



ACADEMIC AFFAIRS STATUS REPORT
Monday, September 22, 2014

Academic Affairs Office

Dr. Bailey

Examples of Ongoing Activities:

- Working with Deans and Faculty on pilots for spring 2015 semester concerning co-requisite courses.
- Working with SACS Compliance Coordinator, Dr. Mayo, and other SACS Compliance Chairs on Compliance Report.
- Revising Faculty evaluation procedures and forms.
- Working with Dean Messer and Jack Laser on LEAP grant opportunities.
- Meeting with faculty concerning Promotion/Tenure Process on September 24.
- Interviewing Director of Writing Center Candidates.
- Evaluating PTK and Honors Program options and working with faculty to develop proposal for the programs.
- Meeting with Faculty Council Executive Committee and Faculty Council.
- Working on budget revisions for Academic Affairs.

Examples of Activities in Coming Weeks:

- Continue working with SACS Compliance Committee and meet each Thursday with Chairs of subcommittees
- Meet with Deans for monthly meeting on October 9
- Meet with JSCC Foundation Board on October 9
- Prepare for meeting with Chancellor of TBR and staff on October 22
- Meet with Faculty Council Executive Committee on September 24 and October 29

Melissa Lyles

Projects/Activities Accomplished Since Last Report

- Completed Learning Support Costs Analysis and submitted to Jeanne Mayer.
- Reviewing and processing adjunct contracts for accuracy and adding to database.
- Continue work on Faculty Roster for SACS with September 30th as target date for completion.
- Continue FLAC (Faculty Load and Compensation) work; FLAC was introduced to faculty at All Faculty sessions during In-Service Week; currently working with Kenyatta Lovett, TBR, to secure additional FLAC workflow training for OIT; consultants are scheduled to be on campus December 2-4, 2014 for FLAC implementation; FLAC GO Live is Spring 2015!
- Updating 2014-2015 Committees in Jweb and email groups.

Projects/Activities Planned for Next Week

- FLAC (Faculty Load and Compensation)
 - FLAC team (Melissa Lyles, Amy West, Rachel Hill, Robin Marek, Peter Livelli, Laurie Weaver, and Anna Major) will meet to continue testing and discussions of processes associated with FLAC.
 - Continue to complete data entry for build of FLAC in Banner.
 - Prepare training documents and begin introducing the process to deans and their assistants. FLAC will be introduced to faculty during scheduled in-service meetings.
- Continue work on Faculty Roster for SACS.

Jennifer Cherry

Projects/Activities Accomplished Since Last Report

- Submitted Program Productivity Report
- Worked on SACS—attended chair meetings and held team meeting
- Advised two students who are thinking about returning to JSCC to complete their degrees—helped them set goals to restore their GPAs to above 2.0 and graduate in a timely manner—both will be returning to school in the Spring
- Sent out notification regarding TAF one-time projects that may be completed now that we know our FTE numbers are good—received new budget amount from Tim Dellinger
- Reviewed and approved several brochures created by Dr. Karen Carey—marketing toward students interested in pre-dental, etc.
- Assisted Lori Hopper with information for Nursing re-accreditation
- Assisted Terri Messer with information for ACBSP Validation Report
- Worked on Bagels & Bluegrass—save the date—October 18
- Cleaned up all new hire folders—all contracts have now been processed

Projects/Activities Planned for Next Week

- Continue working on SACS
- Working on two DW issues for Ruthea

Business and Industry Division

Projects/Activities Accomplished Since Last Report

Business and Industry Program Efforts

- Work continues on the AMT Lab.
- Jayne Lowery attended the TBR Administrative Office Management Curriculum Committee Meeting in Nashville, TN.
- Terri Messer attended the Online Quality Council Meeting.
- Terri Messer completed and submitted the Accreditation Council for Business Schools and Programs (ACBSP) Two-year Quality Assurance Report using the on-line portal system.
- Terri Messer is part of the Nearpod Pilot team this fall and participated in a training development session.
- Cathi Roberts is attending the WIA Annual Meeting in Montgomery, AL.
- Preparatory work to prepare for the LEAP Grant is being conducted by Jack Laser and Terri Messer and various community leaders.

- Joint presentation by TCAT–Jackson and JSCC for other high level management at Pacific.

Workforce Development

- Planning for our 3rd Annual Manufacturing Day (October 14th) continues. Appointments are being scheduled to videotape area manufacturing facilities along with plant tours and requests for area manufacturers to be part of a panel discussion.
- Siemens Training is being held this week.

