

#1

**COMPLETE**

**Collector:** 2018-2019 (Web Link)  
**Started:** Wednesday, May 15, 2019 4:58:07 PM  
**Last Modified:** Wednesday, May 15, 2019 5:24:28 PM  
**Time Spent:** 00:26:20  
**IP Address:** 204.75.252.11

---

Page 2: Identification

**Q1** Collegial Governance Committee: **Honors Program  
Committee**

---

**Q2** Please provide the names (first and last) of your committee members by constituent group. (separate each member's name with a comma)

Faculty	<b>Corinna Evett, Nicole Torneo, Elizabeth Elchlepp, Tiffany Gause, Lacy Hedenburg, Tara Kubicka-Miller (co-chair), Randy Scott, Nooshan Shekarabi, Mark Smith, Binh Vu</b>
Classified	<b>Tiffany Garbis, Miguel Luna, Juana Galvan</b>
Student	<b>Efrain Trujillo, Valerie Munoz</b>
Administrator	<b>Tuyen Nguyen, David Vakil (co-chair)</b>

---

Page 3: Committee Charge - Mission

**Q3** What is your committee's mission?

The mission of the Santiago Canyon College Honors Program Committee (HPC) is to oversee the Honors Program and work with the Honors Program Coordinator to establish the standards, procedures, and policies of the Program.

---

**Q4** Have you reviewed the mission of your governance committee with committee members? **Yes**

---

**Q5** How does the mission of your committee align with the SCC Mission Statement?

We are in direct alignment with the college's mission to promote intellectual and personal growth and maintaining standards of excellence. In establishing the standards, procedures and policies of the HPC, we ensure we are achieving our mission core outcomes: to learn, to act, to communicate and to think critically.

---

## Annual Committee Evaluation Survey

### Q6 How does the mission of your committee align with the RSCCD Mission Statement and Goals?

Goal #1: HPC regularly assesses the needs of the Honors students and updates its policies and the Honors program offerings accordingly.

Goal #2: HPC continues to explore partnerships with other honors programs and actively works with existing partnerships.

Goal #3: HPC reviews and discusses completion statistics for Honors students.

Goal #4: HPC evaluates and discusses initiatives and innovations used in the Honors Program.

Goal #5: HPC uses integrated cyclical planning to evaluate resource use.

---

### Page 4: Committee Charge - Responsibilities

#### Q7 What are the responsibilities of your committee?

- Assist the Coordinator(s) in recruiting new students and in promoting and publicizing the Honors Program and its activities
  - Review and make recommendations for projected offerings as compiled by the Coordinator(s) and Counselor
  - Review and make recommendations for the schedule of Honors classes as compiled by the Coordinator(s) and Counselor
  - Review and make recommendations for Honors elements of proposed Honors courses before going to curriculum cluster committees and the Curriculum and Instruction Council (CIC)
  - Review existing Honors courses as aligned with the curriculum review process
  - Solicit course development from other disciplines
  - Review requests for exception to program rules and regulations
  - Select Honors scholarship recipients
  - Assist with Honors Program Reception and orientation
  - Encourage and support student participation in the Honors Transfer Council of California (HTCC) Research Conference
  - Review student representative applications.
  - Establish and review standards, procedures, and policies
- 

Q8 Have you reviewed the responsibilities of your governance committee with committee members? **Yes**

---

### Page 5: Major Accomplishments

## Annual Committee Evaluation Survey

**Q9** List all that the committee has accomplished within the academic year:

Listed in no particular order:

- 1) Reviewed our responsibilities and membership for HPC
  - 2) Updated course offering matrix through fall 2023
  - 3) Planned and hosted Honors Recognition ceremony
  - 4) Approved Honors Curriculum
  - 5) Determined program requirements (and/or modifications) for students with Advanced Placement Exam credits and equivalent situations
  - 6) Continued to analyze "category" requirements and the scheduling based on program "categories"  
Updated and modified program requirements, increasing options for student completion of the program
  - 7) Updated Honors Program catalog language, including changes associated with AB 705
  - 8) Improved recruitment in Early Welcome
  - 9) Reviewed student appeals
  - 10) Secured an ongoing operational budget for supplies and conferences
  - 11) Committee webpage updated and now includes meeting agendas and minutes
- 
- 

Page 6: Actions Pending

**Q10** List the items that the committee has not addressed or is in the process of addressing:

Ongoing review of program growth and commensurate scheduling needs

---

---

Page 7: Challenges

**Q11** List any challenges the committee faced this year. Also provide any plans initiated to address the challenges:

Continued need to balance the needs of individual departments with the long-term vision and sustainability of the Honors Program. To address this, the committee continues to request additional reassign time (LHE) for program coordinators through resource requests.

