 p.m.

Respectfully submitted,

Daniel Fitzroy, Secretary