Primary Communications to Review Completers (Sent to Everyone)

**From:** Kristin D. McDonald-Willey   
**Sent:** Thursday, May 01, 2014 10:49 AM  
**To:** Alexa M. Maples; Amber H. Brookshire; April L. Sessler; Bob Austin; Brenda C. Waren; Brenda J. Rossnagel; Brian L. Frank; Bruce L. Cotgreave; Charlotte A. Goebel; Chelsea B. Munkres; Daniel M. Esquivel; Danita L. McAnally; Dennis L. Leslie; Diane Brice; Ellen R. Green; Heather L. Atchley; Jason A. Norman; Jeff Wallick; Jennifer L. Ashcraft; Jerry E. Moller; John P. Salazar; Kelly L. Prater; Kim D. Davis; Kimberly A. Crowley; Kristin D. McDonald-Willey; Lacy C. Mueggenborg; Lee M. Colaw; Leslie G. Shelton; Linda D. Pitner; Lou Ann Seabourn; Luke M. Morrison; Mark L. Hanna; Maury R. Roman-Jordan; Megan E. Eikner; Melanie D. Castro; Melissa R. Bates; Nora L. Moore; Patsy C. Lemaster; Renee E. Weiss; Renee Vincent; Richie Garza; Russell D. Lowery-Hart; Sara G. Long; Sharon G. Doggett; Steve L. Chance; Teresa G. Clemons; Terry L. Berg; Vickie L. Shelton  
**Subject:** Non-Instructional Review

Greetings!

In August 2013, each person previously responsible for a PET form was notified that Amarillo College planned to move to a new planning/program review process and that each department should keep collecting data. Well, the time is nigh!

The non-instructional committee (comprised of your peers) has spent many, many hours refining what they hope is a straight-forward review process that will focus on the areas that are of most importance to you while also fulfilling SACSCOC obligations. The new Non-Instructional Annual Review should provide directors/coordinators a vehicle by which they can succinctly describe the work they do on an annual basis and as a means to document the adjustments they make to improve their services.

**ATTACHED**

* **NI Person Responsible List –** This list shows who is responsible for each NI area’s review—please notify Kristin McDonald-Willey of any needed updates
* **2013-2014 NI Annual Review –** This document shows the most up-to-date version of the review. NOTE: I am including all sections of the review in this attachment so you can see how the whole review fits together, but you may skip “III. Existing Data (Based on Surveys, Focus Groups, and Interviews) and “V: Policies and Procedures” for this 2013-2014 pilot year.

**TRAININGS**

If your data is gathered, then the entire review can be completed within a span of a few hours. We attempted to make the review as straightforward as possible so if you feel you understand the review’s questions or receive the help you need from the [resource page](http://www.actx.edu/iea/index.php?module=article&id=108)\*, you may complete the review on your own. However, the NI Committee will host workshops to help you through the various sections. You should leave the workshop having completed a review section or feeling as though you understand exactly what you need to do in order to complete a review section. You may bring a laptop, data, or any information you feel would be helpful with you to the training.

\*This is a new page and information will continue to be added to the resource page up until the date of the first training (May 12th).

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| **TRAINING** | **SECTIONS COVERED IN TRAINING** | **TRAINING DATE/TIME OPTIONS**  **(Note: Full Time Allotted May Not Be Needed)** | **TRAINING INSTRUCTIONS** |
| Training #1  (Week May 12-16) | * **I:** Identification * **II:** Existing Data (Not Survey, Focus Groups, and/or Interviews) | * May 12: 10 AM – 11 AM; WSC – Lib 207 * May 14: 1:30-2:30 PM; WSC – Lib 207 * May 16: 9-10 AM; WSC – Lib 207 | If you plan to attend one or more of these meetings, please notify [Kristin McDonald-Willey](mailto:kmw@actx.edu?subject=Plans%20to%20Attend%20NI%20Meeting) of the date you plan to attend and of who needs to be invited. You and those you invite will be sent an invitation to attend the training of your choice until meeting room space for that date runs out. |
| Training #2  (Week May 19-23) | * **IV:** Institutional Initiatives (**Part A** – No Excuses; **Part B** – Institutional Outcomes) | * May 20: 10 AM – Noon; WSC – LIB 112 * May 21: 2-4 PM; WSC – LIB 207 * May 22: 1-3 PM; WSC – LIB 207 |
| Training #3  (Week May 26-30) | * **IV:** Institutional Initiatives   (**PART C** – Strategic Planning; **PART D** – Core Objectives)   * **VI:** Conclusions | * May 27: 9-10 AM; WSC – LIB 207 * May 28: 2-3 PM; WSC – LIB 207 * May 29: 3-4 PM; WSC – LIB 207 |