---

---

Page 8: Recommendations

**Q12** Provide any recommendations the committee has related to its own work as well as to the governance structure in general:

The committee requests more LHE reassignment for the Honors Program coordinators to do the required work.

---

---

Page 9: Resources

**Q13** Will your committee be submitting a resource request? **Yes**

---

---

Page 10: Committee Maintenance

Annual Committee Evaluation Survey

**Q14** Have all of your committee's minutes and agendas been posted on the committee's website? **Yes**

---

**Q15** If the minutes and agendas have not been posted to your committee's webpage, please tell us the reason.

Not applicable

---

# #2

**COMPLETE**

**Collector:** 2018-2019 (Web Link)  
**Started:** Thursday, May 16, 2019 9:30:01 AM  
**Last Modified:** Monday, May 20, 2019 1:20:20 PM  
**Time Spent:** Over a day  
**IP Address:** 204.75.252.14

---

## Page 2: Identification

**Q1** Collegial Governance Committee:

**Technology Committee**

---

**Q2** Please provide the names (first and last) of your committee members by constituent group. (separate each member's name with a comma)

Faculty	<b>DeAnna Martin, Kathy Moore, Veselka Danova, Vanessa Engstrom, Alice Ho, Mary Mettler, Daniel Oase, Scott James (Co Chair)</b>
Classified	<b>Jeremy Collins, Katherine Gutierrez,</b>
Student	<b>Garradan Simmons</b>
Administrator	<b>Sergio Rodriguez (Co Chair), Alfonso Oropeza</b>

---

## Page 3: Committee Charge - Mission

**Q3** What is your committee's mission?

The Technology Committee promotes the use of technology to increase efficiency of college operations and to support teaching and enhance student learning.

---

**Q4** Have you reviewed the mission of your governance committee with committee members? **Yes**

---

**Q5** How does the mission of your committee align with the SCC Mission Statement?

Technology is a tool, which students, faculty, and staff use to support the SCC Mission. This committee helps to steer the effective use of technology on campus.

---

**Q6** How does the mission of your committee align with the RSCCD Mission Statement and Goals?

Educational programs and services are all planned, managed, and delivered through technology. Technology increases the efficiency of campus programs, such as fiscal services, support services, partnerships, and student access. Capturing and evaluating data, through technology, is used to improve the effectiveness of resources and to target initiatives to increase student success in transfer degrees, certificates, and diplomas.

---

## Annual Committee Evaluation Survey

### Page 4: Committee Charge - Responsibilities

#### **Q7** What are the responsibilities of your committee?

Maintain a technology plan that aligns with state recommendations

Assess the technological needs and competencies of faculty, staff, and students

Provide for staff and faculty technology training

Make recommendations concerning acquisition, implementation, maintenance, and upgrading of technologies within a secure and robust infrastructure

Communicate with college and district personnel

Identify and promote resource procurement to advance technology and its use by students, faculty, and staff

Recommend allocation of technology resources in accordance with the Educational Master Plan and TMP

Maintain a website to disseminate technology-related information to the SCC community

---

**Q8** Have you reviewed the responsibilities of your governance committee with committee members?

**Yes**

---

---

### Page 5: Major Accomplishments

#### **Q9** List all that the committee has accomplished within the academic year:

Ranked technology requests; created student help desk plan; realigned tech plan to District Planning Framework; published technology newsletter; supported migrated to eLumen; supported initiative of Distance Education Services Specialist;

---

---

### Page 6: Actions Pending

#### **Q10** List the items that the committee has not addressed or is in the process of addressing:

Implement student help desk plan; put in line item for PC and classroom technology replacement;

