Non-Instructional Assessment Committee Meeting		11/6/13 3 – 5 p.m. WSC-Library-112
Facilitator: Bob Austin		**Type of Meeting:** Planning
		Transcriber: Kristin McDonald-Willey
Attendees: Bob Austin, Mark Hanna, Janet Barton, Joe Wyatt, Kristin McDonald-Willey, Melissa Wilson, Jeff Wallick, and Megan Eikner		
Absentees: Cynthia Urbina, Danita McAnally, Lee Colaw, Patsy Lemaster, Tina Babb		

Minutes

Agenda Item: Review of Mark's Form	Discussion topics:	Facilitator: **Bob** (Bob read through Mark's Non-Instructional Review draft and kept the group discussion on task)

	• Introduction to Topic
	  o Mark Hanna graciously volunteered to go through the Non-Instructional (NI) form and complete a draft so that the committee could see a sample.
	  o Pro – We now have a sample that we can view; Con – Mark is very familiar with accreditation-type processes.
	• Notes Made By Committee in Attendance Based on Review of Form
	  o **Sentence Length Suggestion** – May need to move suggested response length from the first page under the "Purpose" heading and instead provide suggestions for every response.
	  o **Word "Part" in front of I-VI** - Remove
	  o **I – #3** - Change the word "Program" to "Department"
	  o **IV – Pt. A #1&2** – Change "ideology" to "goals"
	  o **IV –** The following notes were provided on multiple sections:
	    ▪ **Pt. B Directions** – Change directions to indicate 1-3 outcomes should be provided and change "outcomes" to "outcome/s"
	    ▪ **Pt. B #2** – Change text to read as follows: "How does your department assess the extent to which your students achieve the above outcomes? Provide your results and result analysis.
	    ▪ **Pt. B #3** – Change "What improvements have you made..." to "What changes has your department made as a result of..."
	    ▪ **Pt. D** - **#2** - Provide example of "assessment" such as pre and post-test or link to example.
	  o **Procedure Questions** – Keep #4 and #5 standard throughout all reviews and then adjust other sections to align with SACSCOC criteria
	• Notes Made by Tina Babb – Unable to Attend, but Sent Via E-mail
	  o **Goal Statements** – Do we need to include goal statements or have they gone away?
	  o **Links** – Consider giving more guidance on when to link/when not to link and what to link to (e.g. if you do 8-10 reports for the state each year, do you need to link to all reports and/or do you need to reference all applicable examples from all reports that relate to No Excuses or just some?)	

| Agenda Item: Non-Instructional Breakout | • **Megan** - Asked How Non-Instructional Areas are Divided
• **Kristin** - Pulled up SACSCOC Web site and explained Non-Instructional Areas are divided based on headings identified in red font.
• The designation in the most recent SACSCOC review between the various non-instructional areas was made based on guidance by Danita McAnally. However, based on directions made by SACSCOC we can assure in the future that every area falls under the "correct" category.
    o **"Instructional"**
        ▪ **3.3.1.1 – Educational Programs, to Include Student Learning Outcomes**
            • Includes all "active" AC, academic programs
    o **"Non-Instructional" –**
        ▪ **3.3.1.2 - Administrative Support Services**
            • Financial & Admin Svcs – Accounting Office
            • Financial & Admin Svcs – Admin Svc/Property Management
            • Financial & Admin Svcs – Budget
            • Financial & Admin Svcs – Business Office
            • Financial & Admin Svcs – Emergency Management
            • Financial & Admin Svcs – Grant Accounting Office
            • Financial & Admin Svcs – Human Resources – Payroll
            • Financial & Admin Svcs – Physical Plant
            • Financial & Admin Svcs – Police
            • Financial & Admin Svcs – Purchasing/Records Retention
            • Instruction – CE – Polk Street Campus
            • Instruction – Hereford Campus
            • Instruction – Moore County Campus
            • Planning and Advancement
        ▪ **3.3.1.3 Educational Support Services**
            • CTL – Center for Teaching & Learning
            • CTL – E-Learning
            • CTL – Professional & Organizational Development (POD)
            • CTL – Technology Support Services
            • Enrollment Mgmt – Advising
            • Enrollment Mgmt – Community Link
            • Enrollment Mgmt – Customer Services
            • Enrollment Mgmt – DisAbility Services
            • Enrollment Mgmt – Financial Aid
            • Enrollment Mgmt – Registrar's Office
            • Enrollment Mgmt – Student Activities
            • Enrollment Mgmt – Testing Services
            • Enrollment Mgmt – Tutoring
            • Financial & Admin. Services – Bookstore
            • Instruction – Child Development Center (Lab School)
            • Instruction – Extended Programs
            • Instruction – Library
            • Instruction – Technical Training Solutions
            • ITS – All Depts. In ITS
        ▪ **3.3.1.4 Research Within Its Mission, If Appropriate** – Not Applicable
        (CONTINUED ON NEXT PG) | **Facilitators: Megan/Kristin**

