



**Academic Affairs  
Status Report  
May 16, 2016**

**VPAA**

**Dr. Larry Bailey**

***Projects/Activities Accomplished Since Last Report (April 28, 2016)***

- Continued working with Dr. Nell Senter and Dr. Tom Pigg with planning and development of new programs – A.A.S. in Criminal Justice and Certificate in Patient Care Technician.
- Worked with Deans to secure faculty to assist with Great Expectations and registration sessions throughout the summer.
- Attended:
  - Meeting with Lance Sherer of Trevecca, May 3, 2016
  - Awards Ceremony, May 3, 2016
  - Nursing Pinning, May 5, 2016
  - AMT Graduate Dinner, May 5, 2016
  - Meeting with students, May 6, 2016
  - JSCC Graduation, May 7, 2016
  - Meeting concerning marketing/communications, May 9, 2016
  - Meeting with Kim Holland, Dr. Pigg, and staff from Jackson-Madison County Hospital concerning Patient Care Technician Certificate, May 9, 2016
  - Meeting with Terri Messer and Jack Laser concerning LEAP grant application, May 10, 2016
  - Meeting with Dr. Pigg concerning Patient Care Technician Certificate application to TBR, May 10, 2016
  - Tennessee State Community College Baseball and Softball Tournament, Columbia State, May 10, 2016
  - PTA Advisory Committee, May 11, 2016
  - Puzzle-based Grant Presentations, May 11, 2016
  - Webinar on General Education, May 11, 2016

***Projects/Activities Planned***

- Continue to work with Deans on revising and monitoring of co-requisite remediation courses.
- Continue to work with Jackson-Madison County School District implementing the Early College High School.
- Continue to work with Achieving the Dream team to implement ATD at JSCC.
- Upcoming Meetings:
  - Conference Call for Community College Bookstore Contract Exploration, May 17, 2016
  - Pro-Tech Professional Development Luncheon, May 24, 2016
  - NAACP Awards Meeting, May 29, 2016

**New Issues**

- None

**Old Issues**

- None

## **Other Items/Dates/Activities**

- None

## **Jennifer Cherry**

### ***Projects/Activities Accomplished Since Last Report***

- Met with and advised several students
- Participated in meeting regarding Great Expectations
- Participated in meeting with Dr. Bailey and Lance Sherer from Trevecca regarding new degree opportunities/partnership
- Called students who had not yet paid for the Maymester
- Participated in EAB conference call
- Working on catalog updates—approximately 70% complete

### ***Projects/Activities Planned for Next Week***

- TBR paperwork
- Catalog updates

### ***New Issues***

- *None*

### ***Old Issues***

- *None*

### ***Other Items/Dates/Activities***

- *None*

## **Melissa Lyles**

### ***Projects/Activities Accomplished Since Last Report***

- Preparations and set-up for Honors and Awards Ceremony on May 3<sup>rd</sup>
- Distributing faculty regalia for graduation ceremony
- VPSS Search Committee work/meetings
- Investigating/processing late withdrawal requests
- Final Remedial/Developmental costs for 2015-2016 and figure estimated costs for 2016-2017
- Worked Graduation May 7<sup>th</sup>
- VPSS Interviews and committee work
- Compiled spreadsheet of Honors Program students, courses, and instructors and sent to Robin Marek to place “Honors” designation on each student’s course
- Scheduling rooms for GE sessions during Finals Week

### ***Projects/Activities Planned***

- Work on Promotion and Tenure table for 2016
- Meet with HR regarding faculty contracts for 2016-2017
- Testing for FLAC Maymester contracts
- FLAC training for new secretaries in Communication and Humanities and Nursing Divisions

## **Academic Support Division**

### ***Projects/Activities Accomplished Since Last Report***

Patrick Davis

- Participated in TBR RFP conference call for ADA/Assistive technology.
- Attended Leadercast Conference presented by the STAR Center.
- Participated in marketing meeting of mini-term sessions to non-traditional students.

- Meet with Diversity Scholarship Committee to discuss summer student scholarship awards.
- Completed online course maintenance contracts reviews for the spring semesters.
- Met with Professional/ Technical Employees Council to discuss Professional Development Luncheon (Tuesday, May 24<sup>th</sup>).
- Purchased AdvisorTrac and SAGE (advising and early alert system).
- Participated in D2L Monthly System Admin conference call.
- Met with Veronica Jones and Lorrel Fuller to discuss testing schedule system for fall implementation.
- Met with Search Committee to review Director of Distance Education candidate applications.

