

June 24, 2008

8:30 am

Library 112

# Non-Instructional Assessment Committee Meeting

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

## *Minutes*

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**Agenda item:** Review Minutes **Presenter:** Bob Austin

**Discussion:**

Bob Austin - made the motion to accept the minutes with changes

Mark Hanna- seconded the motion

All agreed

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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✓

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

**Discussion:**

a. Received

- 1) Hereford Campus- (Lou Ann Seaborn/Danita McAnally – completed 2008-2009 since it was so late)

Edited and Revised

b. Not Received

- 1) KACV – TV & FM - (Bob Austin/Danita McAnally)
  - 2) Student Activities - (Delton Moore/Kara Larkan-Skinner)
- Bob is going to meet with Heather Atchley

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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**Agenda item:** Update: Database for planning, assessment, etc. **Presenter:** Danita McAnally

**Discussion:**

All bids over \$25,000

Re-negotiated to include hosting

3 submissions

Closes today.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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✓ Let the committee know the outcome

Danita McAnally

6/26/08

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**Agenda item:** Identify 5 – 10 improvements or revisions from Non-Instructional PET forms. **Presenter:** Danita McAnally

**Discussion:** Might be cited in Abbreviated Compliance Certification for Interim Report to SACS: Planning Database

1. Workforce Development – Continuing Education

Goal 1 - Obtain consistent and accurate paperwork for Continuing Education classes from employees throughout the college.

2. Instruction – Library

Goal 1 - Students taking core courses will be information literate on selected standards from the Association of College and Research Libraries' (ACRL) Information Literacy Competency Standards.

3. Finance & Admin Services/ Admin Services – Property Mgmt

Goal 1 - Rent will be collected in a timely manner.

4. Enrollment Management – Community Link

Goal 1 - Expand students access through specialized outreach events in Spanish

5. Extended Programs

Goal 1 - Offer a certification program for part-time faculty

Objective 1b. - In the fall following the completion of certification training at least 50% of participants will change at least one aspect of their teaching or class administration as measured by a questionnaire.

6. Development – Assessment & Development

Goal 1. Guide AC in making evidence-based decisions.

7. Workforce Development – Leisure Studies

Goal 1. Establish quality standards for the Children's Gymnastics Program and ensure compliance to those standards.

**Action items**

**Person responsible**

**Deadline**

✓

<b>Agenda item:</b>	September Training Sessions	<b>Presenter:</b>	
<b>Discussion:</b>			
	Agenda?		
	Wait until July meeting to determine. This should be after we know more about what database program we are purchasing.		
	CIS Labs BB 211 and 209 (20 computers/Lab)		
	Scheduled:		
	1. September 25, 2-4 p.m. (40 computers)		
	2. September 26, 9-11 a.m. (40 computers)		

**Action items**

**Person responsible**

**Deadline**

✓

<b>Agenda item:</b>	Next meeting will be scheduled for – Wednesday, July 23, 2008 - 8:30-10:00 a.m. L112	<b>Presenter:</b>	Danita McAnally
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
✓	Send out new 6 months of appointments for this committee	Brandy Hayes	7/23/08

**Special notes:**

**Agenda item:** Adjourn

**Time:** 9:30 am

