

Institutional Effectiveness Yearly Report Form
College Advisory Committee on Promotion Committee, 2012-2013

Names of Members	Date	Date	Date	Date	Date	Total
Sherry Woods	9/28	3/6/13				
Susan Johnson	9/28	3/6/13				
Dan Begley	9/28	3/6/13				
Cathy Branson	9/28	3/6/13				
Randy Bryant	9/28	3/6/13				
Madeline Flannery	9/28	3/6/13				
Wilson Francis	9/28	3/6/13				
Ron Reed	9/28	3/6/13				
Tim Whitaker	9/28	3/6/13				
Shirley Engle -- Academics	9/28					
Dr. K. Smoot--Academics	9/28					
Total Present	11	9				

* = 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 2012-2013 academic year:

I. Number of meetings held: 2

II. PRIMARY focus for the year of 2012-2013: I present a promotion inservice, to provide mentorship to promotion candidates, and to review and vote on promotion candidate notebooks

III. Major ACCOMPLISHMENTS: Served as mentors to promotion candidates, and reviewed all promotion notebooks and made recommendations to the college president regarding who should be promoted based on the documentation in the notebooks

IV. Recommended FOCUS FOR UPCOMING YEAR 2013-2014:

To continue to develop an organized and streamlined process of presenting promotion candidates with the information needed to successfully write a promotion notebook in an organized manner.

Chair Signature and Date: Sherry Woods 4/30/13