#### ***Projects/Activities Planned***

- Meet with Academic Deans to review fall class offerings and program recommendations for Off Campus Centers.
- Schedule on-campus interviews with Director of Distance Education candidates.
- Work with Red Rock, Robin Mark, and Dana Nails to plan integration and configuration of AdvisorTrac and SAGE (advising and early alert system).
- Participate in demo session of REV accessibility technology platform.
- Participate in demo session of DaVinci CCTV accessibility technology platform.
- Attend Professional Technical Employees Professional Development luncheon, Tuesday May 24<sup>th</sup>.

#### ***New Issues***

- No report

#### ***Old Issues***

- No report

#### ***Other Items/Dates/Activities***

- The Lifetime Learning Center will become the low distraction assessment room.
- The AAC will institute scheduling/appointment system for all online testing (eLearn and TN eCampus/RODP) beginning fall semester.
- Library staff are working diligently on the withdrawal process and coordinating with University of Memphis Library to “create lists.” This is a meticulous process.
- The Division continues to meet to discuss ideas for Library revitalization. Next phase:
  - Team members will visit area libraries which recently renovated.
  - Over the summer and fall semesters the division will enlist buy-in and ideas from faculty, students and staff.

### **AAC**

#### ***Projects/Activities Accomplished Since Last Report***

##### **Jackie Barnacastle**

##### **Jackie Barnacastle**

- Utilized TutorTrac to set up “Maymester” as a class for the students using the AAC’s resources during the three-week period
- Pulled various monthly and end-of-semester reports from TutorTrac for verification by staff of the AAC and Satellite Centers
- Assisted students who could not access Smarthinking

##### **Jeannette Stone**

- Assisted in proctoring two scheduled sessions of Proficiency Profile Exams
- Assisted in proctoring two groups of COMPASS testers

- Continuing the process of revising and updating the AAC's OPM
- Posted monthly tests to spreadsheet to obtain a total for the semester

#### **Lorrel Fuller**

- Assisted in administering **34** Proficiency Profile exams and **20** COMPASS exams
- Attended the Nursing Pinning Ceremony
- Attended the Q & A session of the VPSS candidates
- Volunteered as an usher for graduation

#### **Veronica Jones**

- Reviewed with Laura progress of the CRLA/ITPC Recertification
- Met with Patrick and Lorrel to discuss concerns in the Smart Math Center
- Attended IRP Committee Meeting
- Spoke to Math Lab instructors concerning the need for tutors and/or one-on-one tutoring
- Requested assistance from faculty and adjuncts for tutors for the fall 2016 semester
- Attended VPSS Search Committee Meetings
- Met with VPSS Search Committee to interview several candidates
- Met with Patrick, Scott, and Dillon to discuss summer hours
- Met with Patrick and Lorrel to discuss final revisions/additions to the Online Test Scheduling System created by Sonny Davis
- Provided an A&P tutor for Maymester
- Volunteered to serve at JSCC's graduation ceremony

#### ***Projects/Activities Planned***

- Lorrel and Jeannette will review and finalize the Online Test Scheduling System with Sonny Davis in order to begin the pilot for the system during the summer session
- Reviewing and finalizing new testing policies and procedures
- Contacting and hiring tutors for the summer session
- Revising and updating the AAC's Operations & Procedures Manual

#### ***New Issues***

- None to report

#### ***Old Issues***

- None to report

#### ***Other Items/Dates/Activities***

- None to report

### **Distance Education**

#### ***Project/Activities Accomplished Since Last Report***

Jessica Reece

- Held a course developer meeting with Leah Gray and Elizabeth McClarin
- Attended the AMT Graduation Celebration
- Assisted Dr. Lawrence Gundersen, Tammy Prater, and Mary Jo Boehms with student incompletes
- Assisted Dr. Lawrence Gundersen and Tammy Prater with Accessibility questions
- Reviewed Dr. Liz Mayo's English Comp II course revision
- Mailed 196 helpful information letters to online and TNeCampus (RODP) students
- Enrolled 14 TNeCampus (RODP) students for Summer and 3 students for Fall

