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| <h1>Non-Instructional Assessment Committee Meeting</h1> | <p style="text-align: right;">2/18/14 1:30-3:30 PM WSC Library 113</p> | |
| Meeting called by: Kristin | Type of Meeting: Planning | |
| Facilitator: Bob Austin | Transcriber: Kristin | |
| Committee Members Present: Joe Wyatt, Janet Barton, Terry Kleffman, Jeff Wallick, Cynthia Urbina, Amber Brookshire, Bob Austin, and Kristin McDonald-Willey | | |
| <h2>Minutes</h2> | | |
| Agenda Item: Minute Approval | Move to approve 9/11/13, 9/25/13, and 11/6/13 NI minutes <ul style="list-style-type: none"> • Approved by committee as presented, but committee noted that clarification needed on future minutes regarding assessment cycle plan (i.e. what is required every year vs. not every year) | Facilitator: N/A |
| Agenda Item: Person Responsible List | Each committee member was given a spreadsheet containing a list of all non-instructional areas and the people designated as responsible for that area. The committee was asked to confirm and/or provide updated information for each NI area. The following updates were made: <ul style="list-style-type: none"> • Combine CE-Continuing Healthcare Educ and CE-CE Coordinator – Per Megan Eikner and Kim Davis (via e-mail request) • Combine all CTL (minus Library) into one area – Per Patsy Lemaster (via e-mail request) • Update “Recruitment” to show “Richie Garza” as responsible • Remove “Emergency Mgmt” as own field and combine with “Police” • List “Tiffany Crosley” as “Acctg Office” contact • Remove “Grant Acctg Office” from list • Update “Police/Emergency Mgmt.” contact to Steve Chance and “Technical Training Solutions” contact to Jeff Wallick | Facilitator: N/A |
| Agenda Item: Continue NI Edits | Kristin briefly discussed edits made based on previous meeting’s suggestions. Next, the committee discussed additional, needed edits including: <u>All</u> <ul style="list-style-type: none"> •Lessen # of words and simplify when possible •Provide example links within document •Watch tense sense past year review <u>Part II</u> <ul style="list-style-type: none"> •Part II, #2 – Clean up wording (e.g. Change “AC Needs Improvement” to “Needs Improvement”, “AC is Adequate” to “Meets Standard,” and “AC Exceeds Expectations” to “Exceeds Standards”). •Part II, #3 (ADD NEW #3 and move current #3 to #4) – Add request that explanation be added if “Needs Improvement” •Part II, #4 (previously #3) – lessen wordiness <u>Part III</u> <ul style="list-style-type: none"> •Part A, #3 – Lessen wordiness <u>Part IV</u> <ul style="list-style-type: none"> •Part A, #1 – Change “the ways” to “1 or more ways” and add emphasis to focusing on the way the area <u>most</u> affects No Excuses •Part B, #1 and #2 – Change “At this time” to “For this review year” •Part B – each # - Change “student/client” to also include customer as option. Remove any extra wording such as “overaching” | Facilitator: Kristin |

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| <p>Agenda Item: Continue NI Edits</p> | <ul style="list-style-type: none"> •Part C,#1 – Add reference that only one or a few areas need to be referenced for strategic plan •Part D, #1 – In 2nd paragraph, add period after “Personal Responsibility” in last sentence and remove extra words. Also, correct 2nd column of table to tell person responsible to go to “Part D, Question #2” instead of “Part A, Question #2”) <p><u>Part V</u> Add reference that only pertinent items need to be addressed, pertinent items will be addressed, or some other reference focused on the customization of this section.</p> <p><u>Part VI</u> Change “division” to “department”</p> | |
| <p>Agenda Item: Next Plans</p> | <ul style="list-style-type: none"> • Make requested edits • Develop training for NI areas • Meet one more time as NI Committee and then make final plans to train NI areas • Get “Community of Practice” started in June 2014 | <p>Facilitator: Bob</p> |
| <p>Next Meeting: Plan to meet as soon as Kristin has made requested changes and built a training PowerPoint for NI areas.</p> | | |