

February 27, 2008

8:30 am
Library 113

Non-Instructional Outcomes Assessment Committee Meeting

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

Minutes

Agenda item:	PET form database	Presenter:	Danita McAnally
Discussion:	We have had no updates		

Action items	Person responsible	Deadline
✓ Complete PET form database	Ashley/Tommy/Corey	Late February

Agenda item:	Tk20 Database	Presenter:	Bob Austin, Kara Larkan-Skinner
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Discussion:

- Very positive
- Total support from vendor
- It will also pull from Datatel
- Build off the database that Tommy and Ashley have been working on
- Use TK20 for reporting features
- They can host from their servers

Agenda item:	Follow-Up of PET forms for 2007-2008	Presenter:	Kara Larkan-Skinner
Discussion:			

- KACV – TV & FM - Linda Pitner
(no training thus missing PET form - Bob Austin and Danita McAnally agree to meet with Ellen Green) **Bob Austin will contact Ellen to set this meeting.**
 - Hereford Campus - Daniel Esquivel (missing) **Mike Ward will be speaking with Daniel today and will question him about that. We may have to wait until another meeting that will effect the PET.**
 - E-Learning - Lou Ann Seabourn – (missing - the committee agreed to wait until next year before they request a PET form to bet submitted.) **Lou Ann was waiting for statistical analysis she thought IR was doing.**
 - Extended Programs – Lou Ann Seabourn (completed form missing – analysis of qualitative survey?) **Danita McAnally believes the current PET is ok, given the recent changes in they are currently going through.**
 - Ask AC (closed out 06-07) & Assistance Center (closed out 06-07): Customer Services (new 07-08) - Dale Longbine (revisions submitted – Bob Austin) **Done. However, they should include the statistics in the results column.**
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- vi. Technical Services - Jeff Gibson/Fred Baldiva (revision submitted; still needs little more work; Danita McAnally/Lou Ann Seabourn) **There information was completed. We now have the completed version. They still need to work with the Use of Results column to finish the data for New Employee orientation. They should be commended for their work.**
- vii. Technology Support Services (revision submitted - Delton Moore / Damaris Schlong) **Formally know as the Training in Network Services (Charles Hendrix). He is thinking about assessing the training sessions with follow up testing a few weeks later.**
- viii. Advising and Counseling (revision submitted - Mark Hanna) **#2 Action Plan does not say what is going to be improved. Danita suggests looking at graduates.**
- ix. Student Success (revision submitted - Lou Ann Seabourn/ Danita McAnally) **Courtney's responsibilities have changed so much that she has to re-do the PET completely.**
- x. Admin. Services/Property Mgmt. (revision submitted - Sharon Doggett /Mark Hana) **Great example.**
- xi. Bookstore - Dennis Leslie (no revision submitted)
Meeting was rescheduled for March 12, 2008
- xii. Child Development Center (Lab School) (no revision submitted but met with Tina Maloney - Danita McAnally/ Bob Austin)
- xiii. Grant Accounting Office (no revision submitted - Sharon Doggett/ Mark Hanna) **He met with Sharon and just has not turned in the data yet.**
- xiv. Investment Management (cash) (no revision submitted -Sharon Doggett) **Meeting has not been scheduled, but Sharon will meet as soon as Lola is available.**
- xv. Physical Plant - Bruce Cotgreave (no revision submitted) **Let it go for 2007-2008. Communication needs to be included on their next PET.**
- xvi. Police – Officer Steve Chance/Chief Duval (no revision submitted - Mark Hanna) **This is an on going project.**
- xvii. Programming Services (no revision submitted - Delton Moore) **Has minor issues, but we may want to wait since the division is in the process of so many changes. Let it go for 2007-2008.**
- xviii. Technical Training Solutions (no revision submitted - Lou Ann Seabourn/ Mark Hanna) **Danita returned the PET for final edits. As of today, it has not been returned to Assessment and Development.**
- xix. Telecomm/ Networking/ HelpDesk - (no revision submitted - Delton Moore / Damaris Schlong) **Let it go for 2007-2008**
- xx. Web Services (no revision submitted - Mark Hanna) **Let it go for 2007-2008. Data is not being used.**

Action items	7 need followed up by the next meeting:	Person responsible	Deadline
	Student Activities	Delton Moore/Kara Larkin-Skinner	
	Grant Accounting	Sharon Doggett/Mark Hanna	
	Technical Training Solutions	Lou Ann Seabourn/ Mark Hanna	
	Bookstore	Sharon Doggett	March 26,
	Child Development	Danita McAnally/ Bob Austin	2008
	KACV	Bob Austin	
	Investment Management	Sharon Doggett	

Agenda item: Community College Student Engagement – Engagement vs. Satisfaction **Presenter:** Danita McAnally

Discussion:

This survey being used by a lot of community colleges called CC and NCC. Presidents Cabinet has already agreed to purchase this tool. This is an engagement survey not a satisfaction survey. It has the ability to assess a certain group of students for an extra cost. Website is www.ccsse.org ([The Community College Student Engagement](http://www.ccsse.org)). This would give us external benchmarks. Analysis will show us how we compare to other colleges across the states. This allows us to connect the dots for questions that we are not currently able to answer (they did not get it, so why did they not get it)

Agenda item: Next meeting scheduled – Wednesday, March 26, 2008 - 8:30-10:00 a.m. L112 **Presenter:**

Agenda item: Adjourn

Time: 9:36am

