Projects/Activities Accomplished Since Last Report (October 17, 2016)

- Continued to work with Paris Mayor Carlton Gerrell and the Deans to develop class offerings in Paris and Henry County for the spring 2017 semester.
- Held interviews with candidates for Catalog and Reference Librarian position and recommended to employ Megan Hull for the position.
- Continued to work on submitting notification paperwork to the SACSCOC for Certificate in Healthcare technician.
- Participated in SACSCOC visit to Trenholm State Community College in Montgomery, AL.
- Continued to work with Committee to Review Campus Facility Use Policy.
- Worked on organizing committees and committee chairs for Promotion and Tenure for the 2016-2017 year.
- Met with faculty involved in Promotion and Tenure for the 2016-2017 year.
- Worked with Tim Dellinger, Jennifer Cherry, and Nathan Lewis from the Jackson Madison County School District on a memorandum of understanding for the Jackson Merry Early College High School.
- Attended:
  - VP Meeting, October 18, 2016
  - President’s Cabinet, October 18, 2016
  - Paris Lions Club (guest speaker), October 18, 2016
  - TBR VPAA Sub-council, October 19-20, 2016
  - Meeting with Dr. Tom Pigg and Cathy Garner concerning RCT Program, October 21, 2016
  - Meeting of Committee to Review Campus Facility Use Policy, October 21, 2016
  - Paris Kiwanis Club (guest speaker), October 24, 2016
  - Library candidate interview, October 24, 2016
  - Library candidate interviews, October 25, 2016
  - Meeting with Dr. Mechel Camp and Dr. Nell Senter concerning Tenure/Promotion, October 26, 2016
  - Meeting with Dr. Verna Ruffin, Dr. Velma Williams, Nathan Lewis, and Jennifer Cherry concerning a memorandum of understanding for the Jackson Merry Early College High School, October 27, 2016.
  - Conference call with SACSCOC Accreditation Team for Trenholm State Community College visit, October 28, 2016
  - SACSCOC Accreditation Visit, Trenholm State Community College, Montgomery, AL, October 31 – November 4, 2016
  - Meeting with Faculty involved with Tenure and Promotion for 2016-2017, November 4, 2016
Meeting of Committee to Review Campus Facility Use Policy, November 7, 2016
Meeting with Business Services, Physical Plant, Health Sciences Program Directors, Dr. Tom Pigg concerning moving to new building

Projects/Activities Planned

- Continue work on submitting notification paperwork to the SACSCOC for Certificate in Healthcare technician (now that program is approved by TBR).
- Continue to provide guidance and orientation to Will Shull as he begins the Coordinator for QEP and Student Navigation position.
- 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
- Upcoming Meetings:
  o President’s Cabinet Meeting, November 9, 2016
  o Deans Meeting with VPAA, November 9, 2016
  o International Workshop, November 9, 2016
  o Education Panel, Jackson Chamber of Commerce, November 9, 2016
  o Women in Religion workshop, November 10, 2016
  o Cultural Competency Committee, November 10, 2016
  o Meeting with Dr. Mani Hull concerning Service Learning at JSCC, November 10, 2016
  o Meetings with Presidential Candidates, November 14 – 18, 2016
  o Meeting of Committee to Review Campus Facility Use Policy, November 14, 2016
  o Civic Engagement Workshop, November 17, 2016
  o Conference Call for TBR Bookstore Consolidation Committee, November 22, 2016
  o Dual Enrollment Meeting, November 28, 2016
  o RCT Workgroup Meeting, December 1, 2016
  o VP Meeting, December 6, 2016
  o Southwest Development District Open House, December 7, 2016
  o Meeting to discuss staff morale, December 8, 2016
  o Meeting with Follett Bookstore, December 14, 2016