**DEADLINE FOR SUBMISSION**

**Friday, July 25, 2014 (All of Section I, II, IV, and VI Required for 2014 Pilot Submission)**

**From:** Kristin D. McDonald-Willey   
**Sent:** Monday, June 30, 2014 9:04 AM  
**To:** Alexa M. Maples; Amber H. Brookshire; April L. Sessler; Bob Austin; Brenda C. Waren; Brenda G. Andrews; Brenda J. Rossnagel; Brian L. Frank; Bruce L. Cotgreave; Charlotte A. Goebel; Chelsea B. Munkres; Daniel M. Esquivel; Danita L. McAnally; Dennis L. Leslie; Diane Brice; Ellen R. Green; Heather L. Atchley; Helen E. Wright; Jason A. Norman; Jeanette L. Nelson; Jeff Wallick; Jennifer L. Ashcraft; Jerry E. Moller; John P. Salazar; Kay Crandall; Kelly L. Prater; Kim D. Davis; Kimberly A. Crowley; Kristin D. McDonald-Willey; Lacy C. Mueggenborg; Lee M. Colaw; Leslie G. Shelton; Linda D. Pitner; Lou Ann Seabourn; Luke M. Morrison; Mark L. Hanna; Maury R. Roman-Jordan; Megan E. Eikner; Melanie D. Castro; Melissa R. Bates; Michael L. Jager; Nora L. Moore; Olga Bustos; Patsy C. Lemaster; Renee E. Weiss; Renee Vincent; Richie Garza; Russell D. Lowery-Hart; Sara G. Long; Sharon G. Doggett; Sheri J. Frederiksen; Steve L. Chance; Teresa G. Clemons; Terry L. Berg; Tiffani L. Crosley; Vickie L. Shelton  
**Cc:** Cynthia A. Urbina; Janet L. Barton; Joseph V. Wyatt; Tina M. Babb  
**Subject:** Non-Instructional Review Reminder: Due July 25, 2014

Good morning!

This is just a reminder that if you have not already submitted your department’s non-instructional review\*, the review submission date is coming soon!

Due Date:                                            Friday, July 25, 2014.

Submission Instructions:               For the 2013-2014 review year (this submission), complete Section I, II, IV, and VI. When you’ve completed your review, please send it to [Kristin McDonald-Willey.](mailto:kmw@actx.edu?subject=Submission%20of%20NI%20Plan)

Get Help:                                             If you were unable to attend the workshops and/or need additional help, please contact me or any member of the Non-Instructional Assessment Committee.

|  |
| --- |
| Non-Instructional (NI) Assessment Committee |
| Amber Brookshire |
| Bob Austin, NI Committee Chair |
| Cynthia Urbina |
| Danita McAnally |
| Janet Barton |
| Jeff Wallick |
| Joe Wyatt |
| Kristin McDonald-Willey |
| Lee Colaw |
| Mark Hanna |
| Megan Eikner |
| Renee Weiss |
| Tina Babb |

\*This e-mail was sent to all individuals on the non-instructional distribution list. Future e-mail reminders will be targeted at only those who have not yet submitted their review plans.

Have a great day!

**From:** Kristin D. McDonald-Willey   
**Sent:** Friday, July 11, 2014 12:09 PM  
**To:** Alexa M. Maples; Amber H. Brookshire; April L. Sessler; Bob Austin; Brenda C. Waren; Brenda G. Andrews; Brenda J. Rossnagel; Brian L. Frank; Bruce L. Cotgreave; Charlotte A. Goebel; Chelsea B. Munkres; Daniel M. Esquivel; Danita L. McAnally; Dennis L. Leslie; Diane Brice; Ellen R. Green; Heather L. Atchley; Helen E. Wright; Jason A. Norman; Jeanette L. Nelson; Jeff Wallick; Jennifer L. Ashcraft; Jerry E. Moller; John P. Salazar; Kay Crandall; Kim D. Davis; Kimberly A. Crowley; Kristin D. McDonald-Willey; Lacy C. Mueggenborg; Lee M. Colaw; Leslie G. Shelton; Linda D. Pitner; Luke M. Morrison; Mark L. Hanna; Megan E. Eikner; Melanie D. Castro; Melissa R. Bates; Michael L. Jager; Nora L. Moore; Olga Bustos; Patsy C. Lemaster; Renee Vincent; Richie Garza; Russell D. Lowery-Hart; Sara G. Long; Sharon G. Doggett; Sheri J. Frederiksen; Steve L. Chance; Teresa G. Clemons; Terry L. Berg; Tiffani L. Crosley; Vickie L. Shelton  
**Subject:** Non-Instructional Review Reminder: Due July 25, 2014

Good afternoon!

This is just a reminder that if you have not already submitted your department’s non-instructional review, the review submission date is coming soon.

The attached “NI Person Responsible” list provides the status for each NI Review. If you have given the review to your supervisor, but he/she has not yet sent the review to me…do not panic! We still have a few weeks until the official review due date. Have a great weekend.

Due Date:                                              
Friday, July 25, 2014.

