

October 27, 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:	Kara Larka-Skinner, Bob Austin, Delton Moore, Melissa Wilson, Steve Chance, Lee Colaw, Lissa Merchant, Leslie Shelton, Joe Wyatt, Mark Hanna		
Absent:	Danita McAnally, Lou Ann Seabourn		

Minutes

Agenda item:	Approval of Minutes	Presenter:
	<ul style="list-style-type: none">• Motion to approve minutes from September 29: Joe Wyatt• Seconded: Lee Colaw• Minutes approved	Bob Austin

Agenda item:	PET Feedback - Update	Presenter:
	<ul style="list-style-type: none">• Report from Committee Members on findings<ul style="list-style-type: none">○ Melissa Wilson – most looked good○ Lissa Merchant<ul style="list-style-type: none">▪ Ask AC only one goal▪ Others were good○ Joe Wyatt<ul style="list-style-type: none">▪ Library's was excellent▪ Disability Services had no data▪ The committee looked at Disability Services form and talked about solutions○ Mark Hanna<ul style="list-style-type: none">▪ Grants Management's PET is a problem▪ The committee looked at it and talked about solutions▪ Others were good and making progress○ Bob Austin, Lee Colaw, and Delton Moore are still working on the PETs they were given○ Still working on some departments and getting them to "drink the Kool-Aid"○ Problem is that some departments continue to believe that the PET is intrusive and equate it with the IRS/taxes.• Finalize PET Feedback<ul style="list-style-type: none">○ The committee looked at the letter that accompanies the PET Response form and suggested some changes in the wording.○ PET forms are meant to be a tool for departments to improve themselves.○ The letter will be rewritten.	Kara Larkan-Skinner

Agenda item: **Next Meeting**

November 24, 2010 8:30 – 10:00 am, Library 112.