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| **Non-Instructional Assessment Committee Meeting** | | 9-9-15  10-12  WSC - LIB Suite 205 W; 205V; 205J |
| **Facilitator:**  Kristin McDonald-Willey, Director of IE | | **Type of Meeting:** Evaluation Meeting |
| **Transcriber:** Kristin McDonald-Willey |
| **Committee Members Present:**  Kristin McDonald-Willey; Janet Barton; Mark Hanna; Jeff Wallick; Joe Wyatt; Tina Babb | | |
| **Minutes** | | |
| **Agenda Item:** NI Plan Overview | * **Form Changes Needed (Update for Jeff Wallick and Janet Barton Who Were Not Able to Attend Previous Meeting):**   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 (Update for Jeff Wallick and Janet Barton Who Were Not Able to Attend Previous Meeting)::**   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 (Update for Jeff Wallick and Janet Barton Who Were Not Able to Attend Previous Meeting)::** 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.   At the previous meeting, the NI Assessment Committee completed 18 evaluations where at least 2 committee members paired up and evaluated each item. | |
| **Agenda Item:** Evaluation Division | Members were assigned to teams and were asked to complete as many evaluations as possible.  Team Assignments  Janet Barton, Mark Hanna, and Jeff Wallick  Joe Wyatt and Tina Babb (Tina had to leave a bit early)  Kristin McDonald-Willey and Joe Wyatt (After Tina left) | |
| **Agenda Item:**  Evaluations  Completed | Toward the end of the meeting, the group members were asked to report on which evaluations they had completed.  Janet Barton, Mark Hanna, and Jeff Wallick  Career and Employment Services; Chief of Staff Change Management; Student Life;  Joe Wyatt and Tina Babb  Financial Aid; Recruitment  Kristin McDonald-Willey and Joe Wyatt  DisAbility Services; Testing | |
| **Agenda Item:**  Future Evaluations | There were some submissions that were either not completed at the 9-2-15 or 9-9-15 meeting so those were completed later by Kristin McDonald-Willey and Mark Hanna. Each evaluated these on their own and compared their scores/comments. These findings were compiled for a final report.  Completed At Later Date(s) by Kristin and Mark  EOD; Police; Purchasing; Records Management  (NOTE: This information was added after the 9-9-15 meeting by the Director of IE) | |
| **Agenda Item:**  Not Submitted Reports | Reports from these areas were not submitted for the 14-15 year:  Personal Enrichment; Workforce Training; Advising; Customer Services; Registrar’s Office; IT | |

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| **Next Meeting Information:**  (See Future Evaluations information above)  It was noted that this group should really meet again to discuss the future directions of the NI forms. |

Minutes Recorded by:

Kristin McDonald-Willey, Permanent Member