---

---

### Page 7: Challenges

## Annual Committee Evaluation Survey

**Q11** List any challenges the committee faced this year. Also provide any plans initiated to address the challenges:

The ranking process was time consuming (large quantity of requests) and the form/process needs to be updated. The committee will recommend changes to the PIE Committee.; Finding authors for the technology newsletter; Aligning software across district; Helpdesk funding, particularly with the fiscal year break in funding. We need funding to start in the summer, to train student workers, so that they are ready to help for the start for the fall semester. Committee can recommend plans but needs to more clearly hand off the plan to college managers to implement.; Allocating funding for technology replacement. Committee will put in technology replacement requests yearly.; Yearly revision of the technology plan needs to be scheduled.

---

### Page 8: Recommendations

**Q12** Provide any recommendations the committee has related to its own work as well as to the governance structure in general:

Review/ better understand the technology purchasing process. Make recommendations for improving the process. Create a computer and technology retirement plan.

---

### Page 9: Resources

**Q13** Will your committee be submitting a resource request? **Yes**

---

### Page 10: Committee Maintenance

**Q14** Have all of your committee's minutes and agendas been posted on the committee's website? **Yes**

---

**Q15** If the minutes and agendas have not been posted to your committee's webpage, please tell us the reason. **Respondent skipped this question**

---

# #3

**COMPLETE**

**Collector:** 2018-2019 (Web Link)  
**Started:** Monday, May 20, 2019 4:09:59 PM  
**Last Modified:** Monday, May 20, 2019 4:34:29 PM  
**Time Spent:** 00:24:29  
**IP Address:** 204.75.252.13

---

## Page 2: Identification

**Q1** Collegial Governance Committee: **Facilities & Safety/Emergency Committee**

---

**Q2** Please provide the names (first and last) of your committee members by constituent group. (separate each member's name with a comma)

Faculty **scott**

---

## Page 3: Committee Charge - Mission

**Q3** What is your committee's mission?

fill in

---

**Q4** Have you reviewed the mission of your governance committee with committee members? **Yes**

---

**Q5** How does the mission of your committee align with the SCC Mission Statement?

Use last years answer

---

**Q6** How does the mission of your committee align with the RSCCD Mission Statement and Goals?

same as last years

---

## Page 4: Committee Charge - Responsibilities

**Q7** What are the responsibilities of your committee?

Per this year's

---

**Q8** Have you reviewed the responsibilities of your governance committee with committee members? **Yes**

---



Page 5: Major Accomplishments

**Q9** List all that the committee has accomplished within the academic year:

- 1) Hawks nest pantry - increased participation, isupport for students underserved
  - 2) Initiated cessation services both tobacco and vaping.
  - 3.) Obtaining food services and expansion to the new Perch.
  - 4) Completed 18/19 barrier removal projects throughout the campus
  - 5) ASG requested waterfilling station - completed this year.
  - 6) Reviewed the ADA transition Plan
  - 7) Prioritized facilities related resource requests
  8. Expanded Earth Day activities
  9. Increased armed security officers and increased campus lighting.
  10. Implemented lock down devices.
  11. Upgraded radios and vehicle support for security
- 

Page 6: Actions Pending

**Q10** List the items that the committee has not addressed or is in the process of addressing:

1. add from last box.
- \* barrier removal projects
  - OEC demolition
  - Public safety Trailer
  - Key access policy
  - SCC FMR (Facility Modification Form)
  - Wayfinding Project
  - Directories
  - Emergency phones
- 

Page 7: Challenges

**Q11** List any challenges the committee faced this year. Also provide any plans initiated to address the challenges:

Challenge with funding the prioritized facility related resource requests.

---

Page 8: Recommendations

**Q12** Provide any recommendations the committee has related to its own work as well as to the governance structure in general:

Recommendation - expand membership at next year's meetings.

---

Page 9: Resources

## Annual Committee Evaluation Survey

**Q13** Will your committee be submitting a resource request? **No**

---

Page 10: Committee Maintenance

**Q14** Have all of your committee's minutes and agendas been posted on the committee's website? **No**

---

**Q15** If the minutes and agendas have not been posted to your committee's webpage, please tell us the reason.

Waiting for Academic senate approval of the updated mission and membership.

