

# Non-Instructional Assessment Committee Meeting

January 21, 2009

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, Damaris Schlong, Kara Larkan-Skinner, Mike Ward, Melissa Wilson		
<b>Absent:</b>	Nora Moore, Lou Ann Seabourn		

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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>	Kara Larkan-Skinner
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<b>Discussion:</b>	Thoughts for future trainings: Take a more modest approach next time. The laptops were great. There were too many refreshments.
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<b>Agenda item:</b>	Review PET Forms	<b>Presenter:</b>	Danita McAnally
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<b>Discussion:</b>	About 40% have been submitted (17). The committee reviewed the PET forms of several departments: Testing Services – Good job disAbility Services – A lot better KACV-FM – Need to go over ABCDE with Brian Frank Office of Registrar – Need to post to SACS web, goal #3 vague Technical Support – Office 2007 affects his goal, trouble distinguishing between results and use of results Center for Teaching and Learning – Results are clear, getting better		
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<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Start working with Non-Instructional, use qualitative one on one		

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