Jessica Reece & Patrick Davis

- Met with BlueJeans to discuss Relay and our upcoming contract renewal

#### ***Projects/Activities Planned***

Jessica Reece

- Work with faculty on course development
- Build the Distance Learning schedule to connect our Distance courses this summer
- Set up the recordings for the Distance Learning Summer courses
- Set up the Echo recordings for Science courses
- Attend several local libraries
- Meet with Kevin Johnson to set up Microsoft Relay for a classroom at our off-campus center
- Contact division secretaries to code all distance classes with TWY for Fall courses
- Work with BlueJeans to add room functionality to the WebApp Scheduling System

*New Issues*

- None

*Old Issues*

- None

*Other Items/Dates/Activities*

Jessica Reece

- Continue to coordinate with OIT on Distance Learning issues
- Continue to work with GoClass on pricing and our pilot for fall
- Continue to work with Kevin Johnson on testing BlueJeans Relay

## **Library**

*Activities/Projects Accomplished Since Last Report*

**Scott Cohen**

- Worked on schedules for full and part-time employees for month of May.
- Planned the Library research consultations that will take place with Dr. Liz Mayo's English Composition II May Mester class.
- Has arranged for a speaker to present at the revised date of May 24 for the Professional Technical Council employee luncheon.

**Gloria Hester**

- Worked on selecting books for withdrawal from the JSCC Library.
- Created the overdue books report to be sent to the Business Office

**Debbie Mayer**

- Ordered and catalogued 2 books for a student's special request.
- Successfully ran a report in the "create lists" module and learned how to export data into Excel to produce reports and statistics
- Began the withdrawal process of books selected by Ms. Hester for weeding.

**Robyn Hicks**

- Has been working on creating a new Pinterest account for the JSCC Library social media page.
- Is planning a display for May and June.

*Activities Projects Planned for Next Two Weeks*

- Scott and Robyn will attend the meeting of the West Tennessee Academic Library Consortium at Lemoyne-Owen College Library in Memphis.
- Library staff will attend CCTV training. The Library will have one of the units that enlarges text and can enlarge what is on a computer screen.

*New Issues*

- None to report

*Old Issues*

- None to report

*Other Items/Dates/Activities*

- None to report

## **Writing Center**

### ***Projects/Activities Accomplished Since Last Report***

- The Writing Center closed out the spring 2016 semester with 914 individual uses of services
  - 2015 usage to date: 914 individual uses (weird).
  - This does not include the online pilot.
- The Writing Center's online pilot (3 dual enrollment courses) experienced 277 uses as of the end of the semester.
- The Writing Center has experienced 1191 total uses of services as of 5/12/16.
  - This is the first time that the WC has broken 1000 uses in the spring since its creation.

### ***Dillon Tripp***

- Met with Candyce Sweet to discuss the online pilot and plans moving forward
- Sent out a call for faculty to suggest students possibly interested in becoming Writing Consultants for the fall (4-5 spots to fill)

### ***Projects/Activities Planned***

- Will begin planning for launching the online service to Distance Learning English students in the summer.
- Will review and revise the online service to make certain it is ready for a larger online offering.
- Will begin planning for the summer semester and Writing Consultant training.
- The Writing Center will begin the search for the new round of new Consultants
  - In-Person and Online

### ***New Issues***

- None to report

### ***Old Issues***

- None to report

### ***Other Items/Dates/Activities***

- None to report

## **Allied Health and CIS Division**

### **PTA Program**

#### ***Projects/Activities Accomplished Since Last Report***

- All spring grade reporting is complete; however, three incompletes were reported due to the following.
- Three Class of 2016 students have begun their remediation clinical experiences this week. Two were the result of inadequacies in their spring experiences; one student was delayed for medical reasons. These experiences will continue until June 10 creating an increased workload for the program during the month of May.
- The Class of 2017 now stands at 21. One student was lost for academic reasons upon completion of the spring semester.
- The PTA Advisory Committee met May 11.
- Some challenges have occurred with the clinical placements for PTA 190 that begins in June. Jane is working on these.

#### ***Projects/Activities Planned for This/Next Week***

- CAPTE site visit/reaccreditation preparation continues. Site visit still confirmed for October 9 – 12, 2016 despite the college's designated Fall Break per the recently released academic schedule.

### ***New Issues***

- Time to work on the Self-Study!
- Assistance will be needed for conversions of Self-Study to the required HTML format for submission into the Portal.

