

# Non-Instructional Assessment Committee Meeting

November 20, 2008

8:30 am  
Library 112

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<b>Meeting called by:</b>	Bob Austin	<b>Type of meeting:</b>	Regular
<b>Facilitator:</b>	Danita McAnally	<b>Transcriber:</b>	Kim McMahon
<b>Attendees:</b>	Bob Austin, Sally Evans, Mark Hanna, Brandy Hayes, Danita McAnally, Delton Moore, Nora Moore, Damaris Schlong, Kara Larkan-Skinner, Melissa Wilson		
<b>Absent:</b>	Lou Ann Seabourn/Mike Ward		

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## *Minutes*

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<b>Agenda item:</b>	Non-Instructional PET Form Training - Come and go sessions in Badger Den and Oak Room as needed	<b>Presenter:</b>	Danita McAnally
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**Discussion:**

- a. Thursday December 4, 2008 (2-4 pm) – sign up to work
  - 1) Robert Austin
  - 2) Mark Hanna
  - 3) Kara Larkin
  - 4) Danita McAnally
  - 5) Nora Moore
  - 6) Damaris Shlong
  - 7) Melissa Wilson
  - 8) Sally Evans
- b. Friday December 5, 2008 (9-11am) – sign up to work
  - 1) Robert Austin
  - 2) Mark Hanna
  - 3) Danita McAnally
  - 4) Melissa Wilson
  - 5) Lou Ann Seabourn

Currently only 2 have been received by the Outcomes Assessment Department. We do not know what departments will show up for the training. Bob Austin sent an email. The committee wants refreshments.

Action items	Person responsible	Deadline
✓ Send reminders a week or two ahead	Kara Larkan	11/23/08
✓ Make arrangements for refreshments	Kara Larkan	11/20/08

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<b>Agenda item:</b>	Other College Websites	<b>Presenter:</b>	Danita McAnally
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**Discussion:**

How they are doing assessment.

North Carolina State University: We reviewed a Power Point presentation by Dr. Ephraim Schechter which showed his perspective of Assessment. All of his views are recognized at AC. We haven't gotten it all done, but they are recognized.

Florida Gulf Coast – Not as good of an example  
- We reviewed the Police Departments PET form

Use the North Coast schools

Danita sited the quote "Measure what is valuable don't just measure to measure".

IT update – Dr. Granggenet is going to work with the IT division on their PET forms.

Action items		Person responsible	Deadline
✓	Send links to committee members	Delton Moore	11/20/08

<b>Agenda item:</b>	PowerPoint Training (Non-Instructional) – previous years	<b>Presenter:</b>	Danita McAnally
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**Discussion:**

- a. Writing Outcomes –  
[http://sites.actx.edu/~iresearch/Presentation/20050921%20\(Danita\)%20Writing%20Outcomes%20-%20Non-Instr.%20UPDATED.pdf](http://sites.actx.edu/~iresearch/Presentation/20050921%20(Danita)%20Writing%20Outcomes%20-%20Non-Instr.%20UPDATED.pdf)
- b. Reporting Results II –  
[http://sites.actx.edu/~iresearch/Presentation/Reporting%20results%20for%20outcomes%20II%209-26-07\\_files/frame.htm](http://sites.actx.edu/~iresearch/Presentation/Reporting%20results%20for%20outcomes%20II%209-26-07_files/frame.htm)

Action items		Person responsible	Deadline
✓	Send copy of agenda to committee members	Brandy Hayes	11/20/08

<b>Agenda item:</b>	Wednesday, January 21, 2009 - 8:30-10:00 a.m. L112
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Action items		Person responsible	Deadline
✓	Send appointments	Kim McMahon	December

<b>Agenda item:</b>	Adjourn	<b>Time:</b>	9:25 am
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<b>Special Note:</b>	Tk20 – no update
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