

**Henderson State University Assessment Team**  
**Monday, September 10, 2018**  
**Garrison Center Galloway Room**

Present: Nathan Campbell, Scott Freeman, Judi Jenkins, Ginger Otwell, Matthew Sutherlin, Jennifer Sigman, Debra Coventry, Lacy Wolfe, Yvonne Saul, Brett Serviss, Sheryl Strother, Wrenette Tedder

Absent: Steve Adkison, Chanda Hooten, Shannon Clardy, Lenette Jones, Lonnie Jackson

The Henderson State University Assessment Team met for its regular meeting on September 10, 2018. Co-chair Dr. Brett Serviss called the meeting to order at ca. 4:01 p.m.

The minutes from the May 7, 2018 Assessment Team meeting were approved as distributed.

**Chair's Report:**

Ms. Wrenette Tedder provided a brief overview of what she and Dr. Serviss accomplished in regard to the non-instructional program and annual review processes over the last four to five months, to include summer 2018. Ms. Tedder provided an overview of the important changes and revisions that have occurred with the program review and annual operating plan for non-instructional units, including construction and/or revision of the documents (program review and annual operating plan forms and associated rating rubrics) pertinent to these two processes. Ms. Tedder also provided direction as to how the Assessment Team will move forward with the non-instructional review process.

**Old Business:**

Ms. Lacy Wolfe was elected unanimously as Assessment Team secretary.

Proposed new Assessment Team members, Dr. Deepak Pant and Mr. Clayton Alspaw, for the Ellis College Liberal Arts and Graduate Student Representative positions, respectively, were affirmed unanimously for service on Assessment Team. The remaining vacant positions: Ellis College Fine Arts, Ellis College At-large, and the Undergraduate Student Representative were discussed, with names presented of proposed faculty members to fill said Ellis College representative positions. Dr. Serviss will contact proposed faculty in an attempt to fill the two Ellis College positions.

**New Business:**

Dr. Serviss requested that the order of business (rules were suspended) was changed to proceed to New Business. Assessment Awards and Training for Assessment Team were tabled in order to discuss the Non-instructional unit review process. The Team evaluated the Residence Life and Community Standards Alignment of Unit Outcomes and Effectiveness with Strategic Priorities Initial Data Collection Survey Question by working through the Non-Instructional Unit Initial Program Review Rubric. The discussion served as a norming exercise and built consensus on how subsequent reviews should be approached.

Ms. Tedder indicated that measures will be different for the non-instructional units from the academic units. The measures will be more diverse and open-ended and will likely not have benchmarks, but will rely on baseline data. Ms. Tedder explained that we need to provide detailed feedback with our ratings when communicating our reviews to the units. This will help them in making improvements to their plans.

The wording, "reduce costs," for the seventh Rubric Element, Future Actions was discussed. Dr. Serviss relayed that the term was from the non-instructional work group. Ms. Tedder explained that the goal is for units to be conscious of the money that they have and how they are planning to spend it. It was mentioned that perhaps different language other than "reduce costs" would be preferred.

A more specific outline of future actions from the unit was requested and Ms. Tedder stated that information could be requested from the units and provided to the Team, if desired.

Ms. Tedder provided instructions on the process going forward. Assessment Team members would be paired and would rate two to three units each. Although members are paired, they are to work individually on rating the unit. The ratings should be completed before the next meeting on September 24. If the ratings are off by more than two points (3 points or higher), a third reviewer will be assigned to review the unit.

A question was posed about who reviewing partners were, but because the scoring of units is completed independently, it was decided that team members did not need to know.

The meeting adjourned at 5:00 pm.

Respectfully submitted,

Lacy Wolfe, Secretary