VPAA
Dr. Larry Bailey

Projects/Activities Accomplished Since Last Report

- Conducted interviews and recommended to employ Justin Curtis for Assistant Professor of Mathematics.
- Conducted interviews and recommended to employ Jason Keeton for Assistant Professor of Biology.
- Worked with Amy West, Dr. Coppings, and Biology faculty to convert lab assistant positions to faculty rank.
- Continued to work with Terri Messer, Dr. Tom Pigg, Jack Laser, and Patrick Davis in the transition of the Department of Lifetime Learning to Workforce Development.
- Continued to work with Paris Mayor Carlton Gerrell and the Deans to develop class offerings in Paris and Henry County for the Spring 2016 semester.
- Participated in ATD Core Team meetings and Subcommittee meetings
- Participated in Fall In-service Week August 15 - 19 activities including:
  - Faculty-Staff Meeting, August 15, 2016
  - Academic Affairs Meeting, August 15, 2016
  - Meeting with Faculty Council Executive Committee, August 15, 2016
  - Academic Mindset Training – August 16, 2016
  - On-course Training – August 17 – 19.
- Held telephone interviews with the search committee for the Coordinator of the QEP and Student Navigation, August 16, 2016.
- Attended:
  - JSCC Open House, August 13, 2016
  - Faculty-Staff Meeting, August 15, 2016
  - Academic Affairs Meeting, August 15, 2016
  - Meeting with Faculty Council Executive Committee, August 15, 2016
  - Academic Mindset Training – August 16, 2016
  - Interviews for Coordinator of the QEP and Student Navigation, August 16, 2016
  - On-course Training, August 17 – 19, 2016
  - Meeting with Boot Camp Supervisor, August 23, 2016
  - Back to School Bash, August 24, 2016
  - Meeting of Search Committee for Coordinator of QEP and Student Navigation, August 24, 2016
  - Meeting Concerning Allied Health Contract with WTH, August 30, 2016
  - Public Meeting with Presidential Search Firm, September 1, 2016
  - President’s Cabinet Meeting with Presidential Search Firm, September 1, 2016
  - Interviews for Coordinator of QEP and Student Navigation, September 1, 2016
  - Interviews for Coordinator of QEP and Student Navigation, September 2, 2016
  - Interviews for Coordinator of QEP and Student Navigation, September 6, 2016
  - Meeting with Horace Chase, September 7, 2016
  - Meeting with Search Committee for Coordinator of QEP and Student Navigation, September 7, 2016
  - Meeting with Faculty Council, September 7, 2016
  - RX Grant Closing, September 8, 2016
  - September Deans Meeting with VPAA, September 8, 2016
Projects/Activities Planned

- Recommend for employment of Coordinator of QEP and Student Navigation
- Work on submitting notification paperwork to the SACSCOC for Certificate in Healthcare technician (now that program is approved by TBR).
- Continue to work with Deans on monitoring of co-requisite remediation courses.
- Continue to work with Jackson-Madison County School District implementing the Early College High School.
- Work with Achieving the Dream Subcommittee on Learning Support to develop goals for 2016-2017
- Work with officials in Brownsville and Paris concerning offering training and classes in those sites
- Work with college staff and Vicki Lake to develop application for Drive to 55 Grant
- Conduct interviews for Coordinator of QEP and Student Navigation

Upcoming Meetings:
- OTA Accreditation Visit, September 12-14, 2016
- College to Career Navigation Committee, September 16, 2016
- Wes Moore Event, September 20, 2016
- Meeting at Adult Education Center in Paris, September 21, 2016
- VP Meeting, September 22, 2016
- President’s Cabinet, September 22, 2016
- Manager Bootcamp Meeting, September 23, 2016
- Focus on Diversity Meeting, MTSU, September 28, 2016
- JSCC Foundation Board Meeting, September 29, 2016

