

**Institutional Effectiveness Yearly Report Form**  
**Assessment and Outcomes Committee 2011-2012**

<b>Names of Members</b>	<b>9/23/11</b>	<b>10/20/11</b>	<b>11/17/11</b>	<b>01/20/12</b>	<b>3/23/12</b>	<b>4/18/12</b>
Sherry Bettinazzi	N/A	E	X	X	X	X
Cathy Branson	N/A	X	X	X	E	X
Carolyn Bush	E	E	E	E	X	X
Mindy Collins	E	E	E	X	E	X
Delcie Combs	X	X	E			X
Donna Combs	X	X	X	X	E	X
Paul Currie	X	X	E	X	X	E
Jackie Hall	X	X	X	X	X	X
Doug Harling	X	X	X	X	E	E
Jennifer Lindon	N/A		E	E		X
Lisa Maggard	X	X	X	X	X	E
Alexis Malepeai	X	X	X	X	X	X
Bart Massey	X	E		X	X	E
Lonnie Morris	X	E	X	X	X	X
Beth Pennington	E	X	E	X	X	E
Lois Puffer **	X	X	X	X	X	X
Germaine Shaffer*	X	X	X	X	X	X
Leila Smith	X	X	X	X	X	E
Amanda Spencer-Barnes	E	X	X	X	E	E
Ella Strong	E	X	E	X	E	E
Laura Thomas	X	X	E	X	X	X
Evelyn Wood	E	X	X	X	X	X
Brenda Young (attending for Beth Pennington)	X					
Larry Parke (attending for Jennifer Lindon/Laura Thomas)			X			
Madeline Flannery****						X
<b>Total Present</b>	15	16	14	19	14	15

\* = Chair                      \*\* = Co-chair  
 \*\*\* = Student                \*\*\*\* = Guest  
 \*\*\*\*\* = ex-officio

E = members who notified the chair of a reasonable excuse to miss  
 N/A = Not yet added to membership

Please complete the following information to summarize the work of this HCTC Committee for the 2011-2012 academic year:

**I. Number of meetings held: 6**

**II. PRIMARY focus for the year of 2011-2012:** Encourage Assessment and Outcomes Committee members to act as “assessment liaison” to/from their units in all assessment areas, including Compliance Assist completion, SACSCOC updates, and IEPR updates.

**III. Major ACCOMPLISHMENTS:**

- Completed all items from 2010-2011 Annual Report recommended as focus items for 2011-2012
- Provided input and recommended adoption of student survey assessment poster follow-up campaign – Approved by Senior Leadership; implemented April 2012
- Provided input and recommended adoption of Revised Strategic Planning Calendar – Approved by HCTC Leadership Team and Senior Leadership; implemented March 2012
- Provided input and recommended approval of *Procedure for HCTC Task Team Formation and Reporting* – Approved by Senior Leadership and HCTC Leadership Team; to be implemented Fall 2012

**IV. Recommended FOCUS FOR UPCOMING YEAR 2012-2013:**

- Answer the question “How do we get people to use all the data that is available to them?”
- Continue assessment liaison emphasis. Questions to be considered include:
  - What can improve the flow of communication between the committee and the units?
  - What would help you (committee member) be a better liaison to your represented area?
  - How can liaison activities be documented?

Chair Signature and Date: Germaine Shaffer, April 30, 2012