Academic Affairs
Status Report for
November 28, 2017

<u>VPAA</u>
Dr. Larry Bailey
Projects/Activities Accomplished Since Last Report (October 19, 2017)

- Held meetings with candidates for promotion and set-up Promotion and Tenure Committee.
- Worked on TBR Bookstore Taskforce.
- Attended several meetings with school districts concerning Dual Credit.
- Interviewed candidate for Music vacancy and made recommendation for hire to Dr. Hamilton.
- Attended meetings and activities:
    - Meeting concerning Workforce Development Center, October 19, 2017
    - President's Cabinet, October 19, 2017
    - President's Forum, October 19, 2017
    - TBR Pedagogy Academy, Nashville, October 19, 2017
    - SACSCOC Visit – West Kentucky C and T College, Paducah, KY, October 23-26, 2017
    - Identity and Difference Conference, October 27, 2017
    - Interviews for Workforce Development Director, October 31, 2017
    - Conference Call concerning TBR Bookstore Taskforce, October 31, 2017
    - Executive Council, November 1, 2017
    - Meeting concerning JMCSS ECH, November 2, 2017
    - Articulation Luncheon, U of M, Lambuth, November 3, 2017
    - Meeting with Countance Anderson concerning Great Expectations, November 6, 2017
    - Meeting with Milan School District concerning Dual Credit, November 7, 2017
    - Scholarship Retreat, November 7, 2017
    - Meetings concerning Promotion/Tenure, November 8, 2017
    - Deans Meeting with VPAA, November 8, 2017
    - TBR External Affairs Meeting, November 9, 2017
    - Tour JCM ECH, November 9, 2017
    - PTA Program Advisory Committee, November 10, 2017
    - Meeting with UTM staff, November 10, 2017
    - Meeting with Dr. Hamilton, November 10, 2017
    - Meeting with Tim Britt to discuss Accuplacer scores, November 13, 2017
    - Meeting with Scott Cohen about Library operations, November 14, 2017
    - Meeting concerning Business and Industry, November 15, 2017
    - Meeting concerning Workforce Training facility, November 15, 2017
    - President's Forum, November 15, 2017
    - Speak to parents at JCM ECH, November 15, 2017
    - Deans Meeting with VPAA, November 17, 2017
    - Meeting concerning Library Space and Staffing, November 20, 2017
    - Interview Music Faculty, November 20, 2017
    - Faculty Council Executive Committee, November 20, 2017

- Meeting with Gibson County Schools concerning Dual Credit, November 21, 2017

Projects/Activities Planned

- Continue to work on TBR Bookstore Taskforce.
- Continue to work on Dual Credit opportunities with school districts.
    - Executive Council, November 28, 2017
    - Green Space Training, November 28, 2017
    - Conference Call – TBR, November 28, 2017
    - President's Cabinet, November 28, 2017
    - Conference Call with Russ Deaton, November 28, 2017
    - Meeting concerning UTM/JSCC Nursing in Selmer, November 29, 2017
    - Conference Call concerning TBR Bookstore Taskforce, November 29,2017
    - Online Quality Council, November 29, 2017
    - CCSSE Conference Call with TBR, December 1, 2017
    - Meeting in Selmer, December 1, 2017
    - SACSCOC Annual Meeting, December 2 – December 5, 2017
    - Meeting concerning Dual Credit, December 6, 2017
    - TN Reconnect Meeting, December 7, 2017
    - Video Conference - TBR Bookstore Taskforce, December 7, 2017
    - JSCC Holiday Party, December 8, 2017
    - Executive Council, December 12, 2017
    - Meeting Concerning COL 1030, December 12, 2017
    - Executive Council Retreat, December 12, 2017
    - Luncheon with Econ Director, December 13, 2017
    - ATD Site Visit, December14, 2017
    - Meeting with Brian Donavant, UTM, December 14, 2017
    - Meeting concerning Fast-Track Program, December 14, 2017
    - Jack Laser Retirement Reception, December 14, 2017
    - Nursing Pinning, December 14, 2017
    - Deans Meeting with VPAA, December 18, 2017
    - Faculty Council Executive Committee, December 19, 2017
    - Interview of Nursing Candidate, December 20, 2017
    - Meeting concerning McWherter Center, January 4, 2018
    - Leadership Luncheon, January 5, 2018
    - Executive Council, January 8, 2018
    - Meeting of All Faculty, January 8, 2018
    - Spring Convocation, January 9, 2018
    - JCM ECH Focus Group, January 11, 2018
    - SACSCOC Webinar – Determining Significant Departure, January 17, 2018
    - Deans Meeting with VPAA, January 17, 2018
    - Conference Call – TBR Scale of Adoption, January 19, 2018
    - Meeting with Dr. Eric Jones concerning ECH, January 25, 2018
    - TN Trained Session One, Symnra, January 30 – 31, 2018
    - Meeting with Distance Education staff, February 1, 2018