Jennifer Cherry
Projects/Activities Accomplished Since Last Report

- Met with and advised several students
- Participated in Bagel and Bluegrass planning meetings
- Participated in training regarding accessibility purchasing
- Created and distributed the final exam schedule for Fall
- Completed Risk Assessment monitoring—met with Chrystal Pittman regarding possible changes to the footprint document
- Participated in interview process for Math faculty
- Prepared for and had a successful Adjunct In service—76 in attendance
- Participated in In service meetings, including 3 day On Course training
- Participated in interview process for QEP/Advising Coordinator
- Cleared several adjunct files
- Approved several TAF purchases
- Working with UTM on a Jackson State Day on their campus for our students

Projects/Activities Planned for Next Week

- Update DW
- Clear adjunct files

Melissa Lyles
Projects/Activities Accomplished Since Last Report

- Worked with secretaries on getting contracts entered for Fall 2016
- Ran PEPFLAC Process for contracts, created approval spreadsheets, locked contracts
- Attended On Course Training for Staff
- In-Service

Projects/Activities Planned

- Work on Committee Lists to fill vacant positions
- Work on Promotion/Tenure Table for Fall 2016
Academic Support Division

Projects/Activities Accomplished Since Last Report

Patrick Davis

- Attended 3-day On Course training with faculty
- Attended ATD – African American meeting
- Met with Dr. Bailey, AAC testing staff, and Off Campus Center Directors to
- Met with Linda Nickell and Distance Education to discuss TextHelp license renewal
- Conducted iPad Pro demo with Josh Britt
- Reviewed enrollment at Dresden Location
- Participated on the search committee for QEP Coordinator & Student Navigation position
- Requested copies of all course syllabi for accessibility audit and review

Projects/Activities Planned

- Upcoming meetings:
  - Students Services accessibility audit with Linda Nickell
  - TBR Accessibility Demonstrations
  - TN eCampus Curriculum Committee meeting
  - Student Intervention Team
  - Navigation Committee
  - Adult Education Center in Paris
  - Adult Education Center in Dresden
- Complete review and audit of all course syllabi and report findings to Academic Deans, VPAA and TBR
- Begin search committee process for Reference Librarian position

Academic Assistance Center

Projects/Activities Accomplished Since Last Report

Jackie Barnacastle

- Attended all employees Fall 2016 In-Service
- Attended the Academic Affairs meeting during In-Service Week
- Attended the On Course Frontline Staff Training
- Imported all students registered for fall into TutorTrac
- Updated tutors and tutor information in TutorTrac for the Fall 2016 semester
- Attended Working with the Disruptive and Distressed Student Workshop presented by Vivian Grooms
- Trained two new AAC Lab Assistants

Jeanette Stone

- Attended the Procurement Requestor Accessibility Process Training
- Attended all employees Fall 2016 In-Service
- Attended the Academic Affairs meeting during In-Service Week
- Attended the On Course Frontline Staff Training
- Attended Working with the Disruptive and Distressed Student Workshop presented by Vivian Grooms
- Learned how to and prepared the schedules for tutors in the Smart Math Center and Math Lab C123
- Assisted at the AAC’s table for the Welcome Back Bash
- Represented the AAC and greeted visitors during Open House
- Scheduled appointments in TutorTrac for students requesting tutoring in various courses
- Updating portions of the AAC’s OPM

Lorrel Fuller

- Entered Writing Confirmation results in Banner
- Administering the COMPASS Writing Exam to all 0899 Writing students to compare beginning and ending scores as requested by Dr. Camp
- Administered a total of 272 COMPASS exams
- Helped students in two of the 0899 Writing classes to register online to pretest
- Researched and made arrangements to determine how to best test one of our visually impaired students for the 0899 Writing pretest
• Explained the procedures for registering online to schedule and exam to Cathi Roberts class
• Attended the Procurement Requestor Accessibility Process Training
• Attended the Academic Affairs meeting during In-Service Week
• Attended Working with the Disruptive and Distressed Student Workshop presented by Vivian Grooms
• Attended a meeting via conference call with Dr. Bailey, Patrick, Veronica and the Center Directors regarding procedures for registering and scheduling exams online

Rita Hill
• Assisted in administering the COMPASS exam
• Assisted at the AAC’s table for the Welcome Back Bash
• Assisted with proctoring pretest in the Smart Math Center’s Testing Lab
• Post appointment attendance in TutorTrac

