

2007-03-26 Non-Instructional Assessment Committee

Present: Sally Evans, Kara Larkan-Skinner, Sharon Doggett, Mark Hanna, Damaris Schlong, Mike Ward, Jason Norman, Bob Austin, Danita McAnally, Delton Moore

Send an email memo to all who have not submitted PET's requesting that PET's be completed and submitted with a 30 day deadline. Second reminder will be sent during first part of May.

Follow up in July with email memo reminding departments that data collection for the PET's should be in progress.

Improvements for next round of training – include more pertinent examples, improvement in work experience, increased efficiency, etc...

Next time, select 4 or 5 good examples from already submitted PET's and format those for use during training early in October.