Melissa Lyles
Projects/Activities Accomplished Since Last Report

- Processing Late Withdrawal requests
- Completed B Sessions and Fast track 3 Contracts
- Working on updating new committee reps in Jweb and Outlook email groups
- Provided Payroll with TNeCampus cost analysis for Fall 2017, adjunct, overload, in load
- Email to faculty each Friday re: reporting attendance for students
- Answer various questions from JSCC Website

Projects/Activities Planned

- Continue updating committee info
- Continue processing Late Withdrawal requests
- Process Tuition Reimbursements

Jennifer Cherry
Projects/Activities Accomplished Since Last Report
Upcoming Projects/Activities

Will Shull
Projects/Activities Accomplished Since Last Report

- Organized and ran successful ANCHOR Week
- Facilitated COL 1030 classes
- Ran multiple training sessions for Advisor Trac and expanded it to all faculty and many staff
- Worked with Robin Marek on advising holds
- Participated in TBR Pedagogy with a Purpose Academy in Nashville
- Helped with Learning Support attendance reporting
- Identified advisor assignment issue with non-degree-seeking students
- Helped complete completion coach hiring process
- Attended Strategic Planning Committee
- Met with advisees and COL 1030 students in individual sessions
- Attended Identity and Difference conference diversity workshop
- Attended training for Degree Works Planner

Projects/Activities Planned for Next Month

- Travel to and meet with center directors about advising off the main campus (plans for early October)
- Continue gathering data from eLearn COL 1030 courses
- Meet with ANCHOR Week planning committee and review semester's event
- SACSCOC conference in Dallas, TX
- TN Reconnect roundtable

<u>Old Issues</u>

- Continuing to streamline advising process.

<u>Academic Support Division</u>
Projects/Activities Accomplished Since Last Report

Patrick Davis

- Meetings attended

    - ePortfolio – Digication webinar and videoconference (10/23)
    - TBR VPAA Sub Council (10/26)
    - ATD Subgroup African American Males Planning Meeting (10/27)
    - ePortfolio Planning Meeting (10/30)
    - Articulation Luncheon at University of Memphis (11/03)
    - Jackson Civitan meeting (11/08)
    - Dean's meeting with VPAA (11/08)
    - ATD Subgroup African American Males (11/10)
    - ePortfolio video conference with Chattanooga State CC (11/10)
    - Accuplacer Meeting (11/13)
- Academic Support Division held an open house event for the campus. All departments provided information for students.
- Discussed certification testing relocation from the Classroom Building lower level.
- Completed required Information Security training and Haven Title IX training
- Completed Institutional Review Board training and certified to conduct research under East Tennessee State University

Paris/ Henry County & Dresden/ Weakley County Off-Campus Locations

- Teresa Bishop (part-time) administered one Accuplacer test
- Holly Wilson (part-time) started work last Monday, November 13th. Teresa taught her how to set up the DL classes in Room 6 and Room 1A. She was also shown how to lock up the classrooms and the outside door.

Projects/Activities Planned

- Certification testing moving to different location
- Accuplacer advisory committee convening
- Online Quality Council meeting
- Review of ePortfolio agreement with Digication

Academic Assistance Center

Projects/Activities Accomplished Since Last Report

Jackie Barnacastle

- Assisted with testing in the AAC
- Developed new reports from TutorTrac for more accuracy in calculating and checking tutor visits
- Compiled a per student usage report from our online tutoring resource, Smarthinking
- Attended the Accuplacer Next-Generation Migration Webinar
- Administered the scheduled Pesticide Exams
- Set up the JAWS accommodation in Accuplacer
- Completed the IT Policy Agreement

Jeannette Stone

- Assisted with testing in the AAC
- Represented the Academic Assistance Center at the Academic Support Open House
- Met with Karen West to determine the need for more tutors in the Smart Math Center
- Replaced and rescheduled tutees due to several tutors needing to resign
- Took the PearsonVue Test Administrator Exam to recertify as a Test Administrator/Proctor

