

September 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>	Special Meeting for Tk20
<b>Facilitator:</b>	Kara Larkan-Skinner	<b>Transcriber:</b>	Kim McMahon
<b>Attendees:</b>	Bob Austin, Mark Hanna, Kara Larkan-Skinner, Danita McAnally, Delton Moore, Lou Ann Seabourn, Melissa Wilson, Joe Wyatt		
<b>Absent:</b>	Lee Colaw, Shawn Fouts, Lissa Merchant, Nora Moore		

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## *Minutes*

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<b>Agenda item:</b>	<b>Approval of Minutes</b>	<b>Presenter:</b>
	<ul style="list-style-type: none"><li>• Motion to approve minutes from last meeting: Mark Hanna</li><li>• Seconded: Melissa Wilson</li><li>• Minutes approved, will be sent to archives</li></ul>	Kara Larkan-Skinner

<b>Agenda item:</b>	<b>Assessment Training</b>	<b>Presenter:</b>
	<ul style="list-style-type: none"><li>• Reports from leaders of Small Group Sessions</li><li>• Overall, meetings went well. Still have several to meet with</li><li>• Discussed the success and proposed changes for next year's Open Session Assessment Training<ul style="list-style-type: none"><li>a. Give more notice of sessions</li><li>b. Send e-mail Sept. 1 that says PET forms are due Oct 31</li><li>c. Have more open sessions</li></ul></li></ul>	Kara Larkan-Skinner

<b>Agenda item:</b>	<b>Tk20 Input Training</b>	<b>Presenter:</b>
	<ul style="list-style-type: none"><li>• Went over Tk20 Power Point Overview</li><li>• Went over instructions for updating PETs into Tk20 in detail</li><li>• Recommendations from committee members:<ul style="list-style-type: none"><li>a. Committee members will enter PET forms into Tk20 for this year, and next fall if we feel comfortable entering PET forms into Tk20, then we can proceed with training departments on entering their own</li><li>b. Let the departments focus on the content, and let someone else worry about the technical part for now</li><li>c. During open sessions on Fridays, committee members sit with departments individually, and we enter their information into Tk20 right there with them (for them)</li><li>d. Make Oct. 16 and Oct. 23 open house sessions</li><li>e. Cancel departmental Tk20 training for next month and use those days for committee training</li></ul></li></ul>	Kara Larkan-Skinner Danita McAnally

<b>Agenda item:</b>	<b>Next Meeting</b>
	October 28, 2009 8:30-10:00a.m. Library 112

<b>Agenda item:</b>	<b>Adjourn</b>
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