Jennifer Cherry, Curriculum and Adjunct Services

Projects/Activities Accomplished Since Last Report

- Met with and advised several students
- Bagel and Bluegrass event on October 15th
- Cleared several adjunct files
- Approved several TAF purchases
- Participated in meeting to discuss JSCC continued support of EAB platform
- Attended TN Achieves mentor meeting
- Participated in ANCHOR planning committee meetings
- Assisted with ANCHOR week prep—researched and created MBTI flyers, purchased iPads, assisted with purchasing of supplies
- Provided DegreeWorks training to the Math/Science Department and individual training as requested
- Met with members of the JMCSS board to finalize the MOU between JSCC and JCMech
- Assisted with ANCHOR ice cream social event—served 210 bowls of ice cream on Monday and 180 bowls on Tuesday—helped with purchasing of supplies, set up, and clean up
- Served as a judge for the Bookstore Halloween contest
- Assisted Terri Messer with request regarding program accreditation
- Worked with Tim Dellinger to finalize the MOU between JSCC and JCMech
- Sent out invitations to eligible employees regarding the non-faculty sick leave bank

Projects/Activities Planned for Next Week
- Update DW (waiting on approvals before updating)
- Clear adjunct files

Division of Academic Support

Projects/Activities Accomplished Since Last Report
Patrick Davis
- Attended Henry County Education Pathways meeting with Jack Laser
- Met with Chris Doyle Executive Impact Coach
- Attended Henry County Lions Club meeting with Dr. Bailey and Paris Mayor Carlton Gerrell promoting spring semester classes at the Paris Adult Education Center
- Attended the Paris Kiwanis Club meeting with Dr. Bailey and Paris Mayor Carlton Gerrell promoting spring semester classes at the Paris Adult Education Center
- Assisted with Library Open House
- Attended Application Day at Henry County High School with Paula Fuller
- Met with Academic Deans to discuss spring semester course offerings at Paris Adult Education Center
- Met with Catalog/Reference Librarian candidates
- Attended Student Intervention Team meeting
- Confirmed classroom space with David Wood at Paris Adult Education Center and classroom setup with Linda Shirley
- Attended Student Success (ATD) Core meeting
- Attended FLSA meetings with Academic Support Division staff impacted by change
- Attended Entering Student Success Institute with Countance Anderson, David Clark, Kera Reaves, and William Shull
- Met with divisional leadership to discuss high impact best practices for their individual departments
- Attended Executive Impact Manager BootCamp Session 4.

Projects/Activities Planned
- Attend Dual Enrollment meeting with Student Services
- Finalize Paris Open House and Ribbon Cutting dates.
- Finalize Henry County High School parent information night
- Attend Student Intervention Team meeting
- Meet one-on-one with Chris Doyle Executive Impact Coach
- Meet with Bookstore management to coordinate textbook purchasing options for Paris Adult Education Center students
- Attend Accessibility Chairs Meeting at TBR Central Office
- Coordinate with Distance Education, AAC, Library, and Writing Center academic support services for Winter Semester Term

**Academic Assistance Center**

**Projects/Activities Accomplished Since Last Report**

**Jackie Barnacastle**
- Used statistics from TutorTrac to prepare a report of:
  - The number of hours students were tutored in Art 1030
  - Weekly usage of the AAC by student basketball players for their coaches
  - To assist Dean Terri Messer with reaccreditation
- Communicated with Smarthinking the necessary information to upload and set up accounts for Mr. Powell Franklin's English class
- Completed JSCC Data Security Training
- Attended Live2Lead Simulcast
- Attended Respondus Monitor Webinar

**Jeannette Stone**
- Assisted with Testing
- Updated posting on the AAC’s Facebook page
- Completed the JSCC Data Security Training
- Placed several students requesting tutoring with the hiring of an Art and Chemistry tutor
- Registered for the Respondus Monitor Webinar scheduled for November 15th
- Assisted with the Library’s Open House

**Lorrel Fuller**
- Proctored approximately 95 exams with the assistance of AAC staff
- Assisted with Library’s Open House
- Worked with Sonny Davis to create a calendar on the Online Test Scheduling Website and to change wording for special accommodations
- Collaborated with Jessica Reece to train a special accommodation student to use the Read & Write Gold Software to assist the with testing
- Added Compass/Confirmation test dates to the Online Test Scheduling Website
- Began set-up for a JSCC account in Accuplacer
- Attended Respondus Monitor Webinar

