

March 31, 2010

8:30 am

Library 113

Non-Instructional Assessment Committee Meeting

Meeting called by:	Bob Austin	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: Joe Wyatt• Seconded: Melissa Wilson• Minutes approved	Bob Austin

Agenda item:	Strategic Plan Development	Presenter:
	<ul style="list-style-type: none">• Strategic Plan Writing Committee• New plan to last through 2015• Handouts – Strategic Plan through 2015 and Vetting the Mission• Committee is working on goals and hope there will be 5 or 6• Once goals are identified will add strategies to accomplish the goals• The goals and strategies will help guide the budgeting process for the college• New Strategic Plan by the end of May	Bob Austin

Agenda item:	New Pet form design	Presenter:
	<ul style="list-style-type: none">• Discussion about how the form should be completed• Work on instruction page at next meeting• Questions about the PET form should be directed to Mark	Mark Hanna

Agenda item:

PET Update

Presenter:

Kara Larkan-Skinner

- Reports on PET assignment
 - A. Still missing some reports
 - B. Missing some PETs
 - C. Improvements were noticed and noted
 - D. Comparing helps to highlight the improvements and those that still need work
- Revise dashboard
 - A. Missing some reports
 - B. Updated by next meeting

Agenda item:

Next Meeting

April 28, 2010 8:30-10:00a.m. Library 112