The minutes are currently posted in the public H:drive.

---

# #4

**COMPLETE**

**Collector:** 2018-2019 (Web Link)  
**Started:** Tuesday, May 21, 2019 3:18:16 PM  
**Last Modified:** Tuesday, May 21, 2019 4:19:47 PM  
**Time Spent:** 01:01:30  
**IP Address:** 204.75.252.15

---

## Page 2: Identification

**Q1** Collegial Governance Committee: **Budget Committee**

---

**Q2** Please provide the names (first and last) of your committee members by constituent group. (separate each member's name with a comma)

Faculty	<b>Steven Deeley, Eden Quimzon</b>
Classified	<b>Rosie Gonzalez, Isabel Garcia</b>
Student	<b>Vincent Vargas</b>
Administrator	<b>Arleen Satele, Jose Vargas</b>

---

## Page 3: Committee Charge - Mission

**Q3** What is your committee's mission?

The mission of the SCC Budget Committee is to provide fiscal analysis of college planning and advocate greater efficiency and effectiveness of budget resources. The Budget Committee facilitates communication about budgetary matters between the District and college constituents.

---

**Q4** Have you reviewed the mission of your governance committee with committee members? **Yes**

---

**Q5** How does the mission of your committee align with the SCC Mission Statement?

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically.

SCC Budget Committee assists in funding resource requests (when funds are available) for student success.

---

## Annual Committee Evaluation Survey

### Q6 How does the mission of your committee align with the RSCCD Mission Statement and Goals?

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

1. RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.
2. RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.
3. RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.
4. RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.
5. RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

Answer:

As stated in RSCCD Goal #1 and #5, the SCC Budget Committee assists in funding resource requests (when funds are available) for student success.

---

### Page 4: Committee Charge - Responsibilities

#### Q7 What are the responsibilities of your committee?

Monitors long range fiscal plans to determine if college and district long-term priorities are funded.

Regularly reviews college revenues and expenditures and communicates concerns to constituent groups and proposes adjustments to budgets as requested.

Monitors the budget development process and the on-going implementation of the annual college budget.

Reviews the district and college budget allocation models and recommends changes if necessary.

Ensures the exchange of information between the Budget Committee and groups such as Associated Student Government, classified staff, the District Fiscal Resources Committee, the Planning & Institutional Effectiveness Committee, the Academic Senate, and College Council.

As needed, reviews grant funding requests, and/or additional funding requests.

---

Q8 Have you reviewed the responsibilities of your governance committee with committee members?

Yes

---

### Page 5: Major Accomplishments

## Annual Committee Evaluation Survey

**Q9** List all that the committee has accomplished within the academic year:

Budget Committee reviewed and understood the new Student Centered Funding Formula (SCFF) and Total Computational Revenue (TCR) formula.

Reviewed, and understood IELM and Lottery Funding guidelines.

Reviewed and understood Resource Request process, recommending funding sources to PIE Committee.

Funded resource request items, when applicable.

---

### Page 6: Actions Pending

**Q10** List the items that the committee has not addressed or is in the process of addressing:

Continue to monitor changes in Student Centered Funding Formula.

---

### Page 7: Challenges

**Q11** List any challenges the committee faced this year. Also provide any plans initiated to address the challenges:

Limited funds for resource requests, especially personnel requests.

Funding formula: college experiences annual shortfall due to SB361 funding formula. College will continue to advocate for more funding.

---

### Page 8: Recommendations

**Q12** Provide any recommendations the committee has related to its own work as well as to the governance structure in general:

None

---

### Page 9: Resources

**Q13** Will your committee be submitting a resource request? **No**

---

### Page 10: Committee Maintenance

**Q14** Have all of your committee's minutes and agendas been posted on the committee's website? **Yes**

---

Annual Committee Evaluation Survey

**Q15** If the minutes and agendas have not been posted to your committee's webpage, please tell us the reason. **Respondent skipped this question**

---

#5

COMPLETE

**Collector:** 2018-2019 (Web Link)  
**Started:** Thursday, May 23, 2019 1:36:12 PM  
**Last Modified:** Thursday, May 23, 2019 1:53:38 PM  
**Time Spent:** 00:17:25  
**IP Address:** 204.75.251.81

