

April 28, 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, Lissa Merchant, Danita McAnally, Lou Ann Seabourn		
Absent:	Shawn Fouts, Nora Moore, Lee Colaw		

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:	Dashboard for PET results	Presenter:
	<ul style="list-style-type: none">• Lou Ann Seabourn has submitted Instruction – Extended Programs• Assessment & Development is still waiting on some data• KACV Aux. – Kara will investigate• Enrollment Mgmt – Student Activities is waiting on data from Bob Austin• ITS, Hereford, and Technical Training Solutions have not submitted PET forms• Danita will report to the Cabinet in June	Bob Austin

Agenda item:**Reports from Committee Members on PET assignments****Presenter:**

- Mark Hanna – encouraged, generally forms have improved, people are starting to “get it”; significant progress
- Lissa Merchant – one Use of Results a little thin but overall good
- Bob Austin – still have some folks not following through but those that do see value in the process; need to get people more engaged and tracking things that are truly important to their department
- Melissa Wilson – overall good, most people/departments are on the right track
- Delton Moore – most look good, outcomes are good
- Joe Wyatt – seems like it is getting better, departments need to make the data significant to them
- Lou Ann Seabourn – most followed the form, some had problems tying Results and Use of Results
- Kara Larkan-Skinner – additional PETs submitted and need volunteers
 - Lou Ann Seabourn, Joe Wyatt, Bob Austin, and Mark Hanna volunteered
 - Melissa Wilson is willing to do more if needed
- Danita McAnally said that the committee will need to lead the way in tying PET forms to the Strategic Plan and guiding other departments how to do that in the next year because it will be need to SACS Reaccreditation

Agenda item:**Response/Feedback form for PETs****Presenter:**

- Kara presented the draft and asked for input, feedback, suggestions
 - Bob Austin suggested moving the last sentence of the third paragraph to the last sentence of the first paragraph
 - Danita McAnally suggested changing **evaluating** in the second paragraph, second sentence to **assessing**
 - Joe Wyatt suggested changing **allow** in the first paragraph, last sentence to **enable**
- Kara would like to start using this form this spring so the departments will receive some feedback before submitting PETs again.
- Tentative Timeline – Non-Instructional
 - PET forms due Nov 1st
 - PET forms assessed by Kara by Dec 1st
 - PET forms assigned to committee members Jan 1st
 - PET assignments due Feb 1st
 - Kara compiles and forms Report Cards due March 1st
 - PET Report Cards presented to committee members April 1st
 - PET Report Cards Sent to Division May 1st
 - Report to Cabinet in June

Kara Larkan-Skinner

Agenda item:**Next Meeting**

May 26, 2010 8:30-10:00a.m. Library 112