

<b>Non-Instructional Assessment Committee Meeting</b>	May 25, 2011 8:30 a.m. Lib 112
<b>Meeting called by:</b> Danita McAnally	<b>Type of Meeting:</b> regular
<b>Facilitator:</b> Danita McAnally	<b>Transcriber:</b> Jessica Smith
<b>Attendees:</b> Kara Larkan-Skinner, Kristin McDonald-Willey, Janet Barton, Mark Hanna, Joe Wyatt, LouAnn Seabourn, Lee Colaw, Danita McAnally, Melissa Wilson, Bob Austin, Jessica Smith	
<b>Absentees:</b> Leslie Shelton, Steve Chance	

## Minutes

<b>Agenda Item:</b>	<b>Approval of April Minutes</b> <b>Motion to Approve:</b> Lou Ann <b>Second:</b> Lee <b>Approved by vote</b>	<b>Presenter:</b> <b>Bob Austin</b>
<b>Agenda Item:</b>	<b>Updates on Program Review and Self-Study</b> Mark has not yet had the chance to work on Program Review. <ul style="list-style-type: none"> <li>a. A&amp;D – Working with Jon Bellah on inputting revised questions <ul style="list-style-type: none"> <li>• Bob: Jon Bellah has access to make changes to the database on an external server. Jon can change anything we want. Should changes also be recommended to Mark?</li> <li>• Danita: Some changes have already been made and progress is being made.</li> <li>• Bob: Can we see the changes on the web now?</li> <li>• Danita: We can provide it in a Word document.</li> <li>• Bob: Bring it to the next meeting so we can take a look. There was some confusion on question previously and people spent too much time worrying about answering the questions correctly.</li> </ul> </li> <li>b. Any other updates on Program Review and/or Self-Study? <ul style="list-style-type: none"> <li>• Kristin: Jim Morris, Jon Bellah, and herself had a meeting and will really start tackling some of the numbering issues and moving sections around.</li> <li>• Danita: We are into the details and we want to hear insights from the committee.</li> </ul> </li> </ul>	<b>Presenter:</b> <b>Bob Austin</b>  <b>Action Items:</b> 1. Danita will bring the Program Review in a Word document to the next meeting.
<b>Agenda Item:</b>	PET Forms <ul style="list-style-type: none"> <li>a. Decision – Return response forms to departments in August <ul style="list-style-type: none"> <li>• Bob: There has been no discussion on a response piece as of yet. The committee worked on a response form to share with people in departments that were doing the PET forms. The idea of the response form was to give the committee a vehicle for feedback on the PET forms. PET development has come a long way, but some departments have bumped along with fits and pauses and continue to need help and guidance to get an outcome that can be measured and tracked. The forms might be best used if they are ready to go by August since PET cycle usually starts in early fall. We can take June/July meetings to</li> </ul> </li> </ul>	<b>Presenter:</b> <b>Bob Austin</b>  <b>Action Items:</b> 1. Kristin will inventory the PET forms and responses to give an update. June/July

