

Institutional Effectiveness Yearly Report Form
Assessment and Outcomes Committee, 2010-2011

Names of Members	Date	Date	Date	Total (fall semester)
	9/30/10	10/28/10	12/2/10	
Deborah Campbell*	X	X	X	3
Lois Puffer**	X	X	X	3
Donna Combs			X	1
Leila Smith		X	X	2
Germaine Shaffer	X	X		2
Lonnie Morris	X	X	X	3
Evelyn Wood		X	X	2
Paul Currie	X	X	X	3
Mindy Collins		X	X	2
Esther French	X	X	X	3
Amanda Barnes				0
Carolyn Bush		X		1
Lisa Maggard*****	X	X	X	3
Doug Harling	X		X	2
Beth Pennington	X	X		2
Jackie Hall		X	X	2
Delcie Combs				0
Jennifer Lindon				0
Total Present	9	13	12	

* = Chair

** = Co-chair

*** = Student

**** = Guest

***** = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

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Names of Members	Date	Date	Date	Date	Total (Year)
	2/3/11	3/3/11	4/7/11	5/5/11	
Deborah Campbell*	X	X	X	X	7
Lois Puffer	X	X	X	X	7
Donna Combs		X			2
Leila Smith	X	X	X	X	6
Germaine Shaffer	X	X	X		5
Lonnie Morris		X		X	5
Evelyn Wood	X	X		X	5
Paul Currie	X	X	X	X	7
Mindy Collins			X	X	4
Esther French	X	X		X	6
Amanda Barnes					0
Carolyn Bush	X	X	X	X	5
Lisa Maggard*****	X	X	X	X	7
Doug Harling				X	3
Beth Pennington	X	X	X		5
Jackie Hall	X	X	X	X	6
Delcie Combs	X		X	X	3
Jennifer Lindon		X			1
Total Present	12	14	11	13	12
					(Mean)

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Please complete the following information to summarize the work of this HCTC Committee for the 2010-2011 academic years:

I. Number of meetings held: Seven

II. PRIMARY focus for the year of 2010-2011:

A. Creation of Assessment liaisons to communicate Assessment and Outcomes topics to all units. Topics included:

9/30/10 – CCSSE/Rubrics
10/28/10 – CCFSSSE/Outcomes
12/2/10 – NCCBP/Focus groups
2/3/11 – Surveys
3/3/11 – Surveys/SACS
4/11- CA!
5/11- Distance Learning

III. Major ACCOMPLISHMENTS:

- A. Assistance provided to the Distance learning task team.
- B. Review of HCTC survey cycle, surveys, and list of recommendations made to the Leadership team.
- C. Information on Assessment and Outcomes related issues distributed monthly to various units.

IV. Recommended FOCUS FOR UPCOMING YEAR 2011-2012:

- A. Assist with SACS process as needed.
- B. Assess how survey data is being used within units to complete the outcomes process. Make recommendations to leadership as needed. Look at unit progress in CA! to determine what needs to be completed.
- C. Conduct a committee chair orientation and process to ensure that committees are meeting regularly, maintaining documentation, and functioning with effectiveness. Will assess the committee process, assign committees to members and have them report at the end of the year.
- D. Assist HCTC search committees by developing and providing questions about Assessment and Outcomes to ask prospective candidates.

Chair Signature and Date: Deborah Campbell