- Administered PearsonVue Certification Exams
- Attended the Accuplacer Next-Generation Migration Webinar

Lorrel Fuller

- Attended WorkKeys test administration training and assisted Jack Laser in administering the exams as part of the training
- Took the PearsonVue Test Administrator Exam to recertify as a Test Administrator/Proctor
- Administered PearsonVue Certification Exams
- Created November Accuplacer schedule and posted to registration website
- Posted Proficiency Profile Exam dates to JSCC Online Registration System
- Completed Part 2 of HR Haven Training
- Set-up an Accuplacer Next-Generation Demo Site for faculty to take the Next-Generation exam prior to attending Workshop at TBR
- Completed Cyber Security Training
- Registered for the next session of the Accuplacer Next-Generation Migration Webinar

Rita Hill

- Assist in administering and proctoring Pesticide exams, Proficiency Profile exams, other exams in the AAC, and testing in the Smart Math Center
- Monitors cameras while students are testing
- Prepares a weekly update of Smarthinking hours used
- Post tutors' schedules and tutees' visits in TutorTrac
- Represented the Academic Assistance Center at the Academic Support Open House
- Registered for the next session of the Accuplacer Next-Generation Migration Webinar

Veronica Jones

- Traveled with Dean Patrick Davis to the Humboldt Center to meet with Lisa Rojas
- Met with Countance Anderson to better understand the Registration's access and use of Accuplacer Placement Scores via the various Banner screens
- Worked with Lorrel to set-up the Next-Generation Accuplaer Demo Account for those attending the Workshop at TBR
- Attended the Accuplacer Next-Generation Workshop held at TBR Nov. 1st and 2nd
- Attended and participated in the Next-Generation Migration Webinar
- Set-up the Academic Assistance Center table and assisted with Academic Support Open House
- Completed Cyber Security Training
- Completed Part 2 HR Haven Training Survey
- Interviewed potential Math tutors
- Attended the Directors and Coordinators meeting scheduled by Scott Cohen
- Attended Dr. Hamilton's Open Forum

Projects/Activities Planned

- Begin planning migration from Classic Accuplacer to Next-Generation Accuplacer

Distance Education

Project/Activities Accomplished Since Last Report

Meisha Daniels

- Met with D2L group to discuss resolution for JSCC's eLearn Latency Issue
- Met with Ali from D2L, Kevin & Sonny to discuss D2L upcoming Data Migration
- Attended the TBR Higher Education Accessibility Conference in Nashville, TN
- Administered course maintenance and course development contracts to faculty
- Recorded via BlueJeanss Dr. Hamilton's Open Form meeting

- Attended 3 Nearpod webinars on new product features
- Attended 2 D2L Meetings focused on the ongoing intermittent issues
- Participated in department crossing training on various DE technologies
- Attended monthly System Admin Meeting
- Met with Distance Education Team to discusses department goals for end of semester
- Secured materials for Open House in the Library
- Participated in Anchor week on behalf of Distance Education
- Met with Renee to discuss TNeCampus courses offerings for Spring 2018
- Trained with Jessica and Faith on Tandberg, Zoom and BlueJeans technologies to prepare for staff changes
- Completed TBR accessibility reviews before the Nov. 17 deadline
- Attended Cerego product demo with representative Ben Gore
- Completed Securing the Human Security Training

Jessica Reece

- Recorded Tutor Training for the AAC
- Recorded the Open Forum for Dr. Hamilton (October)
- Recorded the Paul Brock Band
- Assisted Pat Winston with recording her guest speaker using BlueJeans
- Attended the Star Tree committee meetings
- Assisted Scott Cohen with a BlueJaens training refresher
- Attended DegreeWorks Training
- Attended the Employee Appreciation Breakfast
- Assisted with severing popcorn and cleanup during Anchor Week
- Assisted Jayne Lowery with recording guest speakers using BlueJeans
- Attended a meeting with Dr. Hamilton for Pro-Tech officers
- Attended webinars for Nearpod training
- Assisted Leah Gray with setting up Zoom connection for the Death Investigation Seminar
- Recorded the OTSY awards for Health Sciences
- Assisted Cham Tea with installing and training on TextHelp Read and Write Gold
- Completed Security Awareness, Haven, and Safety trainings

