

May 26, 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, Delton Moore, Joe Wyatt, Lee Colaw, Danita McAnally, Lou Ann Seabourn		
Absent:	Shawn Fouts, Nora Moore, Melissa Wilson, Lissa Merchant, Mark Hanna, Kara Larkan-Skinner		

Minutes

Agenda item:	Approval of Minutes	Presenter:
	<ul style="list-style-type: none">• Motion to approve minutes from April 28: Lou Ann Seabourn• Seconded: Joe Wyatt• Minutes approved	Bob Austin

Agenda item:	Graph of Non-Instructional PET form progress	Presenter:
	<ul style="list-style-type: none">• No Improvements or revisions<ul style="list-style-type: none">○ Police Department○ Hereford campus• ITS, Hereford, and Technical Training Solutions have not submitted PET forms• These results were presented to the President's Cabinet	Danita McAnally

Agenda item: **Discuss ways to encourage improvements in the Use of Results section of the PET form** **Presenter:**

- Bob Austin stated again that departments and programs need to track and measure things that are relevant to them. It will be easier and less painful process if the department is passionate about what they are doing.
- Don't be discouraged because these PET forms are important to the college.
- President's Cabinet suggested that the committee include some of the people/departments that have problems filling out the form.
- Discuss the PET Response form
 - Joe Wyatt thought some of the questions were unclear. He has filled out several and sent them back to Kara.
 - It is "nice" to be able to put feedback and explanation on the form.
 - Let the evaluator fill out the scorecard and return it to the department.
 - Lou Ann suggested using a scale (instead of strong or weak) and having space to write comments.
 - Bob suggested that a data form in Access might be easier to use.
 - Danita asked if the response could be recorded in Tk20?

Agenda item: **Discussion about when PETs are due** **Presenter:**

- Change the date when PETs are due
- PETs should be routine and not be a "big" task because every department should be tracking something and have results to report.
- Departments should use the things that they are already tracking and not create new things to track just for the PET form.
- Instructional PETs are due end of May through September 1 with the deadline being September 1.
- Move Non-Instructional to end of May to July 31st with July 31st as the deadline.
- Danita or Kara will draft a letter to the department heads informing them of the changed and include an explanation.

Danita McAnally
Lee Colaw
Bob Austin

Agenda item: **Next Meeting**

June 23, 2010 8:30-10:00 a.m. Library 113