ACADEMIC AFFAIRS STATUS REPORT  
Wednesday, April 23, 2014

Academic Affairs Office

- Updated SACSCOC evaluator registry
- Attended Academic subcouncil meeting at TBR
- Completing SACSCOC Compliance Audit assignments
- Held, with Sara Cooper, the Spring SPEC meeting to review the college’s efficiency plan

Melissa Lyles

- Entered and completed multiple FLAC forms in Banner, which is needed for next training session, clone was completed by OIT for all info to be moved to test environment.
- Attending FLAC West Cohort Training at Dyersburg State Community College April 22-24, 2014
- Working on multiple Late Withdrawal Requests
- Preparing Faculty Roster for SACS

Jennifer Cherry

- Submitted all TBR required curriculum items to the Board
- Completed working with Robin updating Banner to reflect Curriculum changes
- Have updated approximately 60% of the catalog
- Held TAF meeting—sent list of ranked items to Dr. Blanding for approval—received approval of rankings
- Discussed possibilities of implementing Plan tab in DegreeWorks—waiting on product demo April 29
- With MaryJane, purchased and distributed “college success tips” brochure displays to the AAC, jHub, and the three LRCs at the off campus centers
- Continue working on SACS
- Begin updating DegreeWorks
- Completing the APSU Psychology follow-up report
- Speak at TCAT McKenzie commencement
- Begin clearing new adjunct applications
- Bagels & Bluegrass meeting

BIC Division

Industrial Technology & AMT Program Efforts:

- Industrial Technology and General Technology Advisory Committee met on March 31, 2014.
- 50 Plus Grant Advisory Committee met on April 2, 2014.
- AMT Curriculum Planning continues weekly evaluating new equipment, training, etc. to launch the program.
- Jayne Lowery attended the Common Curriculum Meeting for Office/Administration Technology in Nashville on April 10, 2014.
- Terri Messer will attend the 2014/2015 Perkins Spring Pre-Grant Meeting in Nashville on April 24, 2014.
- Jack Laser will attend the 8th Annual Tennessee Basic Economic Development Course in Nashville April 27, 2014 – May 1, 2014.
- Terri Messer met with John McCommon and Lance Sherer to discuss the FAST TRACK Marketing Plan.
- Roger James and Cathi Roberts presented the AMT Program at Haywood County High School.
- AMT HR Sub-Committee will meet on April 23, 2014 to review applications and set up interviews.

Workforce Development Efforts:
• The RX TN grant enrollment continues to be strong:
  Phlebotomy - 42 completed 25 enrolled for next class
  ECG – 18 completed 14 enrolled (may be a few more)
  Total – 99

• Clinical Medical Assistant course will start soon curriculum just released

• Starting to make headway on the Plus 50 grant we have had 1 advisory board meeting brought on a Data clerk, developing a survey of current Plus 50 students both credit and non-credit. We will be working on a marketing program in the coming days

• Still waiting on more POs to be released for the AMT equipment no word from Nashville on when that might be.

• Met with Lasco Industries in Brownsville about the AMT coop program they are interested but concerned about the shift work.

• Meet with Bluescope (Butler) about the AMT program should see a letter of commitment soon.

• Attended a Workforce Development meeting with Commissioner Haggerty in Brownsville this week to describe the Workforce Development programs/efforts of Jackson State.

• Met with the Quality Manager at Henderson Stampings about doing independent ISO/QS audits for their plant.

**Communication and Humanities**

• Began full-time faculty evaluation meetings

• Final meeting with International Committee before International Education Week

• Meetings with Prof. Sweet and Dr. Esquivel regarding Revitalization Committee (following their meeting at TBR), and meeting with Prof. Sweet about Nearpod and other technologies

• Meetings with Steering Committee and regular meetings regarding QEP

• Continuing fall grade distributions for full-time faculty evaluations

• Continuing adjunct evaluation criteria

• Continuing to gather information for Comp I manual for fall 2014 (to replace textbook)

• International Education Committee April 22-25:

  TUESDAY – “TEA and BISCUITS” FREE in the classroom building. Share a little British culture with your classmates. Main hallway, 8:30-12:30.