---

Page 2: Identification

**Q1** Collegial Governance Committee:

**Professional Development  
Committee**

---

**Q2** Please provide the names (first and last) of your committee members by constituent group. (separate each member's name with a comma)

Faculty	<b>Lynnette Beers-McCormick, Maria Chaidez, Kathy Hall, Vanessa Jones, and Christine Umali Kopp</b>
Classified	<b>Susan Denim, Veronica Hurtado, Cindy Partida, and Liz Thomas</b>
Student	<b>None</b>
Administrator	<b>Martin Stringer</b>

---

Page 3: Committee Charge - Mission

**Q3** What is your committee's mission?

The Professional Development Committee will provide professional growth opportunities to faculty and staff to support instruction, support services and enhance student success.

---

**Q4** Have you reviewed the mission of your governance committee with committee members? **Yes**

---

**Q5** How does the mission of your committee align with the SCC Mission Statement?

In concert with the college mission statement, the Professional Development Committee seeks to provide professional development opportunities to support an innovative learning community at Santiago Canyon College. We are committed to providing professional development opportunities for faculty and staff in order to maintain standards of excellence and to provide support to our diverse community.

---

## Annual Committee Evaluation Survey

### Q6 How does the mission of your committee align with the RSCCD Mission Statement and Goals?

In concert with the RSCCD mission statement and goals, the Professional Development Committee seeks to provide professional development opportunities to support an innovative learning community. We are committed to providing professional development opportunities for faculty and staff in order to maintain standards of excellence in the RSCCD and to provide support to our diverse community.

---

### Page 4: Committee Charge - Responsibilities

#### Q7 What are the responsibilities of your committee?

Our responsibilities include:

- Seek funds to support college-wide professional development
  - Implement, review and evaluate application and reporting processes
  - Review and make recommendations regarding conferences and workshop requests
  - Assist in the planning of professional development activities
  - Review, recommend and evaluate professional development activities
  - Maintain records and data of the professional development activities
- 

Q8 Have you reviewed the responsibilities of your governance committee with committee members? **Yes**

---

### Page 5: Major Accomplishments

#### Q9 List all that the committee has accomplished within the academic year:

1. Creation of fall 2018 and spring 2019 professional development calendars
  2. Creation of a comprehensive list of examples of acceptable professional development activities
  3. Provision of four professional development activities specifically for classified staff
  4. Maintenance of an up-to-date website with details pertaining to professional development at SCC
  5. Expanded professional development opportunities to include online options via the Online Network of Educators (@ONE), which are made available on the Professional Development Committee website
- 

### Page 6: Actions Pending

#### Q10 List the items that the committee has not addressed or is in the process of addressing:

1. We are trying to procure a Professional Development Committee email address.
  2. We have not yet identified a point person for edits to the professional development calendar during the summer months.
  3. We are in the process of pursuing online platforms for professional development.
  4. We are working on maintaining committee membership to account for faculty and classified turnover.
- 

### Page 7: Challenges



## Annual Committee Evaluation Survey

**Q11** List any challenges the committee faced this year. Also provide any plans initiated to address the challenges:

The Professional Development Committee experienced the ongoing difficulty of maintaining the required number of committee members. To address the challenges, committee members have reached out to groups on campus (and will continue to do so) to gain new members. We reached out to the Classified Hawks in an attempt to gain two more classified staff members. Additionally, we have reached out to the Academic Senate to get one more faculty member.

---

### Page 8: Recommendations

**Q12** Provide any recommendations the committee has related to its own work as well as to the governance structure in general:

We are discussing plans to house all professional development opportunities in an online management system, and we also plan to expand online activities, which can be completed off site. Additionally, we would like to offer more mid-semester professional development sessions specifically geared toward classified staff.