Liberal Arts Division

Projects/Activities Accomplished Since Last Report

- Fall evaluation meetings with full-time faculty postponed pending evaluation changes
- Meetings regarding distance education (online quality and dual enrollment)
- Phone interviews for Writing Center director
- TnCIS reps on campus

Projects/Activities Planned for Next Week

- Meeting at City Hall with Jackson International Food and Arts Festival committee to finalize plans for October 4
- Writing Center Director hiring committee on-campus interviews
- Continue preparations for International Education week on Campus, Oct. 7, 8, 9
- Prepare mileage authorizations for traveling faculty
- SIT meetings/discussions regarding recent events and interventions
- TnCIS meeting in Nashville

Math and Sciences Division

Projects/Activities Accomplished Since Last Report

- Attended Open House event with Sara Youngerman at TSU in Nashville where we are developing articulation agreements in Agriculture.
- Completed last of faculty/adjunct contracts
- Began working with Angela Parker on instructional travel authorizations
- Worked with a variety of students regarding Late Drop Add requests and such

Projects/Activities Planned for Next Week

- Finish ENGR, Biology, and Health professions brochures; speak with HS Initiatives office and Terri Messer regarding how to canvas local businesses, manufacturing facilities, etc to make employees aware of JSCC programs of potential interest
- Complete Professional-Technical evaluations for last academic year
- Interact with Sara Youngerman and Dr. Pigg regarding JSCC developing a Precision Agriculture certificate and/or AAS degree
- Continue to try to stay abreast of interactions within TBR and college and university math instructors regarding embedded remediation [co-req model] in mathematics classes
- Submit paperwork to hire a lab assistant to replace Tianita Duke
- Prepare for and participate in Scholarship Saturday event planned for Sept 20

Allied Health/CIS Division

New Issues

- The OTA program development process is well underway. Dr. Julie Bezold has been working on the ACOTE Candidacy Application, which is due on January 15, 2015. She has been specifically working on the OTA program mission, vision and philosophy statements. Julie will be traveling to Nashville State on Friday, September 19 to meet with their OTA program director to discuss their program layout

Old Issues

- The CIS Faculty are continuing to prepare for the Pre-Conference Cyber Seminar for the Mid-South Cyber Security Summit on October 16th and 17th at the University of Memphis. This will be a collaborative effort involving Tennessee Community Colleges who are CSEC members. I have received approval for funds to support this activity through CSEC.
- The NSF ATE Puzzle-Based Learning Project Grant Team is making progress. The grant team from the University of Memphis has started working on example PBL activities that will be presented at our next meeting here at JSCC on September 26.

EMT Program

Projects/Activities Accomplished Since Last Report

- Contract is now signed with Regional Hospital which will allow us to place students in the ER. We are working with Mr. James Fountain at Regional to look into the possibility of allowing access to the surgery suite as well. Please see note under old issues.

Projects/Activities Planned

- Notification of due date received from CoAEMSP for annual report for accreditation for December 31, 2014. Work has been started. Notification of due date of 1/31/2015 for Gainful Employment reporting received. In cooperation with Bobby Smith and Sara Cooper, we are beginning the development of a prospectus for SACS regarding our new AEMT program. This will be necessary in order to secure Financial Aid approval for our program.
- Alan Pittman and Gina Pearson will be attending the EMS Education subcommittee meeting in Nashville on 9/23/2014.

New Issues

- In regard to contract with Regional, we are also investigating the possibility of accessing surgical rotations via the surgery center. We are working with Ms. Carla Peaks from Jackson General Nursing Education on this issue and will report more later on outcome. See note below on old issues.

Old Issues

- We continue to have issues with surgical clinical rotations for our students to perform intubations

MLT Program

Projects/Activities Accomplished Since Last Report

- Clinicals are going well for the second year students

- The first year students are still head lighted deer, but are recovering.
- Paperwork going in for New affiliates for the October Med Lab Board Meeting.
- Had to reduce/cut 1 section of Phlebotomy classes this Fall. First observation is that it is due to the fact that Fin Aid no longer will pay for the class.
- There are 16 enrolled in the courses (PBT 100 & 110) this semester

PTA Program

Projects/Activities Accomplished Since Last Report

- A representative from the Tennessee Physical Therapy Association visited with our students to encourage their involvement in their state and national association.

Projects/Activities Planned for Next Week

- I plan to begin working on the extensive CAPTE annual report that is due December 1.

New Issues

- The construction in the McWherter Building has created some issues for some of my students in our lecture room where the window sill has been removed and the area is now open.
- Testing with both student cohorts has already identified some at risk students

Old Issues

- **Clinical site information** documentation remains very inadequate and will require much attention in the next year in order for us to be in compliance during our next site visit in 2016.
- I continue to watch the employment market for PTAs but continue to hear concerns from the community due to 2014 healthcare changes. Some improvements appear to be forthcoming here.

RAD Program

Projects/Activities Accomplished Since Last Report

- Director presented a one hour session at the RAD SYM conference in Biloxi, MS on Sept. 11 & 12, 2014. This radiography continuing education conference is sponsored by technologists from Keesler Air Force Base and is also open to civilians. Approximately 150 participants.
- All but one recent program graduate has completed the national certification exam in radiography. Seventeen out of eighteen students have passed, with one student making below passing on first attempt. Director is currently working one-on-one with student to prepare for the re-take.
- Director provided data for college SACS report as requested.
- Director unable to find a mutual time to meet with imaging department director concerning student feedback of clinical experience.
- Director and program faculty continue to field inquiries from applicants and prospective applicants concerning the program admissions process and what classes to register for to make improvements in education background.