### ***Other Items/Dates/Activities***

- Class of 2017 lab review day with Jane David and Amy White will be May 13 and 18. This is a mandatory lab day for this cohort to better prepare them for their clinical education experience in June.

### **MLT Program**

**MLT** – Interviews for the new fall class are set for June 15, 2016 at JSCC.

- Working with affiliates to gain more students and also looking to add 2 more clinical sites for 2017-2018 year.

**PHLEB** – New course design and schedule being used this summer session as a test with full implementation of PHLEB with other skills (EKG, CNA, etc.) in the Fall semester

### **EMT Program**

- Only update for EMT is EMT practical complete. AEMT practical 26 of May.

### **OTA Program**

#### ***Projects/Activities Accomplished Since Last Report:***

- Collaborated with Work Plus and hosted a community Carfit Event
- Created hotel reservations at Double Tree and sent ACOTE reviewers travel/dining information while in Jackson.
- Attended Graduation
- Ordered Pediatric materials for summer classes
- OTA students participated in The Purple Way 5k for Epilepsy April 30<sup>th</sup> ...promoting JSCC in the community
- Submitted Final grades for Spring semester 2016
- Requested Perkins grant for OTA exam/board review course

#### ***Projects/Activities Planned***

- Review submitted OTA program applications and submit into information spreadsheet
- Review with AFWC Level I C Fieldwork Sites for students
- OTA students will visit UTHSC and participate with the OT students in their newly established pro-bono OT clinic for uninsured pediatrics.
- OTA students to tour St. Jude Hospital
- Prepare for student interviews 6-16-2016
- Prepare for upcoming accreditation on-site visit (September 12-14)
- Read The other Wes Moore book
- Developing Sensory Room for Pediatrics course this summer

#### ***New Issues:***

- Nothing to report

#### ***Old Issues***

- Nothing to report

#### ***Other Items/Dates/Activities***

- OTA candidate interviews will be June 16, 2016 from 3:00 -5:00 in the OTA classrooms
- On Site Visit scheduled September 12-14<sup>th</sup>, 2016

## **Radiography Program**

### ***Projects/Activities Accomplished Since Last Report***

- Although the spring term is complete and all grades submitted, program faculty have a steady flow of prospective students seeking advice for program admissions. This includes several students from other institutions. RAD faculty are scheduling appointments with advisees as requested
- Conducted annual Spring Advisory Committee meeting. Approved new questions to ask of applicants during program admissions interviews. Discussed new Joint Commission requirements of CT technologists and the type of education JSCC can provide. In addition, discussion concerning state licensure of technologists working in all types of health care settings has passed state legislation. A week after our meeting, the bill was signed by Gov. Haslam. Program Director to maintain communication with Radiology managers of the upcoming requirements.
- Karin and two radiography students completed their Team Read program with the Jackson-Madison Co. school system. They were responsible for reading to 2<sup>nd</sup> grades every week for approximately 3 months this semester. They should be commended for their community involvement and contribution!
- Eleven radiography students will receive 100% summer tuition funded by radiography endowed scholarships via the Foundation and other sources; a total of \$7,946.90.

### ***Projects/Activities Planned for Next Week***

- Continue working on applications to the program.
- Prepare for summer classes

### ***New Issues***

- None to report

### ***Old Issues***

- Although someone may have addressed this, Program Director unaware of any new movement on program requests for imaging equipment for the new Health Sciences building that was left unfunded by TAF.

### ***Other Items/Dates/Activities***

- *None to report*

## **Business and Industry**

### ***Projects/Activities Accomplished Since Last Report***

- Terri Messer presented at the Student Awards Ceremony.
- Numerous advisee sessions have been held.
- Business and Industry Division attended the first AMT cohort graduation celebration dinner at the Jackson Country Club (this celebration included a featured speaker, JSCC faculty/staff, students and guests, and consortium members).
- Jack Laser and Terri Messer attended the Pacific Mfg ribbon cutting, grand opening and dinner on May 3.
- Ben Lawrence attended the Rockwell Advanced PLC training in Birmingham, AL.
- Jack Laser participated in the Workforce Webinar with Dr. Townsend on May 5.
- Hosted AMT Cohort 3 interview day with 18 industry partners in McWherter Center. There were 25+ interested new student vying for the 20 cooperative positions with the consortium firms.