---

### Page 9: Resources

**Q13** Will your committee be submitting a resource request? **Unsure at this time**

---

### Page 10: Committee Maintenance

**Q14** Have all of your committee's minutes and agendas been posted on the committee's website? **No**

---

**Q15** If the minutes and agendas have not been posted to your committee's webpage, please tell us the reason.

The notes from 9/11 have not been posted because the note taker at the time is no longer a part of the Professional Development Committee. We have reached out to our previous note taker a few times, but we still have been unable to get the 9/11 notes. We will continue to reach out to the previous note taker in hopes of obtaining the 9/11 notes in the future.

---

# #6

**COMPLETE**

**Collector:** 2018-2019 (Web Link)  
**Started:** Thursday, May 09, 2019 3:05:48 PM  
**Last Modified:** Friday, September 13, 2019 11:03:29 AM  
**Time Spent:** Over a month  
**IP Address:** 204.75.252.14

---

## Page 2: Identification

**Q1** Collegial Governance Committee:

**Educational Master Planning Committee**

---

**Q2** Please provide the names (first and last) of your committee members by constituent group. (separate each member's name with a comma)

Faculty	<b>Cotter, Brooks, Chaidez, Pham, Taber, Tragarz, Wong</b>
Classified	<b>Kaveh, Lopez</b>
Student	<b>NA</b>
Administrator	<b>Arteaga, Voelcker</b>

---

## Page 3: Committee Charge - Mission

**Q3** What is your committee's mission?

This committee provides leadership for the cyclical revision of the Educational Master Plan (EMP), which is informed by program review, internal and external data, and student learning and achievement data from all areas of Academic Affairs, Continuing Education, Student Services, and Administrative Services. In addition, the committee assists in the development of institutional goals and the facilitation of institutional dialogue around program improvement.

---

**Q4** Have you reviewed the mission of your governance committee with committee members? **Yes**

---

**Q5** How does the mission of your committee align with the SCC Mission Statement?

The committee ensures planning is aligned with the institutional mission.

---

**Q6** How does the mission of your committee align with the RSCCD Mission Statement and Goals?

The committee ensures planning is aligned with the institutional mission, which supports the RSCCD mission.

---

## Page 4: Committee Charge - Responsibilities

## Annual Committee Evaluation Survey

### Q7 What are the responsibilities of your committee?

Monitor and facilitate the annual planning process and ensure that the information is utilized for planning.  
Administer the Program Review Process, including template development, timeline creation and information dissemination.  
Report and make recommendations to the Academic Senate and College Council on planning and program evaluation.  
Investigate special topics related to planning as directed by College Council.  
Facilitate the development of institutional goals and the Educational Master Plan Document.

---

Q8 Have you reviewed the responsibilities of your governance committee with committee members? **Yes**

---

### Page 5: Major Accomplishments

#### Q9 List all that the committee has accomplished within the academic year:

Mapped college goals with the CCCCCO Vision for Success Goals.

Developed a recommendation for specific and measurable CCCCCO Vision for Success Goals to be reviewed by the Planning & Institutional Effectiveness Committee.

Rebranded the DPP to the Annual Plan and evaluated its usefulness.

Developed Power BI data reports to be distributed college-wide to support program review and other planning efforts.

Distributed program review template so that programs can begin to develop responses to planning related questions.

Recommended data report training schedule.

Completed the Annual Governance Committee Survey.

---

### Page 6: Actions Pending

#### Q10 List the items that the committee has not addressed or is in the process of addressing:

Panel discussion and facilitating institutional dialog around program review.

Building the program review and annual plan templates in eLumen.

---

### Page 7: Challenges

#### Q11 List any challenges the committee faced this year. Also provide any plans initiated to address the challenges:

Curriculum implementation in eLumen prevented the ability to build strategic initiatives within the product, requiring us to delay program review to fall 2019. This was addressed by distributing the program review template in Word format.

---

### Page 8: Recommendations

## Annual Committee Evaluation Survey

**Q12** Provide any recommendations the committee has related to its own work as well as to the governance structure in general:

Communication always needs improvement across all governance committees.

---

### Page 9: Resources

**Q13** Will your committee be submitting a resource request? **No**

---

### Page 10: Committee Maintenance

**Q14** Have all of your committee's minutes and agendas been posted on the committee's website? **Yes**

---

**Q15** If the minutes and agendas have not been posted to your committee's webpage, please tell us the reason. **Respondent skipped this question**

---