

Institutional Effectiveness Yearly Report Form  
Faculty Appeals Committee, 2012-2013

Names of Members	Date 9/28	Date	Date	Date	Date	Total
Rachel Sexton*	X					1
Dianne Adams**	X					1
Linda Blair	X					1
Edna Gross	X					1
Arzella Howard	X					1
Walter Smith	X					1
Total Present	6					

\* = 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: 1

**II. PRIMARY focus for the year of 2012-2013:** To be prepared to hear any appeals made by the faculty who disagree with the rating received.

**III. Major ACCOMPLISHMENTS:** Committee reviewed the charge as well as gathering information from leaders to have a better insight of how ratings were determined in order to be prepared for any appeals.

No appeals were made by faculty this year so the committee did not have to meet again.

**IV. Recommended FOCUS FOR UPCOMING YEAR 2013-2014:**

Communicate with the committee members before any appeals are made. Review the charge and get insight from college leaders that determine the ratings in order to be prepared for appeals made by the faculty.

Chair Signature and Date:  Rachel Sexton 4/15/13