

May 27, 2009

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:	Kim McMahon
Attendees:	Bob Austin, Mark Hanna, Damaris Schlong, Kara Larkan-Skinner, Melissa Wilson, Lou Ann Seabourn		
Absent:	Sally Evans, Danita McAnally, Delton Moore, Nora Moore, Mike Ward		

Minutes

Agenda item:	Tk20	Presenter:	Kara Larkan-Skinner
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| Discussion: | <ul style="list-style-type: none">a. PET form Assessment and Development Division 2008-2009b. Pilot Departments<ul style="list-style-type: none">1. Workforce Development2. Financial Aidc. Input Financial Aid PET form 2008-2009d. Pilot Sessions<ul style="list-style-type: none">1. Date2. Locatione. Committee member options<ul style="list-style-type: none">1. Attend session and watch2. Attend session and input your Department's PET form3. Input PET form for their Department outside of the session4. Other responsibilities |
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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	