- AMT cohort 3 “Draft” day on May 9. 21 students were drafted by 16 firms for maintenance/engineering cooperative work opportunities beginning as early as July 1.
- Applied Technology and Business joint GE Sessions are being covered through May by Deans Pigg and Messer with the BIC faculty joining in the balance of the 18-20 days during the summer.
- Met with Dr. Bailey on LEAP Round 2 draft plan for submission. The letter of intent is due May 18, with full proposal due mid-July.
- Jack Laser will attend the Southern Automotive Workforce Solutions Summit in Huntsville, AL.
- Working with HomePrep on offering online contractor certification prep classes.
- Met with TBDN on new hire training program being developed collaboratively.
- Attended Workforce 360 Meeting with Precision Coils at Brownsville Chamber of Commerce.
- Attended Brownsville Workforce Advisory Council.
- Jack Laser participating in the VPSS interviews as part of the search committee.
- Kellogg’s non-credit technical program began May 9 running through August 12, then Dec. 5 - 23 & Jan 2-13, 2017. Ten employees from Kellogg’s will be taking classes in selected industrial tech and computer areas Monday – Thursday each week over the summer. This is the third Kellogg’s incumbent training program JSCC has provided for their highly sought after E&I Technician positions at the firm.

#### ***Projects/Activities Planned***

- Cathi Roberts and Ben Lawrence will attend the AMT Conference in Vincennes, IND May 17 – 20, along with several consortium industry partners and AMT students.
- 2016/17 Perkins Base grant submission work is underway – due by May 31.
- 2016/17 Perkins Reserve grant submission work underway. Proposals due by June 30.
- LEAP Round 2 submission letter to be drafted and sent by May 18.
- Implementation of transitioning carry over LLC duties to WFD is set to be complete by June 15.
- Analysis of the Small Business Development Center goals/objectives for the past few years is underway.
- Faculty and staff annual performance reviews will be conducted the first week of June.

#### ***New Issues***

- None

#### ***Other Items/Dates/Activities***

- None

### **Communication and Humanities**

#### ***Projects/Activities Accomplished Since Last Report***

- Attended graduation ceremony
- Attended Awards Banquet
- Attended AMT Graduation Ceremony
- Met with students for SAP report completion, re-admittance/scheduling, academic fresh start
- Met with TnPromise Bridge personnel and faculty
- Attended final SIT meeting of semester
- Attended JSCC Honors Program Banquet and HandsUp! event
- Finished full-time faculty evaluations
- Talked with Media Writing students regarding NEH, Learning Support
- Met with Programs of Excellence faculty
- Added ENGL 0899 sections

- Attended VPSS Interviews
- Attended Marketing meeting with John McCommon, et al.

### ***Projects/Activities Planned***

- Meet with Dr. Coppings and Dr. Pigg regarding summer class(es)
- Attend TBR International Work Group in Smyrna (Motlow State)
- Attend VPSS Interviews
- Begin adjunct faculty evaluations
- Continue schedule review and staffing summer/fall
- Update ENGL 0010 eLearn shell and ENGL 1010 ground shell
- Work on SLOs for 2016-17

### ***New Issues***

- None to report.

### ***Old Issues***

- None to report.

## **Math and Science Division**

### ***Projects/Activities Accomplished Since Last Report***

- Continued to monitor summer schedule; work on minor changes to Fall class schedule.
- Created MATH 1730 for SHHS Dual Enrollment for fall semester.
- Worked with lab assistants to provide optional cumulative lab final exam for BIOL 2010 & 2020.
- Began process of evaluating Lib Guides as a means of offering A&P review for persons who took those classes > 5 years ago.
- Attended several meetings regarding summer Great Expectations sessions. Participated in “pilot” GE session and several GE sessions after that interacting with STEM students.
- Scheduled new standalone math lab, MATH 0020, Math Lab for Special Programs, in third three week session in summer and also on fall schedule.
- Attended Honor’s Program dinner downtown.
- Hosted mhhe rep in Science bldg. and discussed plans for using CONNECT access in BIOL 2010 this fall semester.
- Assisted as needed with completion of Chemical Waster pickup.
- Attended JSCC Awards Banquet.
- Attended Ideas mtg hosted by Leah Gray.
- Attended Arts & science potluck and awards luncheon.
- Attended AMT graduation banquet.
- Held meeting with biology lab instructors regarding plans for fall labs.
- Monitored beginning of first Maymester BIOL 2020 class. Worked with lab instructor to assemble lab exams.
- Submitted fall textbook order to bookstore.
- Attended JSCC graduation.

