ACADEMIC AFFAIRS STATUS REPORT
Tuesday, June 3, 2014

Academic Affairs Office
Melissa Lyles

- Continued working on SACS Standards and building of Faculty Roster
- Began checking and logging summer 2014 faculty contracts

Jennifer Cherry

- Submitted catalog to PR for photo updates
- Continued working on SACS
- Began updating DegreeWorks
- Completed Risk Assessment
- Completed and submitted the APSU Psychology follow-up audit report
- Attended the Trevecca ribbon cutting/open-house
- Worked with Victor updating the website
- Participated in OTA candidate phone interview
- Begin clearing new adjunct applications

Institutional Research and Accountability

- Continued work on SACS Standards.
- Graduate Exit Satisfaction Report completed and sent to stakeholders
- Began working on annual Performance Funding report
- SACS Compliance Certification work-ongoing.
- Will continue gathering information to update the JSCC Efficiency Plan.
- Will deliver IDEA faculty ratings reports from spring term.
- Training for new general education exit exam (ETS Proficiency Profile) will take place Tuesday, June 3 for those who will be administering the exam. Testing will begin July 14.

Business and Industry Division

- The joint FAST TRACK marketing campaign has been launched. The Open House on May 15, 2014 was successful and included a ribbon cutting ceremony welcoming Trevecca to the Jackson Chamber and the community. Radio 107.7 did a live remote broadcast.
- Lance Sherer and Terri Messer appeared on Six in the City and Prime Time Drive promoting the FAST TRACK campaign.
- AMT HR Sub-Committee interviewed applicants on May 2, 2014 (27 applicants). The Committee met on May 5, 2014 for applicant selections.
- Jack Laser, Terri Messer and Cathi Roberts attended the 1st AMT (Advanced Manufacturing Technician) North American Conference in Georgetown, KY.
- Roger James attended the OSHA 30 Hour General Industry Course in Nashville, TN.
- Richard Skelton will attend the 2014 ATTI Class – Mechanical Drives Level 1 & 2 in Jeffersonville, IN.
- Roger James will attend the Siemen's Mechatronic Systems Certification Program/Instructor Certification Level 1 in California, PA.
- Jack Laser and Terri Messer attended an Introduction to Japanese Business Protocol event at The Chamber.
- JSCC's Workforce Development hosted the WIA/TN Commission of Labor and Workforce Development Employer Roundtable in the McWherter Center on May 28, 2014.

- The first pieces of equipment were received to be included in revising the McWherter IT Lab.
- Various campus and industry entities have met and developed a plan to make the needed electrical upgrades to the lab.

Workforce Development Efforts:

- First report for the Plus 50 grant was submitted on May 10, 2014.
- Jack Laser and Othella Person attended the 2014 Southwest Tennessee Development District Area Agency on Aging (SWAAAD) Senior Expo at the Carl Perkins Civic Center on May 22.
- Jack Laser will attend the Workforce Development Director's Meeting in Nashville on June 2, 2014.
- We have completed the 1st round of training at Pictsweet "Building Trust on the Team."
- We have completed the 2nd round of training at Columbus McKinnon "Being the Servant Leader."
- The CCNA 1 course taught by Dr. Tom Pigg was completed on May 30th.

Communication and Humanities

- Completed full-time faculty evaluation meetings
- Attended rubric webinar for QEP
- Attended MIMSAC Conference at University of Memphis for QEP
- Finalized Summer I Session and Full Session staffing/canceling low-enrollment classes
- DE meeting to add/staff DE classes for fall
- Webinar / Education Advisory Board regarding retention/recruitment: "Brokering Accelerated Career Pathways"
- Continuing adjunct evaluation criteria and reviewing grade distribution data
- Reviewing summer II/fall schedules and instructor assignments
- Meeting with Jackson International Food and Arts Festival committee regarding planning for October festival downtown. JSCC is overseeing the storytelling venue; Becca Rhea has expertise in this area and has agreed to assist with the project.
- Attending American Democracy Project/The Democracy Commitment conference in Louisville (American Association of State Colleges and University) in preparation for NEH Grant application (MTSU is lead).