**Rita Hill**
- Assisted with testing
- Assisted with locating copyright information for materials used in tutor training
- Assisted student with scheduling test using the Online Test Scheduling Website
- Assisted with the Library’s Open House
- Completed JSCC’s Data Security Training

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

Veronica Jones
• Assisted with testing when needed
• Assisted with the Library’s Open House
• Registered to attend the International Education Workshop on Wednesday, November 9th
• Completed Reading the JSCC IT Policies
• Attended meeting with IRP committee to review appeals
• Attended Live2Lead Leadership Simulcast
• Getting started with Accuplacer
  • Establishing Institutional Admins who will assist with set-up and implementation
• Traveled with Scott Cohen, Dillon Tripp, and Meisha Daniels to the Lexington and Savannah Satellite Centers

Projects/Activities Planned
• All staff participating in a Respondus Monitor Webinar
• Set-up and implementation of Accuplacer

Distance Education

Project/Activities Accomplished Since Last Report

Meisha Daniels
• Attended the ATD Core and Data Team meeting with staff and ATD coaches
• Facilitated in a workshop for the Fall 2016 AAC tutors
• Met w/Gerald Physical Plant Director to discuss Kayako contract
• Attended Library Open House Event
• Made site trips to Dresden, TN to proctor exams for MATH1710 courses
• Attended the Respondus Monitor System webinar training
• Met with Jessica, Renee, and Emily Fortner to discuss eLearn announcement page
• Administered course maintenance contracts to faculty
• Hosted a DE Open Halloween House for 140 students to preview Spring 2017 distance education course offerings and distance education services
• Attended monthly Systems Admin meeting
• Made a site visit to Lexington Center with/Directors Scott, Dillion and Veronica to meet with Director Sandy, Frank Powell, Robert Summers and tour facility
• Made a site visit to Savannah w/Directors Scott, Dillion and Veronica to meet with Director Meda Falls/support team and tour facility

Projects/Activities Planned

Meisha Daniels
• Migrate over to Libguides Version 2
• Work on securing grants for 2017 Adult Learning initiatives
• Work on the ATD Core Adult Learners Target Area group initiative
• Work on DE operational procedures, protocols and processes for Spring 2017
New Issues
None
Old Issues
None

Project/Activities Accomplished Since Last Report

Jessica Reece
- Assisted Jane David with using BlueJeans for PTA conference calls
- Met with Emily Fortner, Renee Young, and Meisha Daniels to discuss faculty concerns about eLearn announcements
- Trained Kim Rogers on Nearpod, OneNote, OneDrive, and BlueJeans
- Assisted Dr. Nell Senter on best rooms for BlueJeans at center locations
- Assisted Mr. Bill Fry with testing in eLearn
- Assisted Rita Foster with calculating an average of student’s grades in eLearn

Projects/Activities Planned

Jessica Reece
- Work with Dr. Nell Senter and Emily Fortner on BlueJeans for Spring 2017
- Begin reviewing the Distance Learning and BlueJeans schedules for Spring 2017
- Begin working with Deans to assign rooms to Distance Learning courses

New Issues
None

Old Issues
None

Other Items/Dates/Activities

Jessica Reece
- Continue to monitor Distance Learning courses
- Continue to coordinate with OIT on Distance Learning issues

Projects/Activities Planned

Renee Young
- Attended reclassification committee meetings
- Held three personal eLearn training sessions with faculty
- Reviewed the RODP 2017 spring schedule and made the needed adjustments to the schedule in Banner
- Processed three grade change forms
- Worked on planning and decorations for the Distance Education Halloween Open House

New Issues
None
Old Issues
None

Library

Activities/Projects Accomplished Since Last Report
All Staff
- Staff are working on withdrawals of library materials.

Scott Cohen
- Visited the Lexington and Savannah Centers with Meisha Daniels, Dillon Tripp and Veronica Jones.
- Further modified student tabs for students to do their own Libguides for an assignment for English Composition 2 (Mr. Rafalowski)
- Attended the meeting of the West Tennessee Academic Library Consortium at Freed-Hardeman University
- Provided Library instruction for 3 English Comp I classes and 1 college success class.

