

August 26, 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, Lee Colaw, Shawn Fouts, Mark Hanna, Danita McAnally, Lissa Merchant, Delton Moore, Kara Larkan-Skinner, Melissa Wilson, Joe Wyatt		
<b>Absent:</b>	Nora Moore, Lou Ann Seabourn		

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## *Minutes*

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<b>Agenda item:</b>	<b>Welcome New Committee Members</b>	<b>Presenter:</b>	Bob Austin
	<ul style="list-style-type: none"><li>a. Joe Wyatt</li><li>b. Lee Colaw</li><li>c. Lissa Merchant</li><li>d. Shawn Fouts</li></ul>		
<b>Agenda item:</b>	<b>Overview of 2008-2009 PET Form Checklist</b>	<b>Presenter:</b>	Danita McAnally / Kara Larkan-Skinner
	<ul style="list-style-type: none"><li>a. Departments who did not submit PET form<ul style="list-style-type: none"><li>1. Physical Plant</li><li>2. Technical Training Solutions</li><li>3. Child Development</li></ul></li><li>b. Departments in need of outcome training<ul style="list-style-type: none"><li>1. KACV-FM (First year attempt)</li></ul></li><li>c. Departments that lack Improvements/Plan of Action<ul style="list-style-type: none"><li>1. Community Link</li><li>2. Student Activities</li><li>3. Police</li><li>4. Hereford Campus</li><li>5. Occupational Education</li><li>6. Registrar's Office</li><li>7. Student Success</li><li>8. Testing Services</li><li>9. Admin Svc/Property Management</li><li>10. Human Resources/Payroll</li><li>11. Bookstore</li><li>12. Investment Management</li><li>13. Moore County Campus</li><li>14. B&amp;I Center</li><li>15. Criminal Justice Programs</li><li>16. Non-Technical Workforce Training</li></ul></li></ul>		

- d. Departments in need of special intervention
  - 1. KACV-FM
  - 2. Police
  - 3. Hereford Campus
  - 4. Criminal Justice Programs
  - 5. DisAbility Services
- e. Determine game plan '09-10 to ensure improvements are made based on PETs

**Agenda item:**                      **Training Timeline**    **Presenter:**                      Kara Larkan-Skinner

- a. Assessment training approach and timeline
  - Time to be determined
- b. Tk20 training for assistants and responsible person for each PET
  - Library 216 (25 computers)
  - Assessment training must be done before Tk20 training

**Agenda item:**                      **Next Meeting**    **Presenter:**                      Kara Larkan-Skinner

- September 30, 2009, 8:30-10:00 a.m. L112

**Agenda item:**                      **Questions/Comments**    **Presenter:**                      Kara Larkan-Skinner

- We will meet again next week to go over a Power Point presentation for assessment training, and discuss times.

**Agenda item:**                      **Adjourn**

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