

January 30, 2008

8:30 am  
Library 113

# Non-Instructional Outcomes Assessment Committee Meeting

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<b>Meeting called by:</b>	Bob Austin	<b>Type of meeting:</b>	Monthly
<b>Facilitator:</b>	Kara Larkan-Skinner	<b>Note taker:</b>	Brandy Hayes
<b>Attendees:</b>	Kara Larkan-Skinner/Danita McAnally/Bob Austin/Brandy Hayes/Mark Hanna/Damaris Schlong/Delton Moore/Bob Austin/Sharon Doggett/ Lou Ann Seabourn/Sally Evans		
<b>Absent:</b>	Mike Ward/ Jason Norman		

## *Minutes*

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<b>Agenda item:</b>	AC created PET form database	<b>Presenter:</b>	Danita McAnally
<b>Discussion:</b>	<ul style="list-style-type: none"><li>a. Under construction</li><li>b. Met with Ashley, Tommy and Corey</li></ul>		
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
✓ Complete PET form database		Ashley/Tommy/Corey	Late February

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<b>Agenda item:</b>	Report Card - Assessment of PET forms for 2007-2008:	<b>Presenter:</b>	Danita McAnally
<b>Discussion:</b>	<p>PET forms –</p> <ul style="list-style-type: none"><li>i. Percent submitted (A-)</li><li>ii. Percent submitted with at least 1 direct outcome (B-)</li><li>iii. Percent submitted with results (D)</li><li>iv. Percent submitted with use of results (D)</li><li>v. Percent of PET forms w/ at least one direct outcome over past year – 5% increase (C)</li></ul>		

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<b>Agenda item:</b>	Review Hand-out - Number of Outcomes List	<b>Presenter:</b>	Danita McAnally
<b>Discussion:</b>	<p>Discuss follow-up recommendations for:</p> <ul style="list-style-type: none"><li>▪ 4 missing PET forms<ul style="list-style-type: none"><li>Bookstore - Dennis Leslie</li><li>Technical Services - Jeff Gibson/Fred Baldiva</li><li>Physical Plant - Bruce Cotgreave</li><li>Customer Services/Assistance Center - Dale Longbine</li></ul></li><li>▪ 4 PET forms that did not have at least one direct outcome<ul style="list-style-type: none"><li>KACV - Linda Pitner</li><li>Bob Austin and Danita McAnally agree to meet with Ellen Green</li><li>Customer Services/Assistance Center - Dale Longbine</li><li>These areas are now combined. Bob Austin will deliver the new department's PET form.</li><li>Hereford Campus - Daniel Esquivel</li><li>Damaris Schlong suggests that the committee revisit with Daniel about PET forms.</li></ul></li></ul>		

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E-Learning - Lou Ann Seabourn

The committee agrees to wait until next year before they request a PET form to be submitted.

- 17 PET forms that did not have at least one use of results with a clearly identified improvement/revision in action plan

Revisit with those that do not have results.

Advising and Counseling  
Student Success  
Admin Serv/Property Mgmt  
Police  
Grant Accounting Office  
Programming Services  
Technical Services  
Telecomm/ Networking/ HelpDesk  
Technology Support Services  
Web Services  
Technical Training Solutions  
Child Development Center (Lab School)  
Investment Management (cash)

**Person responsible**

Mark Hanna/Danita McAnally  
Lou Ann Seabourn/ Danita McAnally  
Sharon Doggett /Kara Larkan Skinner  
Mark Hanna  
Sharon Doggett/ Mark Hanna  
Delton Moore  
Lou Ann/Danita McAnally  
Delton Moore / Damaris Schlong  
Delton Moore / Damaris Schlong  
Mark Hanna  
Lou Ann Seabourn/ Mark Hanna  
Danita McAnally /Bob Austin  
Sharon Doggett

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**Agenda item:** Recognize those that do well?

Suggests:

Travel Trophy  
Money  
Paid Day Off  
Lunch For The Department  
Money Card  
Money To The Department (How Much?)  
Open Acknowledgement  
Exempt From Training  
    Send email to those that are required to attend  
    Then Invite ones exempt to "train the trainer"  
Random Bars Of Chocolate  
Certificates

**Agenda item:** Next meeting scheduled – Thursday, February 27<sup>th</sup> - 8:30-10:00 a.m. L112

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**Agenda item:** Adjourn

**Time: 10:10 am**