Gloria Hester
- Provided library instruction for 2 College Success classes (1 in Humboldt and the other in Savannah.
- Continued to select books for withdrawal.
- Coordinated the very successful Library Open House. Students, faculty and staff enjoyed good food and fellowship.

Debbie Mayer
- Worked on a new database to keep track of library materials that have been ordered in conjunction with the OIT department.
- Continued to evaluate item statuses of book 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.

Robyn Hicks
- Helped with a display featuring Andy Griffith show artifacts.
- Helped with Library Open House.
- Continued to think of creative ways to promote the JSCC Library.

General Information:
- Megan Shulman was hired as the new Catalog/Reference Librarian and will start on November 21.
- The AMT advisory group had their meeting in the Library.

Activities Projects Planned for Next Two Weeks
- Robyn will attend an International Education workshop
- Kameron Wilson will moderate a Library student focus group.
- Robyn will attend an “Elf on the Shelf” workshop at the Public Library.
- More books will be selected for withdrawal.
- Gloria will continue ordering electronic books and audiobooks from Overdrive. These materials can be downloaded onto various devices or can be used on a computer.
- An *Other Wes Moore* discussion group will meet in the Library as part of the Green and Gold Reading series.
- Scott will provide library instruction for several English Comp classes, including one with Blue Jeans for Savannah.

**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 has currently experienced **824** in-person consultations.
- The Writing Center’s online pilot experienced **81** uses as of 10/11/16.
- The Writing Center finalized the hiring of a new WC Office Administrator.
- Dillon is attended the International Writing Center Conference in Denver.
- Dillon revised the WC confirmation sheets to focus on the most pertinent information.
- All of the WC handouts have been scanned and saved digitally.
- Dillon has revised the way in which the WC retains confirmation documentation.
- Dillon, Scott, Miesha, and Veronica visited the Savannah and Lexington Centers.
- Dillon revised scheduling after the departure of a consultant (job opportunity).
- Dillon began holding bi-monthly one-on-one meetings with the WC staff.

**Projects/Activities Planned**
- Dillon will continue to review applications for Writing Consultant positions.
- Dillon will review and revise the online service to make certain it is ready for a larger online offering.
- Dillon will continue visiting classrooms to market the Writing Center’s services.
- Dillon will continue to address the need for online ticketing system.
- Dillon will seek to move writing center materials online.

**New Issues**
- None to report

**Old Issues**
- None to report

**Other Items/Dates/Activities**
- None to report

**Projects/Activities Accomplished Since Last Report**
- **ANCHOR WEEK** talking with students and advising.
- Cumberland University on our campus (Lori Long).
- Bethel University visited our campus.
- Scott Cohen, Veronica Jones, Dillion Tripp, Meisha Daniels visited our campus.

**Division of Allied Health and CIT**

**EMT Program – Bryan Kelsar**

**Projects/Activities Accomplished Since Last Report**
- Annual Report to CoAemsp completed and submitted for 2016
- EMS Testing initiated in all levels of program
- Spring EMS schedule set
- Delivered report for added full time faculty, proposed 12 clinical coordinator and 9 month faculty
- Added two adjunct faculty for spring 2017
- Added in textbooks the mybrady lab access code to boost student performance, this gives students access to many resources such as interactive videos practice tests and gives the student a good idea of what areas they need to focus on improvement

Projects/Activities Planned
- Organize and begin preparation for upcoming move in labs and office
- Prepare for self-study in October 2017 for accreditation
- Summer 2017 to have EMT and AEMT in Lexington due to proposed move of program to new building

New Issues
- Need for a night AEMT class
- If state changes rule to allow EMT Basic to go straight to Paramedic then looking into making EMT Basic into two semesters with A&P I in first semester and A&P II in second semester