NOTE: The official breakout of how the college divided the Non-Instructional programs was not discussed at the meeting, but was sent to all committee members via this document in an e-mail attachment. |

Agenda Item: Non-Instructional Breakout Continued…	• **3.3.1.5 Community/Public Service** 　　• CE – CE Consultant 　　• CE – Continuing Education 　　• CE – Continuing Healthcare Educ (CCHcE) 　　• CE – Criminal Justice Programs 　　• CE – Personal Enrichment 　　• Communications – College Relations 　　• Communications – KACV-FM 　　• Communications – KACV-TV	Facilitators: **Megan/Kristin**
Agenda Item: Problem! How to deal with issues such as "best practices for data storage and/or data extraction"	• **Megan** – Megan stated she'd had some issues compiling data results from paper-based surveys. She wants the data, has the data, but just doesn't know how (in a timely manner) to deal with and compile results from the data so that she can make improvements. • **Bob and Kristin** – Briefly discussed how some other areas deal with paper-based, date-centered issues. Although how others deal with their issues may or may not be viable options for Megan's area • **Mark** – Briefly discussed how he uses survey modules in Blackboard. • **Megan and Melissa** – Expressed an interest in seeing how other people manage and compile data in a meaningful way. • **Bob and Joe** – Idea! Create a Community of Practice. Send invitation to all who are interested and we can learn from one another. For example, if someone is very good at creating a survey mgmt. system based on the surveys they conduct, they can book a room and give a presentation/training/etc. to everyone who is interested in learning how they might better manage their surveys.	Facilitator: N/A - Discussion
Agenda Item: Next Steps	• **Bob** – The committee needs to attempt to complete a few more samples. Suggestions were for Janet to work on HR and Jeff on one of his areas. The committee could meet with individuals as they work on their area's form to further refine the process. • **Janet and Jeff** – Expressed willingness to assist. • **Kristin** – Plans to contact Daniel Esquivel for added diversity to see if he is willing to help. If so, we can plan the next meeting around Daniel's availability.	Facilitators: N/A - Discussion

Next Meeting:
TO BE DETERMINED based on Daniel Esquivel's ability to participate and/or when he will be able to next visit the WSC and spend some time with the committee.

Still Needs Discussion:
• The committee still needs to determine timeline, which parts will be required every year vs. rotation, etc.
• Finalize name/version of the form
• Finalize that drafted form fulfills SACSCOC requirements
• Approve/Verify Non-Instructional areas required to participate in this process
• Create adaptation plan (i.e. meeting to discuss how the form needs to be adapted to meet each NI areas' needs) and how to roll out to Non-Instructional areas
• Begin work on review plan

Update (Post Meeting) on Next Meeting Date: Daniel is in the process of preparing to open a new campus so he is willing to assist us, but will have to work around upcoming deadlines. He said he would contact Kristin with the next time he will be able to visit the WSC. If it's just not feasible for Daniel to meet this semester, Kristin will follow-up with Bob to discuss next steps.