

July 14, 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, Nora Moore, Kara Larkan-Skinner, Mark Hanna, Delton Moore		
Absent:	Lee Colaw, Melissa Wilson, Lou Ann Seabourn, Shawn Fouts, Lissa Merchant		

Minutes

Agenda item:	Approval of Minutes	Presenter:
	<ul style="list-style-type: none">• Motion to approve minutes from June 23: Joe Wyatt• Seconded: Nora Moore• Minutes approved	Bob Austin

Agenda item:	Replacement Committee Members Updated	Presenter:
	<ul style="list-style-type: none">• Lou Ann Seabourn• Steve Chance will replace Nora Moore• Leslie Shelton will replace Shawn Fouts• New members will start in September	Kara Larkan-Skinner

Agenda item:	PET "Open House" Training Sessions	Presenter:
	<ul style="list-style-type: none">• 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	Kara Larkan-Skinner

Agenda item:	Committee Member Cheat Sheet	Presenter:
---------------------	-------------------------------------	-------------------

- Handout
- Committee members use to help others complete PETs and to evaluate PETs
- Suggestion to make it available to the college and post on the web
- Mark Hanna provided a handout "Writing Measurable Outcome Statements"
 - Could be used to help departments/divisions to complete PETs
 - Suggested to also post this information to the web
- Danita McAnally provided copies of an email from Belle Whelan regarding SACS Reaffirmation Process and requirements
 - Pay special attention to numbers 1 – 3 at the bottom of page 1
 - Measuring institutional effectiveness
 - It is important that departments/divisions tie PETs to the Strategic Plan which will require help from Cabinet members and Non-Instructional Committee members.

Kara Larkan-Skinner

Agenda item: Look at Police 2010-2011 PET from

Presenter:

- Suggestions?
 - Goal statement
 - Needs analysis and plan of action
- Comments
 - Bob Austin – They don't seem to understand what/how PET forms are done or work
 - Nora Moore – It doesn't click with people to use the data that they already have and what they want to do in the PET.
 - Bob Austin – People get too caught up in the language.
 - PET should be guideline/map for whoever comes after you. They will know what has been done, what has been tried, and what has worked.
- Tying to the Strategic Plan is about communication and has to come from the top, Cabinet member buy in

Kara Larkan-Skinner

Agenda item: PET Feedback Forms - Update

Presenter:

- Not sending out for 2009 – 2010
- PETs are due August 1
- Committee members will complete Feedback Forms due by Sept 1
 - Sign up sheet for committee members to choose which departments to review
- Kara will review and complete by October 1
- Feedback Forms will be sent to Departments/Divisions in October

Kara Larkan-Skinner

Agenda item:

Discuss Data Collection Issues

- Moore County
- Give results to date and have some analysis
- Continue to track results and wait to close out on the next PET
- Plan of action based on current results

Presenter:

Kara Larkan-Skinner

Agenda item:

Orientation Packet for New Committee Members

- Handout with list of contents
- Meeting with Kara, leaving members, and new members to share insights prior to first meeting

Presenter:

Kara Larkan-Skinner

Agenda item:

Next Meeting

August 25, 2010 8:30-10:00 a.m. Library 112