

June 24, 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, Brandy Hayes, Danita McAnally, Delton Moore, Damaris Schlong, Kara Larkan-Skinner, Lou Ann Seabourn, Keri Shelburne		
<b>Absent:</b>	Sally Evans, Nora Moore, Mike Ward, Melissa Wilson		

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## *Minutes*

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<b>Agenda item:</b>	Tk20	<b>Presenter:</b>	Kara Larkan-Skinner
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### Discussion:

- 1. Visit with Tk20 Staff**
  - The committee visited with Tk20 Staff Sabry Marikar and Melonie Esparza via teleconference. They discussed Tk20 and their goals as a company. They addressed issues and concerns that we at AC have with Tk20. We discussed different report functions and options, and specific needs.
- 2. Tk20 WDD Pilot Training**
  - We discussed how we will proceed with training. WDD Pilot trainee gave suggestions how to make the training better.
- 3. PET Forms**
  - All current year Non-Instructional PET forms have been entered into Tk20. Previous years will be located in the Tk20 Document Room.
- 4. Training for PET Forms**
  - We need to start working with problem areas first. We still need training on assessment and PET forms before Tk20 training.
- 5. Next Meeting**
  - Next meeting will be re-scheduled to the week prior.
  - Shawn Fouts will be replacing Damaris Schlong as member of committee.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Finalize training plan for this fall and get it on the calendar	Kara Larkan-Skinner	

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