Deborah Fondren
• Prepares daily Center Schedules for tutors from TutorTrac
• Cross training on posting appointment attendance in TutorTrac

Lori Warner
• Proctors all certification testing
• Prepares billing invoices for the Department of Agriculture and Workkeys testing

Veronica Jones
• Attended the Procurement Requestor Accessibility Process Training
• Participated on the Search Committee for the Coordinator of QEP and Student Navigation
• Attended all employees Fall 2016 In-Service
• Attended the Academic Affairs meeting during In-Service Week
• Attended Working with the Disruptive and Distressed Student Workshop presented by Vivian Grooms
• Attended a meeting via conference call with Dr. Bailey, Patrick, Lorrel and the Center Directors regarding procedures for registering and scheduling exams online
• Trained Jeannette on preparations for the Math Tutors’ Orientation, scheduling tutors for the Smart Math Center and Math Lab C123, handling Tutoring Enrollment Forms and requests for tutoring
• Participated in greeting and directing students in the Nelms Classroom Bldg.
• Planned, prepared and participated in the Welcome Back Bash representing the AAC
• Interviewed and hired tutors to fill positions for Math and Nursing tutors

Projects/Activities Planned
• Continue interviewing, hiring, and training tutors for the fall term
• Setting testing dates and preparing for the first set of exams scheduled via the new test scheduling system
• Scheduled times with Distance Learning staff
  o For a demo of the Respondus Monitoring System
  o Discuss the possible use of software programs for tutor training
  o Assist Renee with testing policy in eLearn
• Get John McCommon’s assistance with pictures for the Tutor Handbook
• Participate in Stay the Course – Success Skills for Students

Distance Education
Project/Activities Accomplished Since Last Report
Meisha Daniels
• Trained on various department software (Banner - Push Enrollments)
• Trained on various department software (D2L, BlueJeans)
• Monitored BlueJeans lectures and provided technical support
• Answered incoming student calls due to high call volume
• Helped walk-in students with D2L navigation
• Provided faculty with D2L system support and training
• Participated in the TextHelp contract renewal process
• Attended D2L Brightspace online webinars
• Traveled to Dresden, TN to provide DE student support at site
• Completed Maestro Training Course Models
- Attended In-Service Meetings and Trainings for staff
- Completed four TBR Environmental Health and Safety Training Models
- Attended monthly Systems Admin meeting
- Helped stuff over 400 gift bags for Back2School Bash
- Helped stuff over 500 letters for DE bulk mailings
- Secured materials and participated in JSCC Back2School Bash
- Secured materials and participated in JSCC Open House
- Updated Distance Education website

Jessica Reece
- Met with Brian Rafuse for BlueJeans refresher training
- Met with Jeff Smith for BlueJeans and eLearn training
- Met with Nancy Hickey for Respondus and Test building help
- Assigned Karin Rogers a Nearpod account
- Met with Andrew Senter for BlueJeans and eLearn training
- Met with Meisha Daniels, Patrick Davis, and Linda Nickell to discuss TextHelp Read and Write Gold contract options
- Met with Roger James, Ben Lawrence, and Tammy Prater on setting up random question tests in eLearn
- Assisted with Back to School Bash
- Built BlueJeans recording schedule
- Built the Codian schedule for Distance course connections
- Crosslisted Distance and Nursing courses
- Built Echo360 recording schedule

**Projects/Activities Planned**

Meisha Daniels
- Attend grant writing workshop in Nashville, TN
- Migrate over to Libguides Version 2
- Work on securing grants for 2017 Adult Learning initiatives
- Work on Neapod upcoming contract renewal
- Continue to work on renewing TextHelp contract

Jessica Reece
- Record Student Success Meetings on BlueJeans to post to eLearn
- Work on contract renewal with TextHelp Read and Write Gold
- Work on contract renewal with Nearpod
- Interview Work Study students to fill part-time positions

**Library**

**Project/Activities Accomplished Since Last Report**

All Staff
- The Library staff was very short handed because of Scott Cohen’s absence. The staff worked diligently at the front desk to assist students in finding information, helping with computers, collecting money, as well as continuing to catalog books.
- The Library staff is continuing to develop ideas for the library reorganization.