Projects/Activities Planned for Next Week

- Director will attempt to make appointments with imaging department directors at clinical affiliates to and discuss findings from student end of program and mid-term evaluation of clinical site.
- Faculty will continue with teaching their respective sections of courses.
- Director and faculty will continue working on program organization in preparation of the upcoming accreditation site visit.

Off Campus Centers

Savannah Center

Projects/Activities Accomplished Since Last Report

- We had our Back to School Bash September 3, 4 with PIZZA for all.
- Students and Faculty seem to be getting into the swing of the semester and all beginning to settle in. Total count being 296.
- The Savannah Center hosted the Chamber Leadership Team with a tour of the building and discussion about the center etc.
- Lifeline Blood Mobile will be here October 1.
- I am working with John McCommons concerning the photography day, October 9th.

Academic Assistance

Projects/Activities Accomplished Since Last Report

- Candyce Sweet and Anna Esquivel brought classes to all three areas of the Library building (Library Services, AAC, and Writing Center) to initiate them in utilizing the support services.

Writing Center (WC):

- The tutors are working with students to help them become writers.

Distance Education (DE):

- The DE Department Helpdesk responded to 21 helpdesk requests.
- Patrick attended the ADA Conference sponsored by TBR.
- Patrick, Candyce Sweet and Jessica conducted the Nearpod pilot kick-off/ training session with Nancy Hickey, Vivian Grooms, Abby Lackey, Terri Messer, Pete O'Brien, and Nell Senter.
- Patrick participated in a conference and demonstration of Webex webconferencing.
- Renee responded to 20 emails from faculty and staff.
- Renee had 4 training session during in-service week to showcase new features in eLearn.
- Renee built eLearn accounts for new students taking RX classes.
- Renee, Faith and Debra mailed Student Seminar letters to students in RODP classes and in JSCC online classes.
- Jessica recorded Jamie Brantley's Nursing class using Nearpod.
- Jessica and Colton worked with OIT to resolve DL classroom issues.
- Jessica and Colton tested Echo and BueJeans for usability on Manufacturing Day and tested possible issues.
- Colton helped 23 students over the phone and 4 students in person.

Library:

- Scott Cohen coordinated meetings of the Tennessee Advisory Council on Libraries.
 - Meetings were held at the Jackson-Madison County Public Library and at Jackson State Community College.
- Joyce Johnston provided library instruction to 7 classes.
- Gloria Hester provided library instruction to 1 class.
- Scott Cohen talked to 7 classes about the JSCC Library.
- Joyce is now embedded in an 8th RODP class (Art History).
- Sara Saddler completed a library display highlighting the Academic Support team.
- Scott met with the Writing Center search committee several times for phone interviews.
- Joyce completed work on creating one document of the several “SIERRA Cataloging Procedures Manual” modules and sent it to Scott for inclusion in the JSCC Library Policy and Procedures Manual.

Academic Assistance Center (AAC):

- The AAC has five part-time lab assistants working in the computer labs in the AAC and the McWherter open lab.
- Veronica is still interviewing and hiring tutors for a variety of subjects.
- Jackie worked with RedRock’s technical support to resolve issues with the Writing Center’s portion of TutorTrac needed for online tutoring appointments.

Academy:

- The total fall enrollment for the Academy classes in Jackson, Savannah, Lexington, and Humboldt is as follows:
 - Math: 20 (Jackson: 16)
 - Reading: 14 (Jackson: 12)
 - Writing: 47 (Jackson: 36)

Projects/Activities Planned for Next Weeks**Writing Center:**

- Improve the present online tutoring program.

Distance Education:

- Patrick will represent the DE Department at the Tennessee Promise Day.
- Renee will build scenario based training in Branch Talk to be used in the customer service training for Distance Education helpdesk employees.
- Renee will continue planning for the eMobilization event.
- Renee and Jessica will continue to work on a customer service training course for Distance Education part-time employees.
- Jessica and Colton will continue preparing for Manufacturing Day.
- Colton will continue to work with OIT on DL room issues.
- Patrick will attend final Maxine Smith Fellows meeting at the TN Board of Regents Quarterly Meeting at Pellissippi State Community College.
 - Patrick will present “The Impact of Mobile Technology on Teaching and Learning in the Undergraduate Population” for meeting attendees.
- Patrick will meet with 3M Technology Group regarding classroom technology.

Library:

- Scott and the Writing Center Search committee will continue their search for a WC Director.
- Sara will represent the JSCC Library at the Scholarship Saturday program.
- Gloria and Sara will go to Savannah to meet and train Sonya Horton, the new Learning Resource Center assistant.
- Scott will talk to a dual enrollment class at Northside High School.

Academic Assistance Center:

- Laura Wells' U.S. History dual enrollment class at JCM will come to campus for a tour.
- Jeannette will represent the JSCC Library at the Tennessee Promise Saturday program.
- Veronica will interview and hire tutors.
- The staff will administer tests and assist students on computers.
- The staff will work with students viewing supplementary materials for A&P.

Academy:

- Jackie will track the progress of former Academy students.