Non-Instructional Assessment Committee Meeting

Meeting called	Kara Larkan-Skinner	Type of meeting:	Preparation
Facilitator:	Kara Larkan-Skinner	Note taker:	Brandy Hayes

Attendees:	Kara Larkan-Skinner/Danita McAnally/Brandy Hayes/Mark Hanna/ Delton Moore/Bob Austin/Lou Ann Seabourn/Mike Ward
Absent:	Damaris Schlong/ Jason Norman/Sally Evans/Sharon Doggett

Minutes

Agenda item:	Review Minutes	Presenter:	Bob Austin

Discussion:

> Lou Ann Seabourn - made the motion to accept the minutes
> Mike Ward - Seconded the motion
> All agreed

Action items	Person responsible	Deadline

✓ Comments regarding the PET forms will be kept, by the Outcomes Assessment Office, for use next year.

Agenda item:	Follow-Up of PET forms for 2007-2008	Presenter:	Danita McAnally

Discussion:

a. Received
1) Bookstore - Dennis Leslie – (Sharon Doggett)
   Use of Results: needs to have when the assessment will be given
   #2 data will be influenced by enrollment
2) Child Development Center (Lab School) - Danita McAnally/ Bob Austin
   Use of Results: needs more information about criteria. Also, needs an action plan.
   Kara will follow-up with Tina.
3) Technical Training Solutions - (Lou Ann Seabourn/ Mark Hanna)
   Data may not be able to be collected.
4) Grant Accounting Office – (Sharon Doggett/ Mark Hanna)
   #1 needs something that can be measured.
   #2 should have results for year rather than for 1 month
5) Investment Management (cash) – (Sharon Doggett)
   #1 outcome statement needs to be adjusted

b. Not Received
1) KACV – TV & FM - (Bob Austin/Danita McAnally)
   Bob met with Linda. While she is extremely busy right now, she stated KACV would submit a PET form.
2) Student Activities - (Delton Moore/Kara Larkan-Skinner)
3) Hereford Campus- (Mike Ward and Lou Ann Seaborn)

Agenda item: Discuss Dates for September Training Session **Presenter:** Kara Larkan-Skinner

Discussion:

 a. September 25 (Afternoon)
   1) B&I Computer Lab-15 Computers
   2) LIB 216- 15 Computers
   3) TBD- West Campus Testing Center

 b. September 26 (Morning)
   4) LIB 216- 15 Computers
   5) TBD- West Campus Testing Center

CIS labs have more computers
 Schedule rooms with Holly in Registration.

NOTE: Watch numbers with facilitators

Action items	**Person responsible**	**Deadline**
✓ Schedule rooms	Kara Larkin-Skinner	

Agenda item: Update: Tk20 Solutions **Presenter:** Danita McAnally

Discussion:

 Danita McAnally is looking to secure funds.
 Bob Austin suggests to write an RFP.
 Lou Ann Seabourn suggests bringing this up to the higher level executives.

Special notes:

Agenda item:	Next meeting scheduled – Wednesday, May 28, 2008 - 8:30-10:00 a.m. L112	**Presenter:**	Danita McAnally

Agenda item: Adjourn **Time:** 9:48 am