### ***Projects/Activities Planned for Next Week***

- Continue work to adjust summer and fall course schedules; will make changes as needed. Will make more staff assignments.
- Will monitor progress made by math faculty to expand co-requisite remediation to include MATH 0010, Math lab to accompany MATH 1010. Begin to implement plans to update math courses with more accessible texts and other materials.

- Will interact with UofM engineering and engineering technology departments regarding equivalency of several of our ENGR classes.
- Will continue to monitor work with Gerald Bachelor and construction personnel on ongoing projects in Science bldg. – bathroom renovation and elevator repairs.
- Will work on faculty and adjunct year end evaluations.
- Intend to make progress on Lib Guides to provide PLA credit for BIOL 2010 & 2020.

***New Issues***

- *None*

***Old Issues***

- *None*

***Other Items/Dates/Activities***

- *None*

**Nursing Division**

***Projects/Activities Accomplished Since Last Report***

- Hosted SimView trainings for faculty and staff
- Completed Fixed Asset Audit
- Hosted Elsevier trainings for faculty
- Completed course standardized exam testing
- Hosted NCLEX review for graduating students
- End-of-term course evaluation meetings
- Student and faculty volunteer service to local community agency
- Attended AdvisorTrac orientation
- Completion of Environmental Safety inservices
- Completed 20 of 22 faculty evaluation meetings
- Pinning ceremony for spring 2016 program graduates
- Program comprehensive exam testing for spring 2016 graduates
- Open House and tour April 26<sup>th</sup>
- Faculty sign-up for two advising breakout sessions for summer Great Expectations
- End-of-year purchase order processing
- Many faculty are completing post-graduate coursework required by the TN Board of Nursing
- Processing of nursing license applications; awaiting transcripts
- Hosted Nursing Information sessions
- New student orientations for students admitted fall 2016 have begun
- Ongoing assignment of advisors for students declaring “Health Professions” focus area of interest

***Projects/Activities Planned***

- Advisory Committee meeting
- Planning for implementation of SimManager software
- Summer contracts
- Coordinator of Nursing Support Services search
- Planning and scheduling another MSN student for nursing education practicum

***New Issues:***

- Unanticipated revisions to existing articulation and advanced placement options for graduates pursuing BSN with University of Memphis

- Clinical agency is adding requirements for faculty and student placement for fall 2016
- Vacancy of the Coordinator of Nursing Support Services position is limiting student support services and initiatives

### **Social and Behavioral Science Division**

#### ***Projects/Activities Accomplished Since Last Report***

- Great Expectations Advising –
  - Meeting with VPAA and Deans, Jennifer Cherry to discuss schedule
  - Meetings with faculty advisors before/after sessions, preparation of advising packets for faculty—updating programs sheets, debriefing and adjusting
  - Reorganizing with Liberal Arts Deans
    - Gen Ed focus area – SBS majors – joining with Com/Hum Division for advising
  - Division advisor assignment and tracking
  - Division PP slides created and available for us when needed
  - Follow up contact and questions from GE advisees post-GE
- Honors Program year end dinner/graduate recognition
- Summer on-line course development and re-development
  - Meetings with faculty and Distance Ed/Jessica Reece
  - CRMJ 1010, 1020, 2020
  - SWRK 2010
  - PSYC 1030
- Student Awards Ceremony
  - Outstanding Graduates: Education, Psychology, History, Social Work, Criminal Justice
  - Social Science Club award
- Early College and Dual Credit Issues
  - Meeting with VPAA RE COL 1030 Challenge Exam
  - Meeting with Deborah Gooch, Early College instructor RE COL 1030 Challenge Exam
  - Communications with Dean Messer Re Dual Credit Application and Challenge Exam Grading/Reporting
  - Meeting with Tammy Prater RE Challenge Exam
  - Follow up with Phillip Warwick RE Challenge Exam for PHED 2050
- On-going student and class issues; meetings with VPAA, students, others
  - Separate meetings with students
  - Joint meeting for status
  - Communication with instructor RE syllabus changes
- Media Writing Final Exam participation – student interviews
  - COL 1030 – Navigation Course
  - Criminal Justice A.A.S
  - NEH Bridging Cultures Grant
- Col 1030 – scheduling and staffing for fall
  - Review and ordering of new edition of On Course text and facilitator’s manual
  - Course description and history for PR coordinated with John McCommon
- Fall 2016 in-service On Course Training for faculty and staff
  - Contract finalized, signed and sent to On Event Coordinator for signature
  - Coordination with Purchasing
- Dual Enrollment Issues
  - Academic integrity/plagiarism/grading issues
  - Late Withdrawal issue

