

September 24, 2008

8:30 am

Library 112

Non-Instructional Assessment Committee Meeting

Meeting called by:	Kara Larkan-Skinner	Type of meeting:	Regular
Facilitator:	Kara Larkan-Skinner	Transcriber:	Brandy Hayes
Attendees:	Kara Larkan-Skinner/ /Brandy Hayes/Mark Hanna/ Bob Austin/ Sally Evans/Melissa Wilson/Lou Ann Seabourn/ Nora Moore /Danita McAnally/Mike Ward/Delton Moore/Damaris Schlong		
New Members	Melissa Wilson and Nora Moore were introduced to the committee. Bob Austin provided some history of the Non-Instructional Committee.		

Minutes

Agenda item:	SACS Visiting Team Update	Presenter:	Danita McAnally
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Discussion:

- Fifth Year Compliance Certification Report will be sent by FedEx Monday.
 - This report refers more to Instructional areas, than Non-Instructional
- Next we will be working on the Distance Learning Substantive Change
 - Expected to be completed by December

Action items	Person responsible	Deadline
✓		

Agenda item:	TK20 Training Sessions	Presenter:	Danita McAnally
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Discussion:

Danita McAnally explained to the committee how meticulous it is to set up this database. Sabry, TK20's CEO, wants to come to Amarillo College to train the Assessment staff and the committee. The college wide training dates will be held until after the TK20 staff trains the Assessment staff.

Bob Austin suggested that the office of Assessment and Development send the Non-Instructional areas a reminder that PET from training is coming soon. It should mention to start gathering the data that will be needed for their PET form. .

Action items	Person responsible	Deadline
✓ Appointments will be made for training with TK20 staff	Brandy Hayes	10/29/08

Agenda item:	Next meeting – Wednesday, October 29, 2008 - 8:30-10:00 a.m. L112		
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Discussion:

Agenda item:	Adjourn	Time: 9:10 am
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Special Note:

Damaris will bring her division's 2008-2009 PET forms for the committee to review in the November meeting.
