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| **Non-Instructional Assessment Committee Meeting** | 9-2-15 10-12LIB Suite 205 W |
| **Facilitator:** Kristin McDonald-Willey, Director of IE | **Type of Meeting:** Evaluation Meeting |
| **Transcriber:** Kristin McDonald-Willey |
| **Committee Members Present:**Bob Austin, Kristin McDonald-Willey; Joe Wyatt; Mark Hanna; Tina Babb; Megan Eikner |
| **Minutes** |
| **Agenda Item:** NI Plan Overview | * **Form Changes Needed:**

It was discussed that the NI Review form would need to be updated in order to reflect the new leadership changes. For instances, it is no longer necessary to track Strategic Plan goals/outcomes through the form when the President’s office will track that information and it is no longer necessary to track No Excuses information when the NLNE Committee will now track that information.* **Group Training on Evaluations:**

The group was walked through the various assessment help materials and Mark and Kristin walked the group through a few evaluations for norming purposes.* **Evaluations Completed Thus Far to Pilot the Checklist Test:**Mark Hanna and Kristin McDonald-Willey sat together to pilot test the Bookstore, Community Link, and Extended Programs areas with the checklist and made some changes to the checklist the committee will use to make these evaluations based on Kristin’s and Mark’s ease-of-use findings.
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| **Agenda Item:**Evaluation Division | Members were assigned to teams and were asked to complete as many evaluations as possible. Team AssignmentsBob Austin and Kristin McDonald-WilleyJoe Wyatt and Mark HannaTina Babb and Megan Eikner |
| **Agenda Item:**EvaluationsCompleted | Toward the end of the meeting, the group members were asked to report on which evaluations they had completed.Bob and KristinCE Administrative Services – Operations; College Relations; CTL; Gran Development and Compliance; Library; Physical Plant; Property ManagementJoe and MarkHerford Hinkson Memorial Campus; Institutional Effectiveness; Moore County Campus; Panhandle PBSTina and MeganBusiness Office – Accounting; Business Office – Income and Disbursements; Child Development Lab School; Continuing Healthcare Education; Institutional Research; Technical Training Solutions; Tutoring |
| **Agenda Item:**Future Evaluations | Quite a few evaluations were not completed; the group will reconvene on 9-9-15 to complete the rest of these evaluations. |

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| **Next Meeting Information:**9-9-1510 AM-12PMWSC – Library – 205J, 205V, 205W |

Minutes Recorded by:

Kristin McDonald-Willey, Permanent Member