- Criminal Justice A.A.S.
  - Communication with Dean Pigg RE communications with TBR and update on status of approval process
  - Anticipating Law Enforcement and Corrections tracks but not CyberSecurity unless in CIS
  - Addressing questions and concerns RE CRMJ A.A.S. from students and SBS Division faculty
- End of semester/post-graduation faculty/student issues
  - Grade Changes Workflow; explanation to adjuncts
  - Students needing to contact instructor RE grades
  - Adjunct issues over 'I' grades; missing grades, missed finals, etc.
  - Updating Adjunct contact information
- Records: Course Equivalencies
  - Substitution requests and questions from advisors and students
- Summer Schedule
  - Obtain and compare data from successive summers
  - Tracking flex scheduling and cancelling/staffing accordingly
    - No Maymester classes made for SBS Division
    - Most 3 week sessions at zero or low enrollment at this point
    - Track impact on SBS classes that typically have adequate enrollment
- Fall Schedule
  - Obtain and compare data from successive falls (PSYC, HIST)
  - Tracking flex scheduling – 2<sup>nd</sup> term classes offered
- NEH Bridging Cultures Grant – preparation of NEH Grant Year End Final Report
  - Coordination for CLDE16 panel presentation
- College Mentoring Collaborative/MentorU
  - end of year celebration at Pringles Park 5/1
- Updating textbook order information for Division – moving to ADA compliant materials
  - meeting with Pearson representative RE Revel versions that include access code, eTexts, ADA compliant resources; adopting Revel where possible (PHIL 1030)
  - updating eLearn – how to create Revel course in eLearn and how to import into eLearn courses
  - evaluating savings to students(considerable)

### ***Projects/Activities Planned***

- Finalize Summer Schedule
  - cancel 1<sup>st</sup> term and full term classes with low enrollment
  - finalize staffing accordingly
- Consider course needs for fall for CRMJ A.A.S. – new courses? Staffing?
- Check bookstore for textbooks
- Provide new editions of textbooks to adjuncts, library reserve for students

### ***New Issues***

- None

### ***Old Issues***

- Consider course needs for fall for CRMJ A.A.S. – new courses? Staffing?
- GE Advising debriefings and adjustments
- Advising students and prospects
- Review eligible adjuncts for various disciplines and fall classes

## **Off Campus Centers**

### **Humboldt**

#### ***Projects/Activities Accomplished Since Last Report***

- Advising and registration
- Compass testing
- Put out banners for visibility during the Strawberry Festival

#### ***Old Issues***

- Received 2 of 3 bids for our cleaning services. Expect the third this week

#### ***Other Items/Dates/Activities***

- Attended Division Meeting with Dr. Bailey

### **Lexington**

#### ***Projects/Activities Accomplished Since Last Report***

- Attended presentation by Ron Acree, TSBDC to local business inventor
- Conducted RHS challenge tests
- 2 GE sessions completed
- Daily compass testing
- Advising and registration
- Completed final PO requisitions
- Worked with deans to adjust schedules

#### ***Projects/Activities Planned***

- Upcoming GE sessions
- Meet with Energy Grant facilitator
- Lighting project within the next few weeks
- Continue advising and registration
- Attend Henderson County Job Fair

#### ***New Issues***

- None

#### ***Old Issues***

- None

#### ***Other Items/Dates/Activities***

- None

### **Savannah**

#### ***Projects/Activities Accomplished Since Last Report***

- Southwest Development meeting was held for training of Summer Feeding Program
- Continue to advise students enrolling for summer and fall
- Orientation Sessions are Scheduled and completed one today, May 12<sup>th</sup>

#### ***Projects/Activities Planned***

- Chamber to reschedule meeting
- Continue Orientation, Registration and Advising
- Working with City and County about various repairs needed at Center

#### ***New Issues***

- None to report

#### ***Other Items/Dates/Activities***

- None to Report