Renee Young

- Trained Bill Fry to use Respondus
- Helped Jens Wendelboe reset a quiz
- Worked with Ellen McDonald with quiz
- Participated in the D2L/ATT latency resolution conference call
- Participated in the D2L/ Data Migration project conference call
- Helped Kim Rawson insert a video link in eLearn
- Checked enrollments for 2nd session classes
- Cloned course material for second sessions classes for Dr. Camp
- Helped Scott Cohen test a video link he found for Kim Rawson
- Assisted Mary Wadley with eLearn questions
- Helped Curry Hendrix sign his contract in jWeb
- Assisted Bill Fry with cloning and quizzes
- Spoke with Mark Walls about a question he has about Turn-it-in. He will set up an appointment to review it in more detail.
- Reviewed the TneCampus Schedule to be sure all classes we are offering are listed in the JSCC

catalog
- Advised 4 TneCampus students
- Helped Meisha and Jessica to ensure that the TBR accessibility survey was completed for our top 30 highest enrollment classes.
- Assisted Bill Fry wit quiz problem in his POLS 1030 online course

Projects/Activities Planned
Meisha Daniels
- Attend a follow up meeting with Ali D2L regarding Data Migration
- Prepare for upcoming TBR Data Migration via D2L (Amazon Web Servicing)
- Attend the TN eCampus Curriculum Meeting in Nashville, TN
- Attend the DE Council Meeting
- Migrate over to Libguides Version 2
- Work on DE operational procedures, protocols and processes for Spring 2018
- Work on review budget and past expenditures
- Research TBR contract Equidox and ensure payment is processed
- Research ePortoflio options with Jessica and Renee
- Work on training new employees and cross-training existing employees

Jessica Reece
- Site visits to Savannah for updates to Zoom and BlueJeans
- Train Renee, Meisha, and Faith on Codian, Zoom, BlueJeans, and building schedules
- Work with division secretaries on any room changes for Spring distance learning courses
- Build the Distance Learning schedules in BlueJeans, Zoom, and Codian
- Work with Abby Lackey and Kim Warren-Cox on Nearpods accessibility

Renee Young
- Continue course reviews
- Review and clone fall semester courses in eLearn
- Research new helpdesk software
- Review the eLearn Getting Started Material
- Confirm meeting with Mark Walls about turn-it-in question

Library
Activities/Projects Accomplished Since Last Report
All Staff
- Worked on various library duties, including circulation of library materials.

General Information (Withdrawal Project)
- 402 books were withdrawn since the last report on October 10, 2017. There remains 27,747 books that will be examined for possible withdrawal.
- In the next 2 weeks I anticipate 1000 volumes out of 27,747 remaining volumes will be withdrawn from the Library cataloging system. I anticipate that we will be at the end of the M section by then. We did not reach my anticipated total of 700 for this report because of people being out.

Scott Cohen
- Provided Library instruction for 12 English classes, including 1 in Humboldt. Also provided Library instruction for 1 reading class (Blue Jeans at Paris) and 3 Nutrition classes.
- Convened the first meeting of the Library Advisory committee.
- Coordinated the meeting of JSCC Directors and Coordinators.

- Worked with students who needed Community Service for Tennessee Promise. The students have become part of a Student Advisory Group to assist the library.
- Sent out the Annual On Campus surveys to Faculty to fill out and asked faculty to have their students fill out the Student surveys

Debbie Mayer

- Currently on medical leave

Robyn Hicks

- Became the Circulation and Instruction Librarian on November 1.
- Attended the Data Fest and Tennshare conferences.
- Coordinated the Academic Support Open House on October 30.
- Attended the Green and Gold Reading series.
- Attended a subcommittee meeting of the Achieving the Dream.
- Provided Library Instruction for 3 College Success classes.

Activities Projects Planned for Next Two Weeks

General

- Will devote more resources to the withdrawal project.

Scott Cohen

- Will work toward completing the current files of books for withdrawal.
- Will review Sara Vonderheide's Data Dictionary.
- Will tally the results of the Student and Faculty on campus surveys

Debbie Mayer

- Currently on medical leave

Robyn Hicks

- Will plan the Long Night Against Procrastination program for the week of final examinations.
- Will help plan the Divisional Christmas/Holiday Celebration.

Writing Center

Projects/Activities Accomplished Since Last Report

- The Writing Center has further revised its MLA handout to reflect and explain the changes as the English faculty have moved to MLA 8.
- The Writing Center has already surpassed its previous record of online submissions with 411.
- The Writing Center has begun revision of its promotional handouts and marketing documents.
- The Writing Center has begun exploring ways to better reach the student body, market out service, and make our space an inclusive one (such as podcasts).
- Dillon met with the Dr. Hamilton as part of the Pro/Tech advisory council.
- Dillon participated in the Star Tree discussions and planning.

