

March 30, 2009

8:30 am  
Library 112

# Non-Instructional Assessment Committee Meeting

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

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## *Minutes*

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<b>Agenda item:</b>	Tk20	<b>Presenter:</b>	Kara Larkan-Skinner
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| <b>Discussion:</b> | <ul style="list-style-type: none"><li>a. PET form Assessment and Development Division 2008-2009</li><li>b. Pilot Departments<ul style="list-style-type: none"><li>1. Workforce Development</li><li>2. Financial Aid</li></ul></li><li>c. Input Financial Aid PET form 2008-2009</li><li>d. Pilot Sessions<ul style="list-style-type: none"><li>1. Date</li><li>2. Location</li></ul></li><li>e. Committee member options<ul style="list-style-type: none"><li>1. Attend session and watch</li><li>2. Attend session and input your Department's PET form</li><li>3. Input PET form for their Department outside of the session</li><li>4. Other responsibilities</li></ul></li></ul> |
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After going through Tk20 and entering in part of the Financial Aid PET form, everyone was concerned about what was described by Tk20, and what has been delivered. There was a motion to get a copy of the contract and review. All were pleased with the View Plan screens that show all the information after it has been entered.

Action items	Person responsible	Deadline
✓ Review Tk20 contract	Kara Larkan-Skinner	
✓ Set up pilot training sessions	Kara Larkan-Skinner	

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