

February 24, 2010

8:30 am
Library 113

Non-Instructional Assessment Committee Meeting

Meeting called by:	Kara Larkan-Skinner	Type of meeting:	Regular Meeting
Facilitator:	Bob Austin	Transcriber:	Betsy Wingert
Attendees:	Bob Austin, Mark Hanna, Kara Larkan-Skinner, Delton Moore, Melissa Wilson, Joe Wyatt, Lee Colaw, Lissa Merchant		
Absent:	Shawn Fouts, Nora Moore, Danita McAnally, Lou Ann Seabourn		

Minutes

Agenda item:	Approval of Minutes	Presenter:
	<ul style="list-style-type: none">• Motion to approve minutes from last meeting: Lee Colaw• Seconded: Delton Moore• Minutes approved	Bob Austin
Agenda item:	Discuss new process of entering PET forms into Tk20	Presenter:
	<ul style="list-style-type: none">• Tk20 is too cumbersome, complicated for the rank and file to be able to use once or twice a year. The delivered product was not what was promised from Tk20.• Kara had a discussion with Danita and recommended that the Assessment & Development Office enter the PET forms into Tk20. Danita agreed.• Question was asked if the PET format could be changed. Mark Hanna volunteered to work on an alternative form.• Can Tk20 be the archival form once the PETs are entered? – Kara will find out for next meeting.• Lee Colaw asked if the Accreditation Team would be able to log into Tk20 to get the information that they need?• Phone meeting with Tk20, Kara Larkan-Skinner, Danita McAnally, and Betsy Wingert Feb. 24, 2010 about updates to the software.• Betsy Wingert will be entering the PET forms so reports should be done by the next meeting March 31, 2010.	Kara Larkan-Skinner
Agenda item:	Reaffirmation of Accreditation	Presenter:
	<ul style="list-style-type: none">• Looked at the Reaffirmation Timeline• Mark Hanna explained the timeline and discussed the Quality Enhancement Plan and Compliance Certification	Kara Larkan-Skinner Mark Hanna
Agenda item:	CCSSE 2010	Presenter:

- 2009 Results by the CCSSE Analysis Team due to Paul Matney in March.
- Results will be made available to the committee at the next meeting
- Getting ready for CCSSE 2010
- Kara asked for volunteers to help give the surveys
 - a. Bob Austin volunteered for a cup of coffee
 - b. Lee Colaw volunteered
 - c. Melissa Wilson volunteered the entire Testing staff
 - d. Mark Hanna volunteered the Library staff

Kara Larkan-Skinner

Agenda item:

PET Update

Presenter:

- PET Dashboard of Outcomes/Results/Improvements
- Kara will assign PETs to each committee member to evaluate for the next meeting to update the PET Dashboard

Kara Larkan-Skinner

Agenda item:

Next Meeting

March 31, 2010 8:30-10:00a.m. Library 112