Submission Instructions:                 
For the 2013-2014 review year (this submission), complete Section I, II, IV, and VI. When you’ve completed your review, please send it to [Kristin McDonald-Willey.](mailto:kmw@actx.edu?subject=Submission%20of%20NI%20Plan)

Get Help:                                               
If you were unable to attend the workshops and/or need additional help, please contact me or any member of the Non-Instructional Assessment Committee.

|  |
| --- |
| Non-Instructional (NI) Assessment Committee |
| Amber Brookshire |
| Bob Austin, NI Committee Chair |
| Cynthia Urbina |
| Danita McAnally |
| Janet Barton |
| Jeff Wallick |
| Joe Wyatt |
| Kristin McDonald-Willey |
| Lee Colaw |
| Mark Hanna |
| Megan Eikner |
| Renee Weiss |
| Tina Babb |

Have a great day!

Kristin

**From:** Kristin D. McDonald-Willey   
**Sent:** Wednesday, July 23, 2014 9:04 AM  
**To:** Jeff Wallick (Note: Really Sent to Everyone Who Did Not Yet Complete)  
**Subject:** (Technical Training Solutions) Final Non-Instructional Review Reminder: Due July 25, 2014

Good morning!

This is just a reminder that the non-instructional review submission date is coming soon!

Due Date:

Friday, July 25, 2014.

Submission Instructions:

For the 2013-2014 review year (this submission), complete Section I, II, IV, and VI. When you’ve completed your review, please send it to [Kristin McDonald-Willey.](mailto:kmw@actx.edu?subject=Submission%20of%20NI%20Plan)

If you have already sent your review to your supervisor and your supervisor is planning to submit your review, please disregard this message.

Get Help:

If you were unable to attend the workshops and/or need additional help, please contact me or any member of the Non-Instructional Assessment Committee.

|  |
| --- |
| Non-Instructional (NI) Assessment Committee |
| Amber Brookshire |
| Bob Austin, NI Committee Chair |
| Cynthia Urbina |
| Danita McAnally |
| Janet Barton |
| Jeff Wallick |
| Joe Wyatt |
| Kristin McDonald-Willey |
| Lee Colaw |
| Mark Hanna |
| Megan Eikner |
| Renee Weiss |
| Tina Babb |

Have a great day!

Kristin

**Initial Feedback Form (Each Area Sent Some Variation of this Email on this Date)  
Attachments Included: Direct Outcomes Handout, Their Submitted Form, NI Committee Evaluation Sheet**

**From:** Kristin D. McDonald-Willey   
**Sent:** Friday, November 14, 2014 11:52 AM  
**To:** Kelly L. Prater  
**Cc:** Bob Austin  
**Subject:** Non-Instructional Review 2013-2014

Good afternoon,

Attached is your Non-Instructional review, the evaluation of your review, and the “Direct Outcomes Handout” our committee members used to assist them as they evaluated your review.

During this pilot year, the non-instructional committee’s focus was on outcomes. As a result, if it is requested that any corrections are needed to the outcomes portion of your review or if you would just like to make any final edits to the review, please make those changes and send the final review back to me by the end of the month. If more time is needed, please let me know.

If you need assistance in making your final edits, either I or another member of the non-instructional assessment committee will be happy to meet with you.

I greatly appreciate your patience. Once all the reviews were evaluated, I went through each review to look for common issues and have used that information to modify our 2014-2015 training materials. I will be coordinating with Bob Austin soon in order to give you the information you need to complete the 2014-2015 review.

Have a great day!

Kristin McDonald-Willey

Individual Emails

Individual emails are not copied in this section, but they covered the following situations:

* Questions from specific NI areas to Director of IE
* Variations of standardized emails (e.g. if I had already spoken with an individual on the phone about certain issues)
* Emails sent to those who did not submit a NI Annual Form

Communications to Committee

**From:** Kristin D. McDonald-Willey   
**Sent:** Friday, July 11, 2014 11:21 AM  
**To:** Amber H. Brookshire; Bob Austin; Cynthia A. Urbina; Danita L. McAnally; Janet L. Barton; Jeff Wallick; Joseph V. Wyatt; Lee M. Colaw; Mark L. Hanna; Megan E. Eikner; Patsy C. Lemaster; Tina M. Babb  
**Subject:** J-Drive New Folder: NI Annual Review Folder for NI Assessment Committee

Good morning,

You should all have access to a folder on the J-drive titled “NI Annual Review”. Chris Brown, Networking Specialist, took the time to build this folder and adjust access rights for our group, but if you have any problems viewing/accessing the folder, contact Chris and he’ll be sure to fix you up.

Once all of the reviews have been submitted, the committee will work out of this folder to access the reviews they are assigned and any documents related to the review process. Once I’m back from Blackboard, I’ll get together with Bob and we’ll make sure we have everything ready to go so that we can all get together and evaluate our pilot test.

Thanks for all you do!

**Other pieces of communication all related to meeting appointments.**