  WEDNESDAY – “A Trip to the Philippines” hosted by the West Tennessee Filipino-American Association in the Nipa Hut, Student Union Commons. Traditional attire, food, culture.

  THURSDAY -- International Food Selections on the Quad, 11:30-1:30. Free food tastings, free T-Shirts!


**RADProgram**

• Program faculty continue to meet the needs of many prospective students seeking to apply to the radiography program in 2014, in addition to assisting with numerous academic plans for students placed on financial aid probation. Advising for students at UTM, DSCC, and other institutions are also ongoing.

• No faculty time available for group program advising; this was attempted last spring and had low attendance; regardless of the times offered, students state they are not available and continue to request individual appointments. Program director provided Sandy Stanfill at the Lexington campus, advising
information for the program and encouraged her to recommend students contact main campus if additional questions arise.

- Clinical Coordinator has visited all four clinical sites twice during the semester for film critique projects and performance reviews with clinical instructors and students.
- Program Director visited two clinical sites to collect data for the program’s assessment plans required for accreditation report and to speak with administrative directors concerning the upcoming accreditation cycle.
- Submitted changes to clinical and program faculty to the JRCERT for approval.
- Program Director participated in recruitment event hosted by JSCC for the Chamber of Commerce and other groups on April 12.
- Program director will be visiting the Kent State University, Ashtabula, Ohio radiography program April 23-25 for an accreditation site visit on behalf of the JRCERT.
- Prepare for upcoming Advisory Committee meeting.
- Prepare exams for end of semester.

**PTA Program**

- PTA clinical experiences are in the final week. We struggled to have clinical sites for the home health experience this year and were down to the wire with making those assignments.
- The PTA Pinning Ceremony is scheduled for May 9 in Ayers Auditorium.
- The 2014 program application cycle is open. Advising is steady but has been slower than years past.
- The PTA Club has been active this semester with fund raising under Amy White’s direction.
- Information from the APTA/CAPTE indicates that new Evaluative Criteria are forthcoming for PTA programs (just in time for my Self-Study in 2015!) and that the APTA continues to look at the possibility of PTA degree transition to the BS level.
- PTA program directors from across the state met recently at our state professional meeting and have begun to share information in preparation for the desired common curriculum initiatives.
- I continue to watch the employment market for PTAs but continue to hear concerns from the community due to 2014 healthcare changes.
- I continue to actively try to assist the college in the OTA program director recruitment processes. No recent activity to report on. Several students, however, are contacting me interested in the program.

**Lexington Center**

- 4/02/14 - Clarksburg High School seniors toured Lexington Center and had Q & A session
- 4/08/14 - Caricature artist at Lexington Center
- 4/10/14 - Scotts Hill High School seniors toured Lexington Center and had Q & A session

**Savannah Center**

- The Savannah Center was host to the Health Department “Health Fair” it was a big success.
- Pam Whitnell from Union University was on our campus April 9th.
- We are continuing to register students and advise.

**Academic Assistance**

**Writing Center:**

- Matt attended a TutorTrac training session; will hold training sessions
- Matt continued to work on the online tutoring program.
- The Writing Center had new solar shades installed.
- The Writing Center has been busy with a high volume of traffic: Students 120 / Visits: 263 / Hours: 289
Distance Education:
- Patrick coordinated with Blue Jeans to beta-test a 100-connection point license at no additional cost. This premium license feature allows for 100 connected devices (DL equipment, PC/Mac, tablet, or smart phone) in one session.
  - Currently, Powell Franklin and Anna Esquivel are testing this feature with their Dual Enrollment sections.
  - At this time, Blue Jeans has not released the cost for this premium license.
  - Patrick will host a Blue Jeans session with the ROCC Learning 2.0 and Mobile Subcommittee.
- Patrick assisted Dr. Robbie Melton (opening keynote speaker) at the Association of Continuing Higher Education conference (Maxine Smith Fellows).
- Patrick co-presented with Dr. Robbie Melton, “Using Online Simulations to Improve Conceptual Understanding Math and Science” at the 2014 Tennessee Educational Technology Conference for PreK-12 educators (Maxine Smith Fellows).
- Patrick conducted a technical review and assessment of Verizon Wireless’ VGo, which is a fully automated, robotic unit which replicates a person in a distant location; TBR eMerging Technologies conducted a feasibility study for practical uses in the higher ed environment (Maxine Smith Fellows).
- Patrick has been selected to chair the ROCC Learning 2.0 and Mobile Subcommittee.
- Jessica and Patrick completed a test on how the DE Department can use Blue Jeans as a backup when a DL classroom’s codec goes down.
- Jessica attended webinar sponsored by Turnitin entitled “Grade Anything.”
- Jessica attended a webinar sponsored by Sloan Consortium entitled “What Veterans & Service Members Want Faculty & Administrators to Know about Online Education.”
- Renee began testing Video Note in our eLearn TEST instance.
  - Video Note allows faculty to record personalized video messages to students.
  - This feature will be released for full use at the beginning of the summer term.
- Renee attended “Guiding Student Success: Using Predictive Analytics to Drive the Path to Graduation” online seminar offered by D2L.
- Renee updated the end-of-semester letter and prepared it to be sent to all faculty.
- Renee uploaded student help videos provided by D2L into our eLearn test site for review.
- Patrick will consult with ROCC/RODP Nursing administration to review mobile and emerging technology for graduate Nursing courses.
- Renee will send out the training schedule for April.
- Renee will create new D2L v10.3 training materials for faculty.