Scott Cohen
- Scott was out with a broken ankle for the period of August 1-September 5.

Gloria Hester
- Worked on selecting books for withdrawal from the JSCC Library. This is an ongoing project that will take at least 8-10 months.
- Provided library instruction for 10 classes or groups including Physical Therapy Assistant orientation, Nursing Orientation, Occupational Therapy orientation, Radiography orientation, Medical Laboratory Technician class, Introduction to Special Education, College Success and Introduction to Business.
- Renewed various library electronic resources.
Debbie Mayer

- Evaluated and determined items’ statuses selected for withdrawal and created lists based upon their status in preparation to be submitted to University of Memphis for processing.
- Collected OCLC numbers and pulled bibliographic records for items determined to have holdings deleted from OCLC.
- Submitted lists to University of Memphis Systems Librarian for processing in the library system.
- Processed over 350 withdrawal items.
- Created and pulled appropriate reports needed.

Robyn Hicks

- Provided library information to tours during the JSCC Open House.
- Worked at the library table during the Welcome Back Bash. Gave away several items for a drawing to 2 lucky students.
- Began her online program in the University of Tennessee at Knoxville School of Information Science. She will receive a Master’s Degree in Information Science.

General Information

- Colton Thatcher prepared a visual introduction to the JSCC Library that was used in Adjunct Faculty In-service.

Projects/Activities Planned

- Robyn will prepare a display for Banned Books week.
- Gloria will provide instruction for several classes.
- More books will be selected for withdrawal.
- The search committee for the Catalog/Reference Librarian will meet.

Writing Center

Projects/Activities Accomplished Since Last Report

Dillon Tripp

- Elected as the Pro/Tech Council Secretary.
- Spoke to the incoming Nursing and Health Science classes.
- Worked with Distance Learning to complete the integration of the Writing Center into eLearn.
- The Writing Center ended the summer semester with 63 in-person consultations.
- The Writing Center’s online pilot experienced 20 uses as of 8/09/16.
- The Writing Center assisted with the AAC reaccreditation process.
- The Writing Center reviewed advertising documents for Distance Learning.
- The Writing Center reviewed the Genealogy course registration documents for Scott.
- The Writing Center is ready to offer asynchronous, online consultations to the online and dual enrollment English and History courses for the fall 2016-17 semester.
- The Writing Center prepared for the Welcome Back Bash.

Projects/Activities Planned

Dillon Tripp

- Will continue to review applications for Writing Consultant positions.
- Will review and revise the online service to make certain it is ready for a larger online offering.
- Will continue planning for the fall semester and Writing Consultant training.
- The Writing Center will continue the search for the new round of new Consultants.
  - In-Person and Online

Allied Health and CIS Division

CIT

Projects/Activities Accomplished Since Last Report

- Nothing to Report

Projects/Activities Planned

- CIT faculty are working on the Academic Audit in the spring.
CIT faculty are working on the CAE/2Y re-designation which is due in January.

Old Issues
- The biggest issue still facing CIT is staffing. The CIT program is growing and it is at least two faculty down. Staffing the fall semester has been very challenging. This problem needs to be addressed as soon as possible. The CIT program cannot continue to grow without adding more faculty.

EMT Program
Nothing to Report

MLT/Phlebotomy
Nothing to Report

OTA Status Report
Projects/Activities Accomplished Since Last Report:
- Hosted CEU event with PTA 8-27-16
- Participated in back to school bash
- Attended faculty in-service
- Met with advisory committee to prepare them for upcoming ACOTE visit (8-25-16)
- ACOTE site visit September 12-14

Projects/Activities Planned
- Present at TNOTA conference with NSSS, WSCC, and RSCC
- Fall prevention and backpack awareness event in September

Upcoming events
- TNOTA

New Issues
- Continue to have moisture in OTA classrooms
- 1 student withdrew from class of 2018 due to personal reasons