Old Issues
- EMT and AEMT first time pass rates with NREMT continue to be very low. Considering making EMT Basic two semesters except for those students who have medical background or have completed certain medical classes.
- Degree task force looking into making entry level Paramedic employment to be minimal of associate degree, committee meeting is June 20, 2016

MLT/Phlebotomy – Pete O’Brien
Projects/Activities Accomplished Since Last Report:
- MLT has ordered Instrumentation for the Chemistry, Hematology, and Blood Bank.
- We are in process of securing a southern TN clinical site/s.
- NAACLS Annual report is completed and has been submitted.
- Renewal of Tennessee State Program License in process.
- Phlebotomy had 100% of 13 first time examinees pass the NHA Board Exam

Other Items/Dates/Activities
- December 2nd EMT Basic Practical in Gymnasium
- December 5th AEMT Practical in Gymnasium

OTA Status Report – Dr. Julie Bezold
Projects/Activities Accomplished Since Last Report:
- Attended Program Director/Academic leadership Conference in San Diego
- SOTA bake sale for angel tree
- Advising students during ANCHOR week
- Attended new building meeting 11-8-16
Projects/Activities Planned

- Preparing for Therapy Ed National exam review course that will be offered Nov 11 at JSCC in the Kisber room
- Complete intent to graduate/graduation proposals
- Continue to collaborate with TBR and TN community colleges on common curriculum

Upcoming events:

New Issues:
- Nothing to report

Old Issues

Other Items/Dates/Activities

Respiratory Care - Cathy Garner

Projects/Activities Accomplished Since Last Report

- Letter of Notification submitted to Dr. Nichols on 10/27.
- Study Group meeting scheduled for December 1.
- Needs Assessment surveys mailed to area hospitals.

Projects/Activities Planned

- Working on documents for TBR and CoARC.
- Developing curriculum with input from the other TBR RC programs.

New Issues

- RC lab in Health Sciences Building

Old Issues

- NA

Other Items/Dates/Activities

- None to report.

Division of Business & Industry

Projects/Activities Accomplished Since Last Report

- IDEA course evaluations completed.
- NCRC Testing for AMT students.
- JRP Budget Amendment completed, forwarded to THEC for processing.
- Terri Messer and Marge Rafałowski attended meeting to discuss the use of campus facilities updated policy.
- Terri Messer attended a meeting concerning class offerings in Paris and General Education program’s academic audit.
- Jack Laser attended the Governor’s Conference.
- Terri Messer and Jack Laser presented to the Leadership Jackson Class and concluded with a tour.
- LEAP Budget Meeting with Jeanette Burton.
- Finalized winter and spring course offerings.
- Participated in ANCHOR WEEK activities.
- Roger James and Ben Lawrence attended the ATMAE Conference.
- Terri Messer attended the Achieve The Dream (ATD) Core and Data Team Meeting.
• Jack Laser and Patrick Davis attended a Pathways Meeting in Paris, TN.
• Assisted with TBR Marketing efforts on campus reviewing B&I division goings on.
• Terri Messer, Jack Laser and Cathi Roberts hosted the AMT Human Resources Meeting.
• Jack Laser and Marge Rafałowski participated in the Live2Learn Conference.
• Met with Plant and HR Managers at PrintPack to discuss the AMT Program.
• Jack Laser attended the Pathways Steering Committee Meeting.
• Student advisee sessions conducted.

Projects/Activities Planned
• Continue work on Business ACBSP self-study report. Will have draft ready for finalized reviews by Thanksgiving break.
• Jack Laser will attend the TACHE Conference.
• Working with TBTN on Flow Charting class.
• Working with Kellogg’s on Train-the-Trainer class.
• Continue to work with ProTrain on Medical Billing and Coding class.
• Intermediate Excel class at JEA scheduled for November 16, 2017.
• Schedule testing for Maintenance Technicians at Armstrong Floors.
• Working on a “Managing Generational Diversity” half-day seminar for business and industry.
• Working on a future Logistics seminar.
• Finalization of McWherter renovation needs, including plans for second floor to be vacated by allied health programs in the spring term.

New Issues
• None

Old Issues
• None.

