

Institutional Effectiveness Yearly Report Form  
Scholarship Committee, 2012-2013

Names of Members	Date 5/1/13	Date	Date	Date	Date	Total
Leila Smith, Chair	X					1
Bobby Collins, Co-Chair	X					1
Linda Blair	X					1
Sandy Campbell	X					1
Elbert Hagans	X					1
Arzella Howard	X					1
Carla Seals *****	X					1
<b>Total Present</b>	<b>7</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 2012-2013 academic year:

**I. Number of meetings held:** One

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

- Continue to monitor and review the scholarship process and procedures and revise as necessary.
- KCTCS is reviewing software for managing the scholarship process. HCTC will participate in this review and related discussions. Carla Seals is the HCTC rep on this work group/team and will communicate with our committee.

### **III. Major ACCOMPLISHMENTS:**

- Student Services formed a work group to revise the scholarship application process for 2013-2014. The application is now an online process. Based on continuing issues of quality assurance and manageable workloads, etc., the committee recommended a change in the scholarship application deadline. The committee also recommended a change in the scholarship award amount for 2014-15. (see minutes for details)
- The KCTCS Work Group met via Lync to participate in presentations with five software companies to review capabilities and discussed the various options available. At this point, no decision has been made due to budget concerns. We hope to hear more in the future.

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

- Continue to monitor and review the scholarship process and procedures and revise as necessary.

Chair Signature and Date:                     *Leisa Sandlin Smith 5/9/2013*