

January 26, 2011

8:30 am  
Library 112

# Non-Instructional Assessment Committee Meeting

---

<b>Meeting called by:</b>	Bob Austin	<b>Type of meeting:</b>	Regular Meeting
<b>Facilitator:</b>	Bob Austin	<b>Transcriber:</b>	Betsy Wingert

**Attendees:** Danita McAnally, Kara Larkan-Skinner, Steve Chance, Lee Colaw, Lissa Merchant, Lou Ann Seabourn, Joe Wyatt, Mark Hanna, Bob Austin

**Absent:** Melissa Wilson, Leslie Shelton

---

## *Minutes*

---

<b>Agenda item:</b>	<b>Approval of Minutes</b>	<b>Presenter:</b>
	<ul style="list-style-type: none"><li>• Motion to approve minutes from October 27, 2010: Mark Hanna</li><li>• Seconded: Joe Wyatt</li><li>• Minutes approved</li></ul>	Bob Austin

<b>Agenda item:</b>	<b>Announcements</b>	<b>Presenter:</b>
	<ul style="list-style-type: none"><li>• Kara Larkan-Skinner accepted Director of Institutional Research and Institutional Effectiveness</li><li>• Jon Bellah – Research Associate and supervise India Team</li><li>• Betsy Wingert – Research Assistant</li><li>• Title change for Kara’s former position (Director of Outcomes Assessment) and change in responsibilities – hope to have that position listed this week or next week</li><li>• Amarillo College is pursuing Achieving the Dream</li></ul>	Danita McAnally

**Agenda item:****PET Form Discussion/Review****Presenter:**

- Kara showed the Non-Instructional PET Results for this year
- Still missing Assessment & Development, Information Technology Services, Hereford, Technical Training Solutions, and Advising
- People have a hard time writing the outcome statements even though they know what they want to work on
- Connect the PET to the Strategic Plan – work on how to get the departments to connect with the Strategic Plan
- How can the committee help people to connect and commit to the Strategic Plan?
- Still have a lot of work to do to help people to connect the dots

Kara Larkan-Skinner

**Agenda item:****Report on Progress Reviewing PET Forms****Presenter:**

- Kara distributed some PET forms for the committee to look at and review
- Departments need to have a purpose statement – forces the people to clarify what they do, why they exist
- Good purpose statement will help to write goal statements and focus the writer
- Hard to measure anything if you don't know what you do or why the office exists
- Bob Austin – Emergency Management
  - Two good goal statements – needs to divide the one statement into 2
  - Outcome statement – needs some assistance, outcome statement has to have something to measure
  - Someone from the committee should work with Emergency Management
- Lou Ann Seabourn – Continuing Health Care Education
  - Could have 2 goals
  - Hard to understand the Results
  - Results would be easier to understand if the goals were divided
- Danita McAnally – Human Resources
  - First goal about 310 forms is good but they need to be more clear on the Plan of Action
    - Instead for “We may train” they need to plan it and carry it out since in 4 years they have had no improvements
    - Designate who is doing what by title at least
  - Good purpose statement
  - Goal about the Novus system needs some work
  - Each goal can have more than one objective/outcome statement
- Lissa Merchant – Budget Office
  - Written well but only one goal statement
  - Progress for this department – now need to work on finding more outcomes
- Do we ask these to re-write and re-submit the PET form this year or do we wait until closer to submit time next year?
  - Bob recommends that the committee works with the “problem children” and have them re-submit the PET
  - Lou Ann will work with Grant Accounting
  - Bob will work with Emergency Management and follow up with Jason Norman
  - Joe will work with the Police
  - Danita will work with Hereford and Human Resources
  - Lissa will work with Budget Office
  - Mark will work with Ron Faulkner

Kara Larkan-Skinner

**Agenda item:       Next Meeting**

February 23, 2011 8:30-10:00 a.m. Library 112