PTA
Projects/Activities Accomplished Since Last Report
- Preparation continues for the On-Site Team Review. An agenda is now in place.
- One selected student for the Class of 2018 was not able to matriculate into the program as planned. An alternate was admitted instead. The Class of 2017 stands at 21.
- NPTE pass rate for the Class of 2016 is 87.5%. Two have not tested yet, they will in October (fixed-date testing). Two testers in July did not pass; these were both weak students that remediated and were August graduates.
- The PTA/OTA continuing education event on August 28 was successful securing over $3000 for each program’s Emergency Student Funds in the Foundation.
- Clinical planning for 2017 is actively ongoing.

Projects/Activities Planned for This/Next Week
- Wrapping up things with the CAPTE consultant.
- Continue preparation for the On-Site Team Review.

Other Items/Dates/Activities
- CAPTE On-site visit is October 9 – 12.
Radiography Program

Projects/Activities Accomplished Since Last Report
- Program faculty are responding to many prospective students and references from the JSCC website, by either email, voice mail, and/or personal appointments.
- Final approval was received for the program to purchase an Avreo PACS unit for use in the new Health Sciences building! This computer system will “run” the image acquisition and storage for the two energized labs in the new construction.
- There is ongoing work between the Clinical Education department through WTH and JSCC on affiliation agreements and student requirements. At the moment, the Radiography program seems to be in compliance with the current requests.
- Karin, RAD Clinical Coordinator, is working with student officers for the RAD club on various projects, including, but not limited to: participation in college Food Pantry drive, class picnic, mentoring program for RAD students, student projects for upcoming annual meeting, and radiation safety/National RAD tech week activities across campus.
- Director met with approximately 45 Health Sciences students at McNairy Central High School on Sept. 7, 2016, to discuss various programs/certificates offered at JSCC.

Projects/Activities Planned for Next Week
- Program faculty will continue taking care of multiple inquiries for advising and program information requests.
- Teach classes as scheduled.

New Issues
- Although the radiography program appears in good standing at the moment, there seems to be problems with communication between our Allied Health department and the Clinical Education department of WTH. I am concerned that if not effectively addressed, the relationship between the two organizations could be hindered and all programs adversely affected.

Old Issues
- A big thank you and appreciation to Dart Hemrick, Gerald Batchelor, and Dr. Pigg (and others), who successfully obtained the approval to purchase a much needed piece of imaging equipment for our new building!

Business and Industry

Projects/Activities Accomplished Since Last Report
- Mindset Training.
- Economic and Community Development (ECD) Town Hall Meeting.
- Business and Industry faculty/staff attended In-Service meetings.
- Terri Messer and Jack Laser met with Jackson Madison County Schools Principals.
- LEAP Grant meetings.
- Terri Messer along with Jack Laser and Jeanette Burton met with Curt Johnson, Director of Education and Workforce Alignment w/THEC for a LEAP to Success Progress meeting.
- Terri Messer, Jack Laser, Dr. Pigg and Rita Foster attended the RX TN Healthcare Grant Closing-Outcomes meeting.
- Janice Taylor attended the On Course Staff Training.
- Attended September Dean’s meeting with VPAA.

Projects/Activities Planned
- Continue working on Manufacturing Day activities scheduled for October 11 and 12.
- Working with JEA on Advanced PowerPoint training.
- Setting up Customer Service Training with JEA for September and October.
- Currently doing Basic Excel training for TBDN and offering as open enrollment.
• ProTrain Schedule:  Open House – September 19, 2016 – Ayers Auditorium – 6:00p-9:00p; Medical Coding and Billing – October 17 – March 9 (No Class 11/24 and 12/26); Electronic Health Records – October 18 – December 27; Pharmacy Technician – October 22 – December 10, 2016.
• Working with Goodwill Industries to develop a workforce training program.
• Working toward more workshops/seminars to be held on campus both from internal programs and external consultants.

