

June 23, 2010

8:30 am
Library 112

Non-Instructional Assessment Committee Meeting

Meeting called by:	Bob Austin	Type of meeting:	Regular Meeting
Facilitator:	Bob Austin	Transcriber:	Betsy Wingert
Attendees:	Bob Austin, Danita McAnally, Joe Wyatt, Lee Colaw, Kara Larkan-Skinner, Lou Ann Seabourn, Shawn Fouts, Lissa Merchant, Mark Hanna		
Absent:	Nora Moore, Melissa Wilson, Delton Moore		

Minutes

Agenda item:	Approval of Minutes	Presenter:
	<ul style="list-style-type: none">• Motion to approve minutes from May 26: Lou Ann Seabourn• Seconded: Mark Hanna• Minutes approved	Bob Austin

Agenda item:	PET Response Card	Presenter:
	<ul style="list-style-type: none">• Kara distributed samples and asked for feedback<ul style="list-style-type: none">○ To alleviate confusion it was suggested that the name be changed to PET Feedback○ One small change – one of the questions did not have a question mark at the end• Discuss logistics<ul style="list-style-type: none">○ Assessment and Development Office should distribute the PET Feedback to:<ul style="list-style-type: none">▪ Person responsible▪ Supervisor▪ Cabinet member○ Suggested to possibly add space on the PET form for whoever completes it to add their supervisor and Cabinet member	Kara Larkan-Skinner