Projects/Activities Planned

- Dillon will continue to review applications for Writing Consultant positions
- Dillon will continue to review and revise the online service.
- Dillon will continue visiting classrooms to market the Writing Center's services.
- Dillon will continue to move writing center materials online

<u>Health Sciences and CIT Division</u>

Computer Information Technology

Projects/Activities Accomplished Since Last Report

- The CIT program faculty attended the National Science Foundation Advanced Technology Education Grant PI Conference in Washington, DC the last week in October.
- Randy Callahan will be attending the CAE Symposium in Dayton, Ohio the second week in November.

Projects/Activities Planned

- Tom Pigg has been asked to serve on the National Science Foundation ATE Grant panel to review grant proposals at the end of November.
- Josh Britt and Tom Pigg on working on special activities for the Puzzle-Based Learning NSF ATE project grant. More details will be provided in future status reports.
- The CIT faculty are exploring new course materials to be used in several of the CIT courses that will include new updated hands-on lab activities.

EMT Program

Bryan Kesler, Program Director

Projects/Activities Accomplished Since Last Report

- Visit to Motlow State Community College very informative. Me and Mr. Oxford obtained great ideas on how to improve our program.
- Firehouse expo conference proved to be very informative and beneficial to connect with firefighting profession and generate ideas for Fire Science Program.
- Tennessee Emergency Preparedness Conference beneficial at Union University. Our booth their obtained by Leah Gray had many visitors who were interested in Jackson State.
- Fire Science instructors set for both classes being offered in spring 2018
- EMS and Fire Science schedule set for spring 2018 utilizing two full time and 9 adjuncts with 7 of them averaging 20 teaching hours between the fall spring semesters.

Projects/Activities Planned

- Prepare for self-study due April 1st 2018 for accreditation
- Visit Walter's State on December 18th and Roan State on December 19th to get ideas on how to improve the program, and gain information on Fire Science Program.
- RN to EMT to be offered in summer 2018
- EMR course to be offered in summer 2018
- Curriculum change for EMR to be 4 credit hour course for summer 2018

New Issues

- EMT Handbook to be vetted by the TBR legal
- Advisory Committee meeting in December to talk about how things are going after first semester of paramedic and possible changes for entrance into program, discipline and rules on students getting back into program after failing out.
- Spring 2018 will be the first time since I have been director to offer AEMT at night. We will have a day EMT slotted for 12 students, a night EMT slotted for 12 students, a day AEMT slotted for 16 students and a night AEMT slotted for 8 students.

Old Issues

- Justify a 9-month faculty position due to the heavy use and load of adjuncts. This position is imperative for the program to have enough instructors to support EMT Basic in the satellite campuses. At this time all our adjuncts in EMS are maxed out on teaching hours between the two major semesters.
- Fall 2018 changes in EMT Basic makeup with EMR pulled out separate from it which creates issues of it then being a 12-hour certificate. This would help having the 4-hour EMR being

separated to promote EMR being a prerequisite for EMT Basic. This ties in directly with more high schools offering EMR. This would require a curriculum change with TBR

Other Items/Dates/Activities

- December 11th EMT Basic Practical
- December 15th AEMT Practical
- December 20th Advisory Committee Meeting
- April 1st Self Study for Accreditation is due

MLT Program
Peter O'Brien, Program Director
Projects/Activities Accomplished Since Last Report:

- Attended College night in Brighton for Covington, Millington, and Brighton students
- Met with classes to discuss MLT Program – Chem 1 & 2, Organic Chem 1, A7P 1&2, Microbiology
- Met with Hardin County Hospital – Lab Director about clinical affiliation
- Waiting on the new curriculum to be accepted by TBR for MLT
- Went to Lexington and Savannah Centers to recruit students. Spoke to A7P classes at each facility.

Projects/Activities Planned

- Visiting Ripley and Covington Hospitals about accepting students for NEXT Fall class. We have new contracts with each and are excited about using them.

Upcoming events

- TV and Radio Time at first of year to get word out about our program and the needs of the profession, and National Medical Laboratory Professionals Week.

New Issues

- Still communicating with Hardin County Hospital about becoming a clinical site. Information sent to Lab Director to fill out and visited this month to discuss further.
- Talking to WTH about using other hospitals in their system as affiliates Camden
- Carla teaching COL 1030 and we are recruiting students from that course.