**Nursing Division**

**Projects/Activities Accomplished Since Last Report**
- Re-designed and implemented program orientation for newly admitted students
- Course orientations for returning students
- Meeting with students and faculty regarding scheduling needs
- Oriented and trained new lab assistant and 4 new clinical lab assistants
- Reassignment of teaching load of two full-time faculty who retired in July and August
- New clinical adjunct orientations
- Reassignment of advisees of the two full-time faculty who retired in July and August
- Corrections requested (twice) to the grant award letter and agreement from National Student Nurse Association
- Participation by 100% of full-time staff and 90% of full-time faculty in On-Course trainings
- Skill competency testing for returning students prior to beginning fall term
- Blue Jeans training for faculty teaching in NUR 214 Adult Health Nursing I course
- Participation in task force planning the 2nd Annual TN Chief Nursing Officer Conference
- Hosted new graduate recruitment by Jackson-Madison County General Hospital
- Conducted research regarding nursing program regulations by state boards of nursing for the TN Deans and Directors of Schools of Nursing association
- Participation in community input session and initial meeting of the presidential search advisory committee
- Initiated December 2016 NCLEX-RN preparation planning
- Selection of spring 2017 admission cohort
- Planning for program open-house scheduled for November 21st
- Hosted athlete physicals

**Projects/Activities Planned for Next Week**
- Participation in meetings of state common curriculum, TBR, and state-wide nursing deans and directors
- Initiation of new clinical site rotations and integration of new clinical decision-making and curriculum support resources
- Follow-up report for ACEN regarding faculty and staff criterion
- Faculty Evaluation planning meetings
- Participation in meetings of JMCGH Nurse Education, TN Clinical Placement System, and Promise of Nursing grant participants, and program search committees
- December 2016 graduation proposals
- Administer December 2015 graduate program satisfaction surveys
- Plan additional marketing and PR for nursing program open house

**New Issues**
- The program accreditation agency, ACEN wants another follow-up report regarding the faculty and staff criterion.
- Clinical affiliate contracting

**Other**
- 100% of the program’s spring 2016 graduates have passed the NCLEX-RN exam on their first attempt
Communication and Humanities Division

Projects/Activities Accomplished Since Last Report

- Finalized schedule review and staffing for fall
- Updated ENGL 0010 eLearn shell and ENGL 1010 ground shell (for adjuncts)
- Met with two additional new adjunct faculty
- Attend In-service meetings, adjunct in-service, some On-Course training, dinner with Skip Downing
- Created initial curriculum for 0899 class with Derek Moseley, longtime writing adjunct instructor
- Attended QEP Coordinator interviews and post-interview meeting with hiring committee (via teleconference)
- Attended GE sessions, including Saturday session, with division faculty
- Attended Jackson International Food and Arts Festival organizational meeting at City Hall; Anna Esquivel met with Jean Marie Walls (Union) and Robin Rash (UM Lambuth) to further the college’s plans for JIFAF this year.
- International Education Fee Committee met (under faculty leadership) to discuss changes to current fee policy and form amendment
- Attended Faculty Learning Community teleconference with other NEH leaders and Randy Shulte of TBR

Projects/Activities Planned

- Meet with Dr. Bailey, Deans, and Paris community leaders regarding class offerings in spring
- Continue creating curriculum for 0899 class
- Set up fall semester faculty evaluation meetings with full-time faculty
- Attend Wes Moore event on campus
- Attend TBR International meeting (morning) and TnCIS Executive Board meeting (afternoon) in Nashville
- Attend International events led by Committee faculty, including speaker Marisella Veiga, on campus 9/28 to discuss Cuban culture and read selections from her book (brought by Prof. Mary Wadley)
- Update the Classroom Building directory display boards.