Allied Health

- Working on grants, new courses/programs and starting summer classes
- Working on several grants including the Cyber Security TAACCCT Grant, NSF ATE Grant and S-STEM Grant.
- JSCC has received a new promising applicant for the OTA Program Director position. We had a Phone interview with the candidate on Friday, May 30, 2014. We have tentative plans to have an on-campus interview with the candidate on June 20, 2014.

EMT Program

- EMT practical exams conducted in early May with 100% pass. We don't have enough outcomes yet on the written portion to give a report. We are continuing to monitor the progress on new EMT programs for approval by TBR. A possible clinical contract may be in place for Regional Hospital ER. Tentative talks have begun and additional information will be forwarded as the discussion develops.
- We are seeking to locate additional personnel who have necessary credentials to work as adjunct faculty.

PTA Program

- The program has received 72 applications as of this writing. This is a 40% decline from recent years.
- The Class of 2015's clinical preparation is complete and these clinical experiences begin next week.
- The PTA Advisory Committee met May 16 and welcomed Dr. Nancy Oberg as a new member.
- PTA 190 begins June 2. Amy White will be assisting me with clinical supervision this summer.
- We will be preparing for applicant interviews which will occur on June 12.

RCT Program

- Student files from the past five years boxed up and placed in storage.
- So far five of the eleven graduates have attempted the Certified Respiratory Therapist exam, four have passed.
- Compiling data for the CoARC annual report that is due July 1, 2014.

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.
- Accepting applications for the 2014 year. Numbers are down slightly from previous years, most likely due to sluggish job market and local press concerning JMCGH and West Tennessee Healthcare facilities. Due to application deadline being on Sunday, applications will be received until close of business Monday, June 2. To date, three times as many applications have been received than students to be accepted.
- Program director attended assessment and site visitor workshop at the accreditation offices of the JRCERT in Chicago, IL, May 15-17. Great information to assist with the upcoming self-study was obtained and will be shared with program communities of interest.
- Continue to work on re-accreditation report for the JRCERT.
- Process applications and schedule interviews for June.
- Prepare for classes.

Off Campus Centers

Lexington Center

- 5/06/14- Attended Industrial Appreciation meeting hosted by the Chamber and Industrial Board , Attended Pin Oak Elementary State Value-Added Achievement Award, Attended Pre-K advisory board
- 5/08/14- Attended JSCC student awards night
- 5/12/14- Hosted Tri-County home school information session, Conducted GE session
- 5/15/14- Held South West summer food program start up at Center ,Attended Chamber Business After Hours, Attended SHHS graduation
- 5/19/14 - Hosted Chamber meeting
- 5/21-23/14-Attended West Star meetings at Paris
- 5/29/14- Conducted GE session
- 32 compass/challenge tests administered
- 3 Great Expectation orientations conducted
- 27 students registered

Humboldt Center

- Hosted Philanthropy Award Ceremony for Jones Companies
- Took bids and signed a 2 year contract for our cleaning company
- Our student club- H2O Wellness Club- donated food to the Humboldt Senior Citizens Center
- Lisa attended the Humboldt Chamber's Education Committee meeting
- Lisa attended AED training
- Hosted info session for Humboldt City School's new superintendent. Had 60 participants from the community.
- Tested DL rooms for summer sessions
- In the process of registration, compass testing, and new student orientations
- New graduation exam training
- Hosting 2 computer classes through continuing ed
- Lisa will attend TCAT's AOM advisory meeting

Savannah Center

- We have been completing the spring semester, giving on-line tests etc. and being sure all mailed to the instructors on time.
- Advising students and assisting with registration for summer and fall. We have had two scheduled Great Expectation (Orientation) sessions with new students. These sessions seemed to go really well.
- I have been working with the Health Department to have a Wellness Day this summer on our campus.

Academic Assistance

Writing Center:

- Matt attended a Tutor Trac training session.
- Matt worked on the online tutoring program using Adobe Connect.
- Matt served as an advisor for Great Expectations.
- Matt will meet with the Writing Center Advisory Committee.
- Matt will continue to work on online tutoring program.