	<p>prepare response forms. Have Kristin do an inventory and tell us where we are.</p> <p>b. Submitted PET forms</p> <p>i. 15 PET forms have been evaluated on our spreadsheet (spreadsheet indicating the number of outcomes, results, etc.), but do not have a response form. 3 PET forms have a question mark on the spreadsheet (have not been evaluated) and do not have a response form (Police, Emergency Management, and CChcE).</p> <p>ii. Should the Assessments Coordinator complete the scoring process and complete a response form for each of these remaining forms, should this be a group effort, or is the existing data sufficient?</p> <ul style="list-style-type: none"> <li>• Kristin: There were several forms that were evaluated by the committee and some that were evaluated by Kara. All but three have been filled out. Should I fill out the response forms, or the committee? There are three that we will want to bring to committee.</li> <li>• Danita: Should I go back and fill out a form for HR?</li> <li>• Kara: The initial plan was for every department to get a response form after submitting their PET form. It will take time for departments to get a response whether Kristin fills out the form or the committee does. One option is to get the committee to score the PET forms and then Kristin can fill out the response forms.</li> <li>• Danita: Is it possible to have someone fill out a qualitative response while the form is being scored?</li> <li>• Bob: I think with where we are right now, it would be helpful if Kristin completed the forms and then we can try to get more organized for the next cycle. We are developing our own expertise for Non-Instructional PET development and this feedback form was a recent refinement. We are trying to find ways to make this easier for people to do it. This is more important than accreditation. We have to demonstrate that we have taken the time to assess what we do. Danita can give a demo of the assessment loop. We need continuous documented assessment to show people that we do things because they work, and not because that's how it was always done. The big focus of this group is PET forms and make sure that they get done. Kristin completing response forms will guarantee that it gets done.</li> <li>• Lou Ann: There have been several attempts at an appointment for CChcE. Eventually it will work out and they can get the help they need.</li> <li>• Bob: I recommend holding off on emergency management. Officer Chance isn't here and he's made a lot of progress and overcome obstacles. Mark has had conversation with Officer Chance about development of the police department. Officer Chance has been diligent</li> </ul>	<p>will be used to complete PET response forms.</p> <p>2. Kristin will complete the remaining response forms</p> <p>3. Lou Ann or someone needs to get appt. with CChcE to fill out their PET form.</p>
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	<p>about getting something meaningful for the department. The chief is not cooperative, so the police are working on it.</p> <ul style="list-style-type: none"> <li>• Mark: Had a meeting with Ron Faulkner. They worked out the form right there, and actually wrote it out. Ron hasn't turned one in recently and he seems to be uncomfortable and should be dealt with in a light and casual way. Hopefully he will turn it in soon.</li> <li>• Kara: He has been in contact with the Office of IR and seems to be making progress.</li> <li>• Danita: Recommends that Daniel become a part of the committee to replace Lou Ann.</li> <li>• Kristin: One thing we can look at is adding a section to the response form asking if results were met because it aligns with Tk20 requirements. In Tk20 there is really similar tracking. Kara had the idea that maybe Tk20 tracking could be used as a response form.</li> <li>• Kara: We can print reports out of Tk20, and there are some customizations available.</li> <li>• Kristin: It has some areas to enter strategies, goals, etc.</li> </ul>	
<p><b>Agenda Item:</b></p>	<p>Tk20</p> <ol style="list-style-type: none"> <li>a. Currently inputting Strategic Plan</li> <li>b. Will demonstrate/discuss PET from entry at the next meeting <ul style="list-style-type: none"> <li>• Lee: Is Tk20 working?</li> <li>• Kristin: It is working, but it is still a little slow on entry. If someone needs a report, you could get it more quickly. We could possible get all PET forms in one big document.</li> <li>• Kara: No one from our office has been enmeshed in Tk20, but it is front burner now.</li> <li>• Kristin: Betsy did do a step-by-step for strategic plan.</li> <li>• Kara: The goal is to get away from the spreadsheet. We want to actually score it in Tk20 and get the reports they run.</li> <li>• Bob: Wants to discuss PET form entry at the next meeting.</li> <li>• Kristin: Wants to show a document and discuss whether this is something people could do easily.</li> <li>• Bob: This is a good time to look and see since it has become more user-friendly. It wouldn't hurt to see how far it's come along. We didn't know what to expect and that it would be obvious and simple and people could directly put their info and track all they had done, but one of the big challenges was a template that people were filling out. People were spending too much time in the input and not the process. SACS is going to want to see the IE piece, so it will be interesting to see how far it comes. He wants to see it at the next meeting. It might be helpful if the data entry format, new document that is created, if we added a question. Do we have the master copy of the PET or response forms?</li> <li>• Kara: yes</li> <li>• Bob: Is anyone opposed to modification of the PET forms?</li> </ul> </li> </ol>	<p><b>Presenter:</b> <b>Bob Austin</b></p> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. Kristin: draft a new PET form with leading questions and places for stats</li> <li>2. Kristin: Send Janet a copy of the forms</li> <li>3. Kristin: Bring copies of the forms to the next meeting</li> </ol>

	<p>With a reminder to close out, we hang the new form out there?</p> <ul style="list-style-type: none"> <li>• Lee: How would that differ from what was just sent?</li> <li>• Kristin: It could be a self-reflection and sometimes people don't answer the question. We could build it into the actual PET form by asking if you got your results. Initially, on response from there will be analysis, but they could self-evaluate.</li> <li>• Lee: Make sense, the one you sent had lots of stats</li> <li>• Kristin: Right. What do the numbers mean?</li> <li>• Bob: Anything that helps people be more reflective will be good. The reflective part is missing for a lot of people. A prompt that helps us get there.</li> <li>• Kristin: I will come up with a draft and bring it next time. Another thing, the new forms have been a lot more functional for people. I've noticed that on the results, people aren't giving as much detail now that they are not prompted for numbers, which is what SACS will want. We need to find a way to put that back in without making it more confusing.</li> <li>• Mark: You might consider the section, and instead of labeled section, just have questions that people answer that leads them down to reflection. State: "Please be sure to include numbers or percentage" and they can answer the question from data. Then ask what they will do next based on what they found out. Make it more like answering a survey form.</li> <li>• Bob: Agrees that people need prompting to help them reflect on the info. It's the people have been most reflective that get the most benefit from the process.</li> <li>• Kristin: Will send Janet a copy of the forms.</li> <li>• Bob: Kristin should bring a copy to the next meeting.</li> </ul>	
<b>Agenda Item:</b>	<p>Other</p> <ul style="list-style-type: none"> <li>• Bob: Are there any other items.</li> <li>• Lou Ann: The next meeting will be her last.</li> <li>• All: General expressions that Lou Ann not depart the committee. She will be missed.</li> </ul>	<b>Presenter:</b>
<b>Agenda Item:</b>	<p>Next Meeting June 29, 2011 8:30 – 10:00 a.m. in Lib 112</p>	
<b>Adjournment:</b>	<p>9:12 a.m.</p>	