

Institutional Effectiveness Yearly Report Form  
Professional Development Committee, 2012-2013

Names of Members	Date	Date	Date	Date	Date	Date	Total
	8/10	9-7	9-28	11-1	1/29	4/5	
	2012	2012	2012	2012	2013	2013	
Vickie Combs*****	X	X	E	X	X	X	5
Rachel Sexton *	X	X	X	X	X	X	6
Julie Caudill **	X	X	X	X	X	X	6
Randy Bowling **	X	X	X	X	X	X	6
Amanda Spencer-Barnes	E	X	X	E	E	X	3
Myla Barrett	X	E	X	E	X	E	3
Lauren Bates	E	X	X	X	E	E	3
Sherry Bettinazzi		X	E	X	E	E	2
Tony Bradley		E	X	E	E	E	1
Helen Brunty	X	X	X	X	E	X	5
Venita Caldwell	X		X	E	E	X	3
Patrick Davison		X	X		X	E	3
Patti Fisher	X	X	E	X	E	X	4
Diane Gibson	X	X	X	X	E	E	4
Edna Gross	X	X	X	X	E	E	4
Elbert Hagans	X	X	E	X	X	X	5
Alexis Malepeai	E	X	X	X	E	E	3
Kena Mullins	E	E	X	X	E	E	2
Adam Nickel	X	X		X	X	X	5
Beth Pennington	X	X	X	X	E	E	4
Ella Strong	E	E	X	X	E	E	2

Mindy Spicer	N/A	N/A	N/A	X		X	2
Total Present	13	16	16	17	8	11	81

\* = 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: 6

**II. PRIMARY focus for the year of 2012-2013:**

III. Major ACCOMPLISHMENTS:

This year the PD days were lined up with scheduled Faculty /Division meetings in order to accommodate Faculty and Staff to attend the sessions easier since they would be coming to the Faculty, Staff, and Division meetings. Our goal was to improve the attendance of PD sessions. This schedule also helped clear at least 2 Fridays per month for faculty and staff to have extra time to complete office work.

We submitted a request for an IT representative to be added to the PD Committee. In October 2012 Dr. Greiner approved the request and Melinda Spicer was added to this committee. An IT representative will be of great help in making decisions that involve using technology to reach other campuses with specific sessions.

Health and Wellness sessions were added to every PD Day in order to promote a healthy lifestyle.

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

As chair of the PD Committee I would highly recommend continuing the scheduling of PD Day and Faculty/Division Meetings on the same day.

Chair Signature and Date:  Rachel Sexton                      4-18-13