

# Non-Instructional Assessment Committee Meeting

April 27, 2011  
8:30 a.m.  
Lib 112

**Meeting called by:** Danita McAnally

**Type of Meeting:** regular

**Facilitator:** Danita McAnally

**Transcriber:** Jessica Smith

**Attendees:** Danita McAnally, Lee Colaw, Kara Larkan-Skinner, Kristin McDonald-Willey, Janet Barton, Mark Hanna, Melissa Wilson, Steve Chance, Lou Ann Seabourn, Leslie Shelton, Joe Wyatt

**Absentees:** Bob Austin, Dr. Russell Lowry-Hart

## Minutes

**Agenda Item:** Introduction of new members

- Janet Barton, replacing Lissa Merchant
- Kristin McDonald-Willey, Outcomes Assessment Coordinator
- All members were introduced

**Presenter:**

Danita McAnally

**Agenda Item:** Approval of Minutes

- Motion to Approve: Danita McAnally
- Second: Kara Larkan-Skinner
- Minutes Approved

**Presenter:**

Danita McAnally

**Agenda Item:** Assessment Committee- Proposed Revised Change

- Danita discussed Assessment Committees and definitions, and went over highlighted sections of Assessment Committee Updates
- It was agreed that changes are needed in the wording regarding Ex-officio committee members
- Danita requested that Melissa evaluate where her time is best spent
- Danita requested input before taking the proposed changes to the President's Cabinet
- Consensus that these changes will move forward to the Instructional Assessment Committee
- Change Mark Hanna's status to "volunteer"

**Presenter:**

Danita McAnally

- Agenda Item:** Program Review – Assess refined thinking and writing
- Blank copy of Non-Instructional Program Review Self-Study
  - Completed Non-Instruction Program Review – Assessment & Development Division (Self-Study Follow-up Responses)
    - Section I, Part C: change wording to something like “in order to provide services” rather than “offer courses”
    - Section II, Part B: remove “s” on the end of improvement/revision
    - Section II, Part C: Edit to be worded more simply, e.g. “Id at least one example of an improvement/revision developed to comply with strategies or tactical objectives in the strategic plan.”
      - Discussion from Mark and Danita on how the mission could be integrated into the wording on Section II Part C. It was agreed that Joe and Mark should look at this part. Mark suggested a “Learning Resources Plan” rather than a technology plan.
    - Discussion on clarification on example completed from in Section II Part E and Section II Part E 1. Clarify that changes were the result of analysis of data. Change question to ask “What plan of action worked or will be used in the future based on the analysis?”
    - Section II Part F: plan of action to meet 5 year needs. Discussion on who determines demands. Discussion on how important it is for communication in the process and so how people can see how the process is driven.
    - Section III Part A: seems out of place. The term “library” needs to be changed. Use the term “learning resources.” Part out to “Learning Resources”, “Physical Resources” and “Student Services”. People that are filling out forms need more clarification on points like that classrooms are considered to be learning resources.
    - Mark and Lee will work on Section III Part A 3.
    - Section III Part C 1: Reword in case no students. Use the words “customers” or “clients”. Use filter question to ID types of students or employees and change wording.

**Presenter:**  
Danita McAnally

- Section III Part C 2 and 3: move these down and move the budget up
- In part B, use “preferred future” wording, add question to deal with efficiencies, this part could move to underneath purpose, or move whole budget section to under purpose section
- Section V: ask for elaboration. Note to Jon about branch question pulling up.
- Share all of this with institutional effectiveness committee.

**Agenda Item:** Pet Forms

**Presenter:**

- Closing out 2010-2011
- Add to next agenda

**Agenda Item:** Tk20

- Have access to new web-based
- Currently entering results from Strategic Plan through 2010
- Strategic plan through 2015 already entered
- Demonstrate PET form entry in Tk20 at the next meeting
- Add to next agenda

**Agenda Item:** Next Meeting

- May 25, 2011 in Lib 112