Non-Instructional Assessment Committee Meeting		3/31/14 9-10:30 AM WSC Library 207 (The Forum)
Meeting called by: Kristin		**Type of Meeting:** Planning
Facilitator: Kristin		**Transcriber:** Kristin
Committee Members Present: Amber Brookshire, Bob Austin, Kristin McDonald-Willey, Lee Colaw, Patsy Lemaster, Megan Eikner, and Mark Hanna		

<table>
<tr><th colspan="3"><h2>Minutes</h2></th></tr>
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<td>Agenda Item:
Minute Approval</td>
<td>Minutes were handed out, but Kristin requested committee's permission to walk committee through changes as we went through training rather than outlining individual changes and then going through presentation.
Minutes will be sent out to NI committee and committee can respond with any additional, needed edits.</td>
<td>Facilitator:
N/A</td>
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<td>Agenda Item:
Person Responsible List</td>
<td>Committee members were provided 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:
Strike Melissa Burns name from list—this area will fall under Kim Crowley as "person responsible."
Strike "Student Money Management Center" from list because this area falls under grant funding and NI grant funded areas are not required to complete documents for accreditation purposes.</td>
<td>Facilitator:
N/A</td>
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<td>Agenda Item:
NI Edits</td>
<td>Kristin handed out revised NI Annual Review forms and walked committee through the "NI Annual Review" training that corresponds with the form. Kristin told the committee they could refer to the prior NI meeting notes to see exactly what changes were made between the previous and current version.

Next, the committee discussed additional, needed edits including:
<u>Presentation</u>
Add note about how this is not "Pass/Fail"
<u>II. Existing Data (Not Survey, Focus Groups and/or Interviews)</u>
#2 – Bob - Change old examples under the chart to a more broad range of reasons why "Needs Improvement" may be selected. Shorten heading for the chart to "Data Reported/Collected" so that it makes more sense if someone puts data that is not currently collected, but needs to be collected under the chart
#3 – Add "Analysis" note to form
#4 – Add "Action Plan" note to form. Per Lee, remove "(In your response,...)" statement and instead include this in the information section of the training. In the training, list the questions to ask yourself in a way that will hopefully spur dialogue and not give the appearance of trying to be "in peoples' business."
Add data links in this section including but not limited to Databook, THECB data, and EduCause.
<u>III. Existing Data (Based on Surveys, Focus Groups, and Interviews)</u>
#2 – Add in the word "key" or "most important" so that it is clear that the focus is narrow
#3 – Change wording to mimic that of section II, #4.</td>
<td>Facilitator:
Group Discussion</td>
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Agenda Item:	Content	

Agenda Item:
Continue NI Edits
	• Note: Will need to add data links for 2014-2015 year (this section will not be included in this year's review)
	IV. Institutional Initiatives
	• Provide link to AtD goals Website in Part A, #1
	• Part B – PowerPoint – change "program" to "department" in 2nd bullet
	• Part B, #2 – Remove "At least 1 outcome should not be…" statement
	• Part C, #1 – change "an area/s" to "at least one strategy or task"
	• Part C, #2 – change question to instead gauge what <u>should</u> be added to the Strategic Plan and remove explanation from PowerPoint because it's not needed
	• Part D, #1 – Correct comma usage
	• Add links
	V.
	   • Will need to add links later before 2014-2015 (note: will not be included in this year's review)
	Points of Contact
	   • Add these before meeting	

Agenda Item: Next Plans	• Split training into 3 parts (**1st Part -** Section II; **2nd Part** - Section IV A and B, **3rd Part** - Section IV C and D and Section VI) and offer 2-3 session options per training. Note: Bob will train his own people. Training will not be required, but NI Committee will walk through each section (in 1 hr. chunks) and by the completion of the series, NI areas will have completed Section I, II, IV, and VI. We will bring handouts to training and participants will be encouraged to bring laptop or paper printouts so they can complete training. • Get "Community of Practice" started in June 2014	**Facilitator:** Bob
Next Meeting: TBD		