

Institutional Effectiveness Yearly Report Form
College Advisory Committee on Promotion Committee, 2011-2012

Names of Members	Date	Date	Date	Date	Date	Total
Randy Bryant, Chair	8/15/11 – 9/22-11 (email conference)	9/23/11	2/24/12			3
Susan Johnson, Co-Chair	Present	Excused	Present			2
Dan Begley	Present	Excused	Present			2
Sherry Woods	Present	Present	Present			3
Neil Brashear	Present	Present	Present			3
Tim Whitaker	Present	Excused	Excused			1
Ron Reed	Present	Present	Present			3
Wilson Francis	Present	Present	Present			3
Madeline Flannery	Present	Present	Present			3
Total Present						

- * = 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 2011-2012 academic year:

I. Number of meetings held: The CACP met on three occasions during this academic year. The first meeting was by email conference to review the promotion process and plan the orientation meeting for promotion candidates. We had 18 candidates who needed mentoring this year and all of them actually submitted portfolios. We held an orientation session on September 23, 2011, and met to review portfolios on February 24, 2012. All other business of the committee was handled via email communications

II. PRIMARY focus for the year of 2011-2012: Mentoring candidates for promotion and then reviewing portfolios and forwarding recommendations to the President/CEO of HCTC.

III. Major ACCOMPLISHMENTS: Each candidate was assigned a mentor, portfolios were reviewed, recommendations re: promotion were forwarded to Dr. Greiner. All appropriate forms were filled out and signed by committee members and turned in to Shirley Engle on February 24.

IV. Recommended FOCUS FOR UPCOMING YEAR 2012-2013: No change.

Chair Signature and Date: Randy Bryant, 5/7/2012