Other Items/Dates/Activities

Division of Communication and Humanities

Projects/Activities Accomplished Since Last Report
• Faculty Learning Groups met to discuss groups, texts, process
• Attended SIT meetings
• Recruited for and helped organize Women’s Panel (Nov. 10) and Community Panel (Nov. 17), along with other FLC faculty leaders for faculty and students
• Attended Uncornered Market event hosted by Dr. Anna Esquivel and the International Education Committee regarding study abroad and internationalizing the campus
• Finalized spring schedule
• Met with students and parents regarding late withdrawal, class issues, grad proposals, study abroad, career path
• Attended lunch discussion with ATD coaches and subsequent meeting
• Observed faculty classroom (teaching presentation)
• Met with Programs of Excellence and Anchor groups regarding Anchor week
• Attended meeting regarding Paris offerings and Academic Audit
• Worked P of E information room during Anchor week
Projects/Activities Planned

- Update the Classroom Building directory display boards
- Attend Women’s Panel discussion (Nov. 10) and Civic Engagement panel discussion (Nov. 17) as part of NEH grant
- Meet with Dr. Mani Hull, Dr. Bailey, and Prof. Grooms regarding Service Learning
- Work on Academic Audit report
- Attend dual enrollment meeting
- Attend SIT meeting

New Issues

- None to report.

Old Issues

- None to report.

Division of Math and Science

Projects/Activities Accomplished Since Last Report

- Met with other Deans and VPAA regarding course offerings for Paris location in spring.
- Attended Kim Holland’s talk on Health Care Harm.
- Organized and attended Degree Works workshop for new faculty.
- Found replacement for adjunct math instructor who needed to leave JSCC employment.
- Attended Transfer Fair event in gym.
- Monitored two Advising sessions organized by science faculty.
- Attended Student Success/ATD meeting chaired by Brian Gann.
- Monitored faculty completion of IDEA student evaluations.
- Submitted list of potential course offerings for Paris location for spring and fall 2017.
- Attended lunch discussion with ATD couches.
- Attend TBR Co-Requisite Math Academy [w/ T. Britt].
- Worked with faculty and Admin Asst to prepare spring schedule.
- Collected faculty work plans for 2016-2017 academic year.
- Have interacted with several potential new adjunct instructors.

Projects/Activities Planned for Next Week

- Plan and conduct training for new faculty on co-requisite implementation and academic advising.
- Continue to work with faculty as we adapt to new faculty and biology lecture – lab schedules.
- Will continue to interact with Admissions and Records regarding Dual Enrollment courses.
- Attend Tennessee Academy of Science annual meeting.
- 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.
- Interact with other Arts & Science deans regarding upcoming Academic Audit.
• Plan to travel to Paris and move science lab materials and furniture from TCAT to new location.

**New Issues**

• Work with John McCommon and others to devise ways and means of identifying potential math and science adjunct instructors.

**Old Issues**

**Other Items/Dates/Activities**

**Division of Nursing**

**Activities and Projects Accomplished Since Last Status Report**

• Completion of graduation proposals for the December cohort
• Hosted a mock disaster drill for local EMS services, providing required training for EMS providers and nursing students with practice triaging multiple casualties; paramedic students were invited to attend
• Planning for spring 2017 state-wide conference for chief nursing officers and school directors to address current issues of nursing practice and education
• Faculty IDEA survey administrations for 14
• Spring course schedule planning
• Spring clinical unit requests submitted to TN Clinical Placement System
• Student ambassadors scheduled to speak with A & P classes
• Planned “kudos” recognitions for student standardized exam success and exemplary clinical performance

**Projects/Activities/Goals Planned for Next 2 Weeks:**

• Working on application forms for 277 certificates (185 General AAS Certificates and 92 Pre-Allied Health Certificates)
• Candidate interviews for faculty positions
• PR appearances promoting Open House November 21st
• Simulations for students enrolled in all four clinical courses are scheduled for the sim suite
• Advising and registration for currently enrolled students
• Security training
• Pinning ceremony planning

