

<h1>Non-Instructional Assessment Committee Meeting</h1>	<p style="text-align: right;">11/29/2012 8:30 – 10:30 a.m. WSC-Library-416</p>	
Meeting called by: Kristin	Type of Meeting: Special	
Facilitator: None	Transcriber: Kristin	
Attendees: Mark Hanna, Daniel Esquivel, Bob Austin, Janet Barton, Joe Wyatt, Kristin McDonald-Willey, and Leslie Shelton		
Absentees: Melissa Wilson, Danita McAnally, Kara Larkan-Skinner, Steve Chance, and Lee Colaw		
<h2>Minutes</h2>		
Agenda Item: Plan of Action	<p>Discussion topics:</p> <ul style="list-style-type: none"> • Committee's new role in evaluating PET Forms <ul style="list-style-type: none"> ○ At least 2 members of the Non-Instructional Assessment Committee will review and evaluate each PET form using a PET response form. • Requirements of a PET Form <ul style="list-style-type: none"> ○ Purpose Statement ○ Strategic Plan Link ○ No Excuses Link ○ Direct Outcome Link ○ Results ○ Analysis ○ Improvement ○ Action Plan • Overview of materials that should assist committee <ul style="list-style-type: none"> ○ A-E Method Handout ○ Instructional Direct Outcome Samples ○ Response Form 	Facilitator: Kristin
Agenda Item: Evaluation of PET Forms	<ul style="list-style-type: none"> • Committee members divided into groups of two, each person moved beside their partner, and each member used their login to access the P drive on their computer. • Once all committee members accessed the P drive they opened a Non-Instructional folder in order to view folders that contained evenly divided PET form groupings (all submitted instructional PET forms were divided into 4 different groups so that each committee member group would evaluate 6-8 total PET Forms using the PET Response Form). • Next, <u>each committee member group comprised of present attendees</u> chose to evaluate a group that did not contain PET forms for which they were directly responsible. <ul style="list-style-type: none"> ○ Mark and Daniel – Evaluate Group 2* ○ Bob and Janet – Evaluate Group 3* ○ Joe and Leslie – Evaluate Group 4* <p style="font-size: small;">*The information regarding which PET forms were evaluated by each group will remain confidential to everyone with the exception of the Assessments Coordinator and SACSCOC.</p> 	

	<ul style="list-style-type: none"> • <u>Committee members who were not present</u> and have previously submitted a PET form* were likewise assigned an artifact group with the Assessment's Coordinator identified as their partner. <ul style="list-style-type: none"> ○ Melissa and Kristin – Group 1* <p style="margin-left: 20px;">*The information regarding which PET forms were evaluated by each group will remain confidential to everyone with the exception of the Assessments Coordinator and SACSCOC. Steve Chance and Lee Colaw will not be asked to evaluate PET forms this year because they were unable to attend the training meetings. Danita McAnally and Kara Larkan-Skinner will likewise not be asked to evaluate a PET form because they are ex-officio members and all of the PET forms can be evaluated without their assistance, while still fulfilling the PET form methodology for the 2012-2013 year.</p> • All present committee members then evaluated PET forms for the remainder of the meeting time. The Assessment's Coordinator was available for questions on an as-needed basis. • Committee groups who were unable to complete the PET form evaluation process scheduled a future meeting time to complete the evaluation of their group's PET forms before or immediately following the Christmas break. 	
<p>Agenda Item: Evaluation Plan</p>	<ul style="list-style-type: none"> • Group 2, Group 3, and Group 4 – No action required unless the Assessment's Coordinator follows up with requests regarding the response forms. • Group 1- Melissa and Kristin plan to meet toward the end of December/Early January to complete the assigned PET response forms. • Kristin (Assessments Coordinator) will review each group's PET form responses and some forms will be spot checked for accuracy to ensure that there was no confusion in the instructions given and/or materials provided. If questions arise, Kristin will check with the committee member who initially evaluated the form. Otherwise, all completed response forms and the originally submitted PET forms will be returned to the appropriate person/people by early spring 2013. PET form submitters will be asked to make corrections to their PET form via the response form or their PET Word document or will be asked to give their final stamp of approval on their PET form. All non-instructional personnel who have not yet submitted a form will be sent a final reminder in early spring 2013. 	
<p>Next Meeting: TO BE DETERMINED. When forms that were initially lacking essential requirements are resubmitted by the people responsible for that form, the committee may wish to meet again as a large group or to schedule and hold individual meeting with their group partner to re-evaluate the appropriate form/s. Also, as assessment needs arise, this group will meet as on an as-needed basis.</p>		