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| Non-Instructional Assessment Committee Meeting | | July 27, 2011 8:30 a.m. Lib 112 |
| Meeting called by: Danita McAnally | | Type of Meeting: Regular |
| Facilitator: Danita McAnally | | Transcriber: Jessica Smith |
| Attendees: Mark Hanna, Janet Barton, Kara Larkan-Skinner, Jessica Smith, Bob Austin, Danita McAnally, Kristin McDonald-Willey, Leslie Shelton | | |
| Absentees: Lee Colaw, Joe Wyatt, Melissa Wilson, Steve Chance | | |
| Minutes | | |
| Agenda Item: | Approval of Minutes – June 2011 <ul style="list-style-type: none"> • Motion to Approve: Mark • Second: Janet • Minutes approved by vote | Presenter: Bob |
| Agenda Item: | <p>Approvals for PET form and process</p> <p>Bob: Turns it over to Kristin</p> <ul style="list-style-type: none"> • PET Submission Guidelines <ul style="list-style-type: none"> ○ Kristin showed a form and said she was trying to work on a way to clarify what is wanted from the Strategic Plan as a primary goal throughout the form. She also tried not to confuse more as well. She has two concerns. 1: Strategic Plan statements are broad and she didn't want people to be confused about following the A – E plan. She asked for suggestions on better ways to clarify. This form highlights changes. She asked that people look it over. ○ Danita: The companion doc is the PET form itself. We are trying to stress the one goal from the Strategic Plan and she is trying to highlight that. Take a minute to read through the form and see if it's clear. ○ Kristin: And there is a link to the Strategic Plan on the form. ○ Bob: You refer to the 1st column, and the 2nd column, am I looking at this (shows form). ○ Kristin: No, I am referring to the actual Strategic Plan. Things are hard to find unless you are in the Strategic Plan all the time. ○ Bob: You might do something to clarify that you are actually talking about the Strategic Plan. ○ Leslie: you could make an abbreviation or a symbol to indicate ○ Kristin: I can link again to the Strategic Plan, I can link 1,000 times. ○ Mark: I feel she's got it covered pretty darn good. She's got links and clear instructions. ○ Danita: She has found weaknesses in the PET forms and she wanted to walk them through it. We are trying to do hand-holding where we can. ○ Mark: Kristin, I think you did good. To get this on one sheet of paper. | <p>Presenter: Kristin</p> <p>Action Items:</p> <p>Clarify the submission form instructions</p> <p>Send letter to Joe for suggestions</p> |

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| | <ul style="list-style-type: none"> ○ Danita: If you guys are ok with this, we can get this posted to the web and get this distributed. ○ Kristin: It's going to be tough this being a first go –around. Do you guys see anything? ○ Danita: I am worried that it's been too long. If you go by President's Cabinet, you can see that there are some things that jump out. We will pick one in each of our functional areas and pick one. You can always go to a cabinet member and ask which one you are working on. ○ Bob: Are you emailing this out as attachments? To kind of explain timelines and stuff so people need to be working on it? ○ Kristin: In the email body, just a summary of this top part so people know they need to view the attachment. ● PET Form <ul style="list-style-type: none"> ○ Kristin: Basically what I have developed, I have built in six different goals. We need to make sure this will all work together well. Danita wants to manage where they put their Strategic Plan goals. People that were providing data were not providing the numbers, so I put this back in, but it may confuse people. Any ideas? ○ Mark: If anyone has questions they can contact us and we can advise them what to do. ○ Bob: I think it's good. It's an improvement. No, it's continuous improvement. ● PET Response Form <ul style="list-style-type: none"> ○ Danita: This is not to be sent out with PET form is it? ○ Kristin: No, the response form would go out after the PET from has come in and someone looks it over. We will start fresh with the new year. If they are missing information, you can just fill it in and send it back to them, and they can make any changes they want to the form and send it back. Let's say that in the past, you've had a division that doesn't have goals from last year, so they may not actually have any improvement. ○ Bob: This is great. ● PET Response Letter <ul style="list-style-type: none"> ○ Kristin: Joe was concerned that if we are saying this is all important because of the Strategic Plan. This letter goes out with the response form, so the Strategic Plan was brought a little more to the forefront, which is the only real change. ○ Bob: the last paragraph is important, people need to be reminded that this isn't for Danita. There were people that honestly believed that Danita wanted to torture them. We have had trouble getting people to understand our obligation to demonstrate that we are evaluating what we do. There are people that have worked there for years and they will get this email and it will be a revelation. It's been a really slow cultural change to get people to think in terms of accountability, and there is a reason we do all these things. This is great and you have done a lot of good stuff here. Don't be shocked when people act like they don't know what you are talking about. There are people that are going to find a way to fight this. We | |
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| | <p>are showing continuous improvement in the committee, and we have to conquer the campus.</p> <ul style="list-style-type: none"> Proposal - Instead of completing any more 2010-2011 response forms, start fresh with 2011-2012 response form because PET expectations/processes have changed. | |
| Agenda Item: | <p>Revised Assignments</p> <ul style="list-style-type: none"> Note: Since the last meeting, some divisions have undergone name changes and/or changes to the “Person Responsible” for each PET form. Therefore, a revised and final point of contact list for the PET form assignments will be given to committee members at the August meeting. <ul style="list-style-type: none"> Kristin: I am going to fix all these changes and send it out. I should have the final corrected assignments after people let me know they are correct. | <p>Presenter: Kristin Fix all the changes to the department names/labels and email out revised assignments</p> |
| Agenda Item: | <p>Other</p> <ul style="list-style-type: none"> Mark: Just a very good job. Bob: What’s the timeline for sending everything out? Kristin: I was thinking the earlier the better. I would prefer gentle reminders. If people read the emails, I don’t want them to think I am badgering them. In the email, I will say that I will send bi-weekly reminders. Bob: Reminders and deadlines are fine. As supervisors, we get reminders and deadlines all the time. If you tell me you need something in 30 days, I will give it to you in 30 days. If you remind people in a systematic way, then you will have better success. If reminders need to go out, send them and evaluate your responses. Continuously improve. Danita: We can test group wise to get it done. Mark: I think we will get some good responses. Danita: When you work with them pull out any improvements. The challenge is that we have to have all these docs to prove these things. We are having trouble with improvements. Try to get this specific info. | |
| Agenda Item: | Next Meeting: July 27, 2011 8:30 – 10:00 a.m. in Lib 112 | <p>Presenter:</p> <p>Action Items:</p> |
| Adjournment: | 9:00 a.m. | |