Distance Education:

- Jessica conducted tests of all of the DL equipment with Lexington, Savannah, & Humboldt.
- Jessica scheduled two DL training sessions for faculty that are new to Distance classes.
- Jessica conducted Camtasia 8.0 training with Joyce Johnston.
- Jessica has set up BlueJeans accounts for all DL faculty this summer.
- Jessica cloned NUR 180 and NUR 190 for Sherry Vickers.
- Renee responded to 26 helpdesk tickets initiated by faculty and students.
- Renee hosted 2 Grades training sessions; Deborah Harell and Kevin Hopper attended.
- Renee and Jessica continue to mail RODP and JSCC web class information letters.
- Renee activated Wiggio and Video Note Capture in our production eLearn instance.
    - Desktop video capture is limited to three minutes per recording.
    - Faculty may use Video Note in the Content area, News area, Discussions area, and/or Dropbox feedback.
- Patrick and Jessica have assisted with Great Expectations.
    - Great Expectations is using Nearpod to support registration.
- Patrick met with Andrea Winchester, Dawn Patterson, Mechel Camp, Richard Coppings, Terri Messer, and Pete O'Brien (on behalf of Tom Pigg) to discuss Dual Enrollment classes for the fall.
- Patrick demonstrated Nearpod for Andrea and Dawn.
- Patrick met with Nancy Hickey to discuss the redevelopment plan of RODP Education courses.

- Patrick presented "Mobilization & Emerging Technology" at the TACHE Middle TN Meeting at Nashville State Community College.
- Patrick is conducting an online course development workshop for fall course developers.
- Patrick and Jessica will begin training Colton Thatcher on DL and Echo360.
- Renee and Jessica will continue mailing letters to students who register for JSCC and RODP online sections.
- Renee and Jessica will assist with Great Expectations.
- Jessica continues to take the class "Teaching Smarter with SMART Boards."
- Jessica will schedule training sessions with the off campus centers for Blue Jeans training.

Library:

- Scott attended a meeting of the Tennessee Advisory Council on Libraries.
- Joyce attended a training session on Camtasia 8 conducted by Jessica Reese.
- Scott met with Dee Henderson about a possible meeting of former JSCC employees.
- Scott and Debra Lee unpacked the new Math textbooks for the Textbook Repository upstairs.
    - These books will be available for review by parents and teachers until a decision is made for adoption in 2015.
- A new circulation desk was installed in the JSCC Library replacing the one that had been here since 1968.
- Sara has rearranged all the supplies, etc. in the new desk.
- Joyce participated in a webinar entitled "Tapping our inner futurist: outcomes and the future"
- Scott edited the summer 2014 issue of Bookends, the Friends of the Jackson-Madison County newsletter.
- Gloria, Joyce and Debra Lee will continue to withdraw older, damaged and little used books from the collection
- Scott will meet with Dr. Anna Esquivel and Candyce Sweet about library participation in the English Composition I pilot program.

Academic Assistance Center:

- Staff members are assisting in Great Expectations.
- Jackie generated the TutorTrac report for spring and set up the program for summer.
- Jeannette prepared and distributed the AAC online testing handouts and A&P Extra Credit handouts for summer classes.
- Jeannette and Lorrel administered Compass tests.
- Jeannette prepared contracts for summer tutors.
- Lorrel administered ACT residual tests.
- Lorrel and Jeannette planned the schedule for the new Proficiency Profile exit exam.
- Lorrel entered 30 GED transcripts from the 1973 Notebook into GEDplus software.
- Veronica contacted potential summer tutors and prepared their schedules.
- Veronica researched online tutor training workshops.
- The McWherter computer lab will be open starting Monday, June 2, from 7:30 until 1:00.
- Nursing faculty will work with their students in that lab on Tuesday and Thursday afternoons.

Academy:

- Mary Jane has worked out the details with Linda Austin for Madison Achieves Academy students.
- Jackie has set up the Academy classes in MyFoundationsLab and populated those classes.
- Laura Wells has worked with individual students needing the Academy, as well as some of their parents.
- Laura has researched and chosen reading materials to supplement the Academy reading software.
- First session Academy classes start Monday, June 2: two writing classes and one reading class.