**Faculty Roster Form**

**Qualifications of Full-Time and Part-Time Faculty**

**Name of Institution: Houston Community College**

**Name of Primary Department, Academic Program, or Discipline: Business Technology**

**Academic Term(s) Included: Fall 2011 and Spring 2012 Date Form Completed: 1/10/12**

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| **1** | **2** | **3** | **4** |
| **NAME (F, P)** | **COURSES TAUGHT**  **Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)** | **ACADEMIC DEGREES& COURSEWORK**  **Relevant to Courses Taught, Including Institution & Major**  **List specific graduate coursework, if needed** | **OTHER QUALIFICATIONS & COMMENTS**  **Related to Courses Taught** |
| Elizabeth Kelm Porter (P) | Fall 2010—POFI 1301 Computer Applications I, 3 Hours  Spring 2011—POFI 1341 Computer Applications II, 3 Hours | BS University of Houston (Business Education Specialization)  MS University of Houston | 9 years Restaurant Management  2 years of Retail Management  17 years teaching experience in business subjects  MOS Specialists Certifications:  Word 2003 and 2007 |
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**F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate**

*An electronic version of this form and its instructions for completion are located under the Institutional Resources link on the SACS-COC website:* [*http://www.sacscoc.org*](http://www.sacscoc.org)*.*