Library
- Scott attended a meeting of the West Tennessee Academic Library Consortium at Rhodes College in Memphis and of the TBR Library Deans and Directors in Nashville.
- Scott worked with 2 dual enrollment English classes at Huntingdon High School.
  - The students did a special assignment dealing with Libguides.
- Gloria, Joyce, and Debra Lee worked on book withdrawals from the World History area of the library.
- Gloria, Sara, Scott and Debbie attended IPAD training with Renee Young.
- A reception was held in the library on April 8 by the Art department for the Student Art show.
  - The show will run until April 21.
- Joyce did 3 library instruction sessions, including 1 at Lexington.
- Sara completed her library guide describing the various fiction genres and specific fiction books in the JSCC Library.
- Sara has created a “New Technologies” pin on the JSCC Pinterest page.
- Sarah has updated the “Downloading E books” library guide.
  ▪ She sent choices for enhancements (8 allowed) to the University of Memphis.
• Roger James will help Scott with a plan for moving things around in the library to create a learning commons and to create 2 study rooms.

  **Academic Assistance Center:**
• Lorrel completed 6 GED transcript requests, completed the 1974 GED transcripts notebook, and began entering information into the 1973 notebook.
• Laura Wells is completely revising the AAC Operational Procedures Manual. Staff members have updated existing procedures and contributed new materials that reflect responsibilities moved to the AAC.
• Jeannette proctored a test for a student at Auburn University and worked with UT Martin, NWCC in MS., and NSCC to schedule final exams for some of their students.
• Jackie updated TutorTrac to add missing students, refined Jasmine’s TT macro, and worked with Redrock to correct TT recording errors.
• Jackie updated the AAC webpages to reflect time changes.
• The AAC is now open until 8:30 on Thursdays to accommodate late-arriving students.
• Veronica met with Matt King, Asst. Women’s Basketball Coach, to arrange tutoring for the athletes and to start planning workshops for them in the fall.
• Veronica added some one-on-one tutoring in the AAC for LSM students.
• Carol Cole is now working part-time as a volunteer tutor for LSM.
• Victor is setting up a Compass online registration link.
• Andrea and Mary Jane met to work out details on administering the Compass test at various high schools.
• Lorrel will administer ACT residual exams May 16 and 30 at 9:00 in the Science Auditorium.

  **Academy:**
• Jackie converted Academy registration forms to fillable PDFs and put them on the web.
  ▪ These students will still meet with AAC or Registration staff.
• Mary Jane met with Bobby, Richard, and Robin to work out details for an Academy Math/LSM pilot this fall and with Jennifer Byrd to determine any financial aid issues.
• Students who choose this route will register for both Academy Math and LSM0891
  ▪ They will have 2 weeks to complete module 0 in order to start LSM0891 the third week of class.
• Andrea and Mary Jane met with Linda Austin regarding Madison Achieves students attending the Academy this summer.
• Students who completed the Reading and Writing classes will start testing next week.
• Mary Jane will join Andrea in meeting with Madison Achieves students and parents.