

## **Non-Instructional Assessment Committee**

April 30, 2007

Present: Danita McAnally, Sharon Doggett, Mark Hanna, Damaris Schlong, Kara Larkan, Bob Austin, Jason Norman, Delton Moore

PET forms are still missing from:

Hereford Campus – Daniel Esquivel

Student Activities/Intramurals – April Sessler, Heather Atchley (in progress)

E-Learning – Bob Sloger

IST Telecomm/Networking/HelpDesk – Linda Hendrick (working on getting a fresh copy)

A follow-up meeting will be requested with E-Learning. It appears that this group has never met to develop their plan.

Submitted PET forms were reviewed to determine if they followed established guidelines and had outcomes. Several were identified as examples that could be used for training purposes. Improvements have been made based upon the review. Some are putting outputs into the ABCDE format requested but not actually written as outcomes (change in behavior, knowledge, ...). Results need to be placed in a standard format. Use of results should reflect the outcome and recorded results.

Counting the missing PET forms, there were 78% of the PET forms with outcomes.

Bob will investigate moving the meetings to the last Wednesday of the month at 8:15.