Non-Instructional Assessment

Monthly Committee Meeting

Meeting called by:	Kara Larkan-Skinner	**Type of meeting:**	Preparation for Fall Training
Facilitator:	Kara Larkan-Skinner	**Note taker:**	Brandy Hayes
Attendees:	Kara Larkan-Skinner, Delton Moore, Danita McAnally, Brandy Hayes, Sharon Doggett, Jason Norman and Damaris Schlong		

Minutes

Agenda item:	Discuss the 5 PET forms selected as Best Practices	**Presenter:**	Kara Larkan-Skinner
Discussion:	Narrow down to the best 3 forms overall		

1. College Advancement - Professional and Organizational Development   4. Workforce - Leisure Studies

2. Extended Programs   5. Workforce - B&I Center

3. Academic Affairs - AC Library

Conclusions: sample PET's to use in training

1. College Advancement - Professional and Organizational Development

2. Academic Affairs - AC Library

3. Workforce - Leisure Studies

Action items	Person responsible	Deadline
✓ Change Library purpose statement to include only the 1st bullet on the list	Kara Larkan-Skinner	8/29/07
✓ Extended Programs		
Remove 2 B from the objective list	Kara Larkan-Skinner	8/29/07
Change N=38/39 (12%)	Kara Larkan-Skinner	8/29/07

Agenda item:	Review the Reporting Results PPT II	**Presenter:**	Kara Larkan-Skinner Danita McAnally

Action items	**Person responsible**	**Deadline**
✓ Insert new slide to show part of the 3 Best Practice	Kara Larkan-Skinner	8/29/07
✓ Plan to emphasize the timeline on slide 5	Danita/Kara	8/29/07
✓ Insert "Group Work Slide	Kara Larkan-Skinner	8/29/07
✓ Change deadline for submission to Nov. 1, 2007	Kara Larkan-Skinner	8/29/07
✓ Underline " Plan of Action" on slide 8	Kara Larkan-Skinner	8/29/07

- Danita will call Florida today, July 25, 2007, to get a status on the Outcomes Assessment Database.
- PowerPoint has the current form that we are using. *Note that it will change if we purchase the database before the Fall trainings.*

Agenda item:	Create a Rough Draft Agenda for Training	**Presenter:**	Kara Larkan-Skinner	
Items		**Person responsible**		**Deadline**
✓ Bring master check list of completed PET forms to split up among committee members.		Kara Larkan-Skinner		8/29/07
✓ Bring a copy of each PET form that will be used in the Training so the committee member can review it prior to the meeting.		Kara/Damaris		8/29/07

Agenda item: Adjourn @ 8:45am

Other Information

Note: Each department needs to bring their data.

Probe for questions that allow them to start thinking about change.

Information for September 19th Training:

Handouts

1. Reporting Results PowerPoint II
2. ABCDE's
3. Sample PET's

     College Advancement - Professional and Organizational Development

     Academic Affairs - AC Library

     Workforce - Leisure Studies

Refreshments

     Damaris will arrange refreshments for the WFD Training Session. She will contact Brandy Hayes for payment arrangements.

Assessment & Development Will Bring

     Laptop with PowerPoint

     Handouts

-End the Training with a participant telling how this reporting system has helped them improve their services.

Special notes: **- RED** Email needs to be sent 1 week prior to the training sessions as a reminder to bring data.   (Kara Larkan-Skinner)

-??Send a email to supervisors to reinforce the importance of attendance and data.