

February 23, 2011

8:30 am

Library 112

Non-Instructional Assessment Committee Meeting

Meeting called by: Bob Austin **Type of meeting:** Regular Meeting
Facilitator: Bob Austin **Transcriber:** Sarah Davis

Attendees: Danita McAnally, Kara Larkan-Skinner, Steve Chance, , Lou Ann Seabourn, Joe Wyatt, Mark Hanna, Bob Austin, Melissa Wilson

Absent: Lee Colaw, Leslie Shelton

Minutes

Agenda item: **Approval of Minutes** **Presenter:**

- Motion to approve minutes of January 26, 2011: Joe Wyatt Bob Austin
- Seconded: Mark Hanna
- Minutes approved

Agenda item: **Discussion of Committee Vacancy** **Presenter:**

- **Nominees for replacement for Lissa Merchant**
Janet Barton, Human Resources
Lisa Proctor, Business Office
Rebecca Archer, Computer Information Systems
Kim Lacy, Health Sciences
- Bob Austin will meet with Supervisors/and or potential classified candidate

Agenda item: **Committee Member Assignment Reports**

Bob Austin: Received Rusty Cornelius' PET Form that needs minor editing and will meet with Rusty regarding suggestions.

Bob Austin: Meeting with Terry Berg for suggestions to his Form

Lou Ann Seabourn: Received the PET Form from Britt Sosebee. The form still needs further editing, but is coming along. Lou Ann will be meeting again with Britt regarding suggestions.

Lou Ann Seabourn: Meeting with Kim Crowley, but due to the weather, they have not been able to review her PET Form.

Joe Wyatt: Working with Steve Chance on his Form. Steve has some measurable assessments to be completed and then the Form will be ready to submit.

Mark Hanna will be setting an appointment to assist Ron Faulkner in completing his Form.

Danita McAnally: Meeting with Daniel Esquivel for completion of his Form.

Lisa Merchant was assigned the Budget Office.

Agenda Item: Alignment of PET process with Program Review

- What role should this committee play?

This Committee is here to assist in the review and writings of the inner-connecting forms and correspondence: PET Forms, Program Reviews and SACS goals and responses.

Agenda item: At the next meeting:

Danita McAnally will bring copies of a completed Non-Instructional Program Review to assess the refined thinking and writing; also a blank copy.

**Agenda item: Next Meeting: March 30, 2011
8:30 – 10:00 am; Library 112**