June 23, 2010 8:30 am Library 112

Non-Instructional Assessment Committee Meeting

Meeting called by:Bob AustinType of meeting:Regular MeetingFacilitator:Bob AustinTranscriber: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

Motion to approve minutes from May 26: Lou Ann Seabourn

Seconded: Mark Hanna

Minutes approved

Presenter:

Bob Austin

Agenda item: PET Response Card

Kara distributed samples and asked for feedback

 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

- Assessment and Development Office should distribute the PET Feedback to:
 - 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

Presenter:

Kara Larkan-Skinner

Agenda item: PET "Open House" Training Sessions

Presenter:

Kara Larkan-Skinner

- July 20th, 8:30-10:30 AM
- July 21st, 2:00-4:00 PM
- Both sessions will be held in the CTL lab on the second floor of the library
- A reminder will be sent

Agenda item: Replacement Committee Members

Presenter:

- Lou Ann Seabourn (2009-2010) Lou Ann agreed to stay on the committee
- Shawn Fouts (2009-2010 due to change in position) Shawn will be moving to the Instructional Assessment Sub-Committee
- Kara and/or Danita will talk with Damaris Schlong to make a recommendation of someone in her area to replace Shawn
- It was also suggested that the committee replace Nora Moore since she has not been able to attend meeting regularly

Kara Larkan-Skinner

Agenda item: Orientation Packet for New Committee Members

Presenter:

- Ideas from newer members to smooth transition
 - Danita suggested including a timeline so the new members would have an idea of when things happen and in what sequence
 - Shawn suggested that the mission and vision be included so that it is at the forefront of what the committee does (helping write PETs and reviewing PETs)
 - Lee commented that the committee needs to keep in mind that the departments are also required to do what the supervisor needs/wants
- Some things that will be included are samples of "good" PET forms and PET Feedback
- Kara will bring a sample packet to the next meeting

Kara Larkan-Skinner

Agenda item: Next Meeting

July 14, 2010 8:30-10:00 a.m. Library 112

Meeting notices will be sent to the committee through December 2010