

Institutional Effectiveness Yearly Report Form
College Advisory Committee on Promotion Committee, 2010-2011

Names of Members	Date	Date	Date	Date	Date	Total
	9/17/10	02/25/11				
Susan Johnson*	P	P				2
Randy Bryant**	P	P				2
Dan Begley	P	P				2
Sherry Woods	P	P				2
Neil Brashear	E	P				1
Tim Whittaker	P	P				2
Madeline Flannery	A	P				1
Total Present	5	7				

* = Chair

** = Co-chair

*** = Student

**** = Guest

***** = ex-officio

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

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

I. Number of meetings held: Two meetings

The CACP met two times in person within the academic year. Other business for the CACP was handled via email or telephone communication.

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

- 1) Orientation of candidates going up for promotion
- 2) Handing out all material need for the promotion process
- 3) Assigning mentors for all promotion candidates
- 4) Reviewing the portfolios that came before the committee

- 5) Filling out all appropriate forms and having the committee members sign them and then forwarding them to Learning Services (Shirley Engle)
- 6) Forwarding recommendations to the President/CEO of HCTC

III. Major ACCOMPLISHMENTS:

- 1) Had an Orientation of all the candidates and handed out all the material needed for the promotion process.
- 2) Assigned each candidate a mentor to help with the process
- 3) Reviewed all eleven portfolios for the candidates
- 4) Filled out and signed all appropriate form and forward them to Shirley Engle
- 5) Forwarded our recommendations to Dr. Greiner's office.

IV. Recommended FOCUS FOR UPCOMING YEAR 2011-2012:

A workshop for all committee members before the process begins to ensure that all mentors (committee members) are up to date on the process.

Chair Signature and Date: _____ Susan Johnson _____