

September 29, 2010

8:30 am

Library 112

# Non-Instructional Assessment Committee Meeting

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**Meeting called by:** Bob Austin      **Type of meeting:** Regular Meeting  
**Facilitator:** Bob Austin      **Transcriber:** Betsy Wingert  
**Attendees:** Danita McAnally, Kara Larka-Skinner, Bob Austin, Delton Moore, Melissa Wilson, Steve Chance, Lee Colaw, Lissa Merchant, Lou Ann Seabourn, Leslie Shelton, Joe Wyatt, Mark Hanna  
**Absent:**

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## *Minutes*

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**Agenda item:**      **Approval of Minutes**      **Presenter:**

- Motion to approve minutes from July 14: Mark Hanna
- Seconded: Lissa Merchant
- Minutes approved

Bob Austin

  

**Agenda item:**      **Introduction of New Members**      **Presenter:**

- Steve Chance
- Leslie Shelton

Kara Larkan-Skinner

  

**Agenda item:**      **Discuss the Role of the Non-Instructional Assessment Sub-Committee**      **Presenter:**

- The umbrella committee, Assessment Committee, was formed to engage the college in the assessment process
- This committee represents the non-instructional part of the college
- The main focus is to help departments complete, foster buy-in, develop expertise and deeper understanding of the Planning Evaluation, and Tracking Forms (PET).
- The Non-Instructional Assessment Sub-Committee sets the example and shares knowledge with the college.

Bob Austin

**Agenda item:****Determine the Committee Goal or Focus of the Year****Presenter:**

- Lou Ann Seabourn asked about Tk20 which led to a discussion about what Tk20 is and what the next steps for the database would be.
- Discussion about budgets and including budget implications and strategic plan tasks in the PETs
  - Will need a shift in thinking about what the PET is for and how to include budget
  - PETs can help with budget justification and accountability
  - Departments need to assess what they are doing
  - The committee will need training on how to include budget implications so they can in turn train other departments.
- Discussion about tying the PETs to the Strategic Plan
  - The Strategic Plan is five years
  - Everything will not happen this year
- How does the committee and assessment tie into SACS Reaffirmation
  - Need to focus on improvements and revisions
  - Guidance on how the college is going to use its money and resources
  - Strategic Plan, budget, PET all have to work together for accreditation
  - If non-instructional areas meet the Strategic Plan, Amarillo College will be okay with SACS.
- The focus of the committee will be Improvements and Revisions.

Kara Larkan-Skinner

**Agenda item:****PET “Open Hours” Training Sessions****Presenter:**

- Overall the sessions went well even though there was a low turnout.
- People who came were able to leave with an improved PET.
- The sessions are good for the committee too because the members also leave with a better understanding of the PET and how to help others.

Kara Larkan-Skinner

**Agenda item:****PET Feedback Forms****Presenter:**

- Committee Assignments
  - Each member will be sent 5 PET forms
  - The Feedback form should be returned by October 15.
  - Kara will have forms ready for review at the next meeting
  - The departments will receive them in November

Kara Larkan-Skinner

**Agenda item:****Next Meeting**

October 27, 2010 8:30 – 10:00 am, Library 112.