

Institutional Effectiveness Yearly Report Form
Rules Committee, 2009-2010

Names of Members	Date	Date	Date	Date	Date	Total
* Sharon Stewart						
** Shirley Butler , Tim Whittaker						
** Shirley Butler						
Hugo Back						
Jerry Michael Combs						
Dat Herald						
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 2009-2010 academic year:

- I. Number of meetings held: *no in-person meetings. All communication by email.*
- II. PRIMARY focus for the year of 2009-2010: *preparation for each Senate Rules Mtg.*
- III. Major ACCOMPLISHMENTS:
- IV. Recommended FOCUS FOR UPCOMING YEAR 2010-2011:

Chair Signature and Date: *Sharon R Stewart*