

Institutional Effectiveness Yearly Report Form
Rules Committee, 2011-2012

Names of Members	Date	Date	Date	Date	Date	Total
	10/3/2011	11/18/ 2011	1/27/2012	3/16/2012		
Marcella Moore*	E Medical Leave	X	X	X		3
Jennifer Lindon**	E	X	X	E		2
Jeremiah Bryant**	X	X	X	X		4
Hugo Back	E	X	E	X		2
Michael Combs	X	X	E	E		2
Patricia Herald	X	X	E	E		2
Sharon Stewart	X	X	X	X		4
Total Present	4	7	4	4		

* = 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:
- A total of four meetings were held.

II. PRIMARY focus for the year of 2011-2012:

- Update HCTC Faculty Rules

- Provide HCTC Faculty information in relation to System Rules Committee meetings and get feedback from said Faculty.
- Be the voice for HCTC Faculty at System Rules Committee meetings.

III. Major ACCOMPLISHMENTS:

- HCTC Rules were updated. This process included getting feedback from Faculty (via email), discussion in detail at local HCTS Rules Committee meetings, taking the information to Faculty Council, then presenting final update at Faculty meeting and Faculty voted to accept the changes. These changes have been posted to the Point now with date of revision, April 2012.
- HCTC Rules Committee served as the voice for HCTC Faculty at System Rules Committee meeting. (System meetings were attended by Senator and/ or Senator at Large).

IV. **Recommended FOCUS FOR UPCOMING YEAR 2012-2013:**

- Continue to seek input from HCTC Faculty for any updates they may consider necessary for Local Rules.
- Continue to be the voice for HCTC Faculty at System Rules Committee meetings and provide information, i.e., agenda items, any proposals including changes in Rules, etc., back to the HCTC Faculty and seek their feedback.

Chair Signature and Date: Marcella Moore June 25, 2012