

Institutional Effectiveness Yearly Report Form  
Faculty Appeals Committee, 2011-2012

Names of Members	Date	Date	Date	Date	Date	Total
Cathy Branson Chair*						
Rachel Sexton Co-Chair**						
Dianne Adams						
M. Kay Miller						
<i>No in-person meetings – Email correspondence only</i>						
<b>Total Present ----- Received email from all committee members</b>						

\* = 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: 0

**II. PRIMARY focus for the year of 2011-2012:** Members were contacted via email. Committee members were provided a copy of the committee charge and a link to the KCTCS Policy and Procedures Manual (section on faculty appeals).

This committee only meets when there is a faculty appeal and the members agreed email correspondence would be sufficient as a means of communication (prior to any appeal action). An additional email was sent to members on final PPE submission dates for faculty and the procedures which would be followed in the event of an appeal. The Chair

met with HR representative to clarify local procedures. The committee will convene if an appeal request is made by a faculty member(s).

III. Major ACCOMPLISHMENTS: None

**IV. Recommended FOCUS FOR UPCOMING YEAR 2012-2013:** Continued communication with members.

Chair Signature and Date: Cathy Branson, Chair 5/5/12