Math and Science Division

Projects/Activities Accomplished Since Last Report

- Completed instruction in summer session 2.
- Participated in numerous Great Expectations sessions over the summer interacting with STEM students.
- Attended Open House and GE session August 12.
- Organized and conducted interviews of three candidates for math faculty position.
- Met with Dr. Bailey and Justin Curtis, new math faculty.
- Attended In-Service college meetings.
- Attended Fair Labor Standards Act meeting.
- Attended Adjunct In-Service.
- Attended math tutor meeting.
- Attended meeting of science faculty called by Dr. Blanding to resolve hiring issues.
- Monitored beginning of fall semester including teaching several open labs.
- Adjusted schedule as needed to accommodate new biology faculty member and conversion of lab assistants to faculty status.
- Met Dr. Thomas DePriest, new adjunct geology instructor on his first day.
- Participated in Welcome Back Bash.
- Attended public meeting on President Search process.
- Attended David Blackwood Bioengineering seminar in science auditorium.

Projects/Activities Planned

- Monitor new math faculty and adjunct faculty.
- Monitor transition of biology and chemistry lab assistants to faculty positions.
- Work with biology faculty to set goals for spring semester and subsequent academic year(s).
- Work with science and math faculty on spring schedule.
- Continue to monitor progress made by math faculty to expand co-requisite remediation to include MATH 0010, Math lab to accompany MATH 1010 and the standalone math lab, MATH 0020.

**Old Issues**
- Work with John McCommon and others to devise ways and means of identifying potential math and science adjunct instructors.

**Social and Behavioral Sciences**

**Projects/Activities Accomplished Since Last Report**
- In-Service On Course Training for staff and faculty
  - Coordinate (Amy West & HR for staff)
  - Invoice/payment
- Issues with Dual Enrollment classes
  - Work with David Clark, high schools, adjuncts to cure problems with students being enrolled, other
- Early College – correspondence, updates
- COL 1030 planning – meeting with instructors (8/12)
- Open House & Great Expectations Advising 8/13
- TBR Bridging Cultures at Community Colleges – development of Faculty Learning Communities
  - Model for the future
  - Conference call with TBR, Dr. Randy Schulte, Cleveland State CC representatives
- In-Service Joint Divisions Meeting
- In-Service for Adjuncts – breakout session for Social & Behavioral Science adjuncts
- Academic Mindset Meeting with Dr. Heidi Lemming
- QEP/Navigation Coordinator Search Committee
- Ongoing textbook monitoring
- Late Adds, issues with students, advising
- Mentoring Collaborative – Planning meeting with 5 College reps; planning for fall
  - Meetings and correspondence with JSCC mentors and prospects; planning

**Projects/Activities Planned**
- Mentoring Collaborative – recruiting student mentors; planning
- Navigation Course Steering Committee meeting and planning
  - Meetings with instructor-facilitators

**Old Issues**
- adjunct support
- tracking changes in textbook orders; desk copies for all

**Off Campus Centers**

**Humboldt**

**Projects/Activities Accomplished Since Last Report**
- Attended a conference call on new testing policies
- All 3 staff members are registered to input and view testing appointments
- Instructors office printer has been fixed

**Projects/Activities Planned**
- Working at a college and career fair in Humboldt on Sept 12

**New Issues**
- Security concerns brought up by TCAT.

**Lexington**

**Projects/Activities Accomplished Since Last Report**
- Spoke at Lexington Rotary Club meeting concerning JSCC
Attended 9th annual CASA Dodgeball fundraiser and JSCC team won 1st place
Set-up exhibit booth at Decatur County Fair –place 2nd
Attended West TN Health Care Lexington Clinic ribbon cutting
Conducted LASSO meeting with great attendance
Lighting project finally completed and submitted for grant reimbursement

Projects/Activities Planned
- PR Photo shoot at Lexington Center 9/8/16
- Attend WestStar alumni meeting 9/9/16
- Participate in Industrial workforce readiness meeting 9/13/16
- Speak at the Decatur County Lions Club meeting

Savannah
Projects/Activities Accomplished Since Last Report
- Completed Summer Session with testing etc.
- Orientation for new students
- Scheduling classes for Fall
- Attended In-service, and on-Course

Projects/Activities Planned
- Back to School Bash with PIZZA
- Chamber Leadership Group is due here today to tour the Center and be informed of what we offer etc.
- Chamber Breakfast at the Fair
- Life Line

Old Issues
- Managed to get some repairs done in the building
- Road construction still going on but much better
- Parking is a problem
- Water issue has been taken care of