**New Issues:**

• Identifying additional strategies to support student success
• Obtaining resolution to student background check vendor requirements prior to new student orientations

**Other:**

• 100% of the program’s spring 2016 graduates passed the NCLEX-RN exam on their first attempt
• Open House informational sessions and tours are 11:00 – 1:00 and 4:00 – 6:00 on November 21st
• Program information sessions are scheduled for 10:00 on November 11th, December 5th, and December 16th
• December pinning ceremony is December 8th at 2:00 pm in the gym
Division of Social and Behavioral Sciences

Projects/Activities Accomplished Since Last Report

- Planning: Spring In-Service On Course Training for staff and faculty
  - Coordinate dates with Presenter Skip Downing (5 days)
  - Breakdown of contract costs
  - Correspondence with On Course Event Coordinator and Skip Downing
  - Contract information to Purchasing; Contract review & revision & signing

- Navigation Steering Committee/COL 1030 admin
  - Textbook orders, Exam Copies
  - Facilitator meeting on ANCHOR Week/Career Lab facilitation – run by T Prater & V Grooms
  - Spring Schedule: staffing, coordinating with Dean Camp, Will Shull
  - Meeting with facilitators for mid-term issues/feedback 9/23
  - On Course Conference (April 2017) proposal drafting w/ V Grooms & T Prater 10/28 & 11/2

- Deans’ Meeting with VPAA 10/21

- NEH Bridging Cultures Grant: Panels on Women in Religion and Civic Engagement
  - Correspondence with panel members, planning & set up for 11/10 and 11/17
  - Flyer finalization; meetings & correspondence with John McCommon re PR for panels
  - Schedule & Questions for Women in Religion Panel, meetings Dr. Camp/Kim Warren-Cox

- ANCHOR Week
  - Meetings with Will Shull re ANCHOR Week/Navigation course
  - Available for advisees, Ice Cream Social; PHIL 1030 class-- Myers Briggs

- Student Support: Advising, Trouble-shooting, Late Drops, Ongoing equivalency review for Transfers, SIT Referrals & Behavioral issues

- Academic Audit planning & implementation
  - Coordination with Deans Camp & Coppings
  - Choice of faculty lead for Division (Vivian Grooms)
  - Review of requirements/Outline of Teaching and Learning Focal Area

- Security Trainings

- Mentoring Collaborative –
  - Recruit student mentors (4); support returning faculty mentors (5)
  - Mentor Orientation & curriculum review 10/18
  - Work with co-coordinator Nancy Hickey
  - Correspondence re mentoring schedule/ Union U coordinators

- Faculty Evaluation Plan meeting 11/3

- Scheduling & Staffing Spring Term
  - Paris Site Schedule; DE, work with Centers, Dean Patrick Davis
  - Replacing lost adjuncts History
  - Classroom shortage issues, the usual

Projects/Activities Planned

- Academic Audit drafting; work with faculty lead in SBS Division, Deans, gather data/SLO’s

- Mentoring Collaborative –
MentorU meeting with five college representatives UnionU 11/14
- Presidential Search – Campus Interview of final 4
- Dual enrollment meeting TBA
- On Course training for 2017 In-Service – coordinator meeting TBA

New Issues

Old Issues
- Student mental health and behavioral issues
- Faculty support: travel, faculty development, DL classes and bluejeans

Off-campus Centers

Humboldt Center
- Met with Jeff Sick, Director of TCAT, regarding temporarily housing their surgical tech and LPN programs
- Met with 11th graders at Humboldt High School regarding JSCC Humboldt and what we offer here
- Community Work- With Lions Club, screened eyes at 3 schools in Humboldt as well as a home for the mentally challenged in Trenton
- Set compass test dates

Savannah Center

Projects/ Activities Planned
- Monica Ray, Nursing Program on our Campus tomorrow Nov.
- Collinwood High School Seniors to visit our campus Nov. 9
- U.T. Extension to have meeting here
- Registration and Great Expectation

New Issues
NA

Old Issues
- Parking Lot Issues
- Continue to work with City and County on Issues with Parking Lot and Building