OTA Program
Dr. Julie Bezold, Program Director
Projects/Activities Accomplished Since Last Report:

- Advise students
- Hosted OTA/PTA information session 10-30-2017
- IDEA course 2130/1110
- Hosted advisory meeting 10-17-2017
- Attended ALC/AOTA Education Summit
- Attended/participated in curriculum committee
- Completed student-midterm advising/professional behaviors and performance
- Meeting with Rich/WJBC regarding special needs ministry
- Served as OTSY advisor in Nashville 11-17-2017 at winners meeting with Kelsey Gadberry
- Team captain for JSCC at the Arthritis Foundation Jingle Bell run 11-18-17
- Rose Hill Students tour OTA lab 11-14-2017
- Ayers Foundation students tour OTA lab 11-20-2017
- Submitted spring booklist to bookstore
- Hosted Therapy Ed National Exam review course 11-10-2017

- Graduation proposal's completed

Projects/Activities Planned

- Prepare for finals and complete/submit final grades
- Prepare portfolio for promotion to be submitted January 2018
- Assist OTSY student Kelsey Gadberry for preparation at Regionals January 2017
- TBR phone conference regarding OTA/ACOTE 11-28-2017
- Send out employer surveys

PTA Program
Dr. Jane David, Program Director
Projects/Activities Accomplished Since Last Report

- 1st year cohort = 24 students (one student has been identified as at risk and has been counseled); 2nd year cohort = 17 students
- Program students participated in a community service event recently in association the 100,000 Thank You's initiative for our military. They collected and wrote over 600 thank you cards. Thanks to Amy White for coordinating these types of events for our students.
- Jane has been involved with several recent on-campus student tours.
- Jane has completed the CAPTE Annual Report.
- Advisory Committee met 11/10/17.
- Core curriculum changes have been submitted for Curriculum Committee to review and are ready to move forward to TBR for the final approval.
- PTA Program outcome data are updated as required by CAPTE. Also, website materials have been updated for the next application cycle. Jane is currently working with Sonny Davis on the program's electronic application.

New Issues

- eLearn is some better but is still creating problems for the program in terms of course needs particularly related to testing.

Old Issues

- Student success (retention)
- Application transition to online
- Pre-application testing

Other Items/Dates/Activities

- Clinical planning is actively in place for the spring semester.
- We have re-evaluated our capstone course needs in an attempt to increase first time success with the NPTE and have chosen to purchase an online study plan for the students that will coincide with our on-campus review course and textbook.
- Jane taught a continuing education event for area clinicians on 11/04/17 that was well attended.

Radiography Program
Kim Todd, Program Director
Projects/Activities Accomplished Since Last Report

- Program faculty have been extremely busy during ANCHOR week and early advising responding to many prospective students and references from the JSCC website, by either email, voice mail, and/or personal appointments. Increased number of advisees…whether assigned or not.

- RAD Club participated in National RAD Tech Week by manning tables and promoting radiation safety/discovery of x-ray on Nov. 7. Door prizes were given away and students were stationed at four buildings across campus.
- Karin and second year RAD students attended the state radiologic technologist conference in Clarksville. Students participated in student bowl competitions with other students across the state and also were able to attend educational session by a national textbook author in the field.
- Kim and Karin promoted JSCC, the radiography program, and national tech week on local TV and radio during the week of Nov. 5. Big thank you to John McCommon for arranging those opportunities!
- RAD students participated in the food drive for the JSCC pantry.
- Ayers Foundation students participated in an open house event today for Health Sciences; Branson and Karin have hosted tours of our lab space to students several times throughout the past couple of weeks for various groups.

Projects/Activities Planned for Next Week

- Teach classes as scheduled.
- Continue to reach out to assigned advisees who have not met with faculty about their PIN numbers and registration for spring.
- Begin planning the fall Radiography Advisory Committee Meeting.
- Director will prepare for upcoming site visit for the JRCERT.

New Issues

- Hopeful that all front line faculty and staff involved with advising at JSCC will have the opportunity for input into improving and streamlining the current process. Proper advising is important for the college, and even more so for those who are interested in specific courses of study, such as health programs.

Respiratory Care Program
Cathy Garner, Program Director
Projects/Activities Accomplished Since Last Report

- Christie Ward and Cathy Garner participated in the Advising Fair held during ANCHOR Week.
- Program faculty met with many of the assigned advisees; Christie Ward assisted PTA and OTA students with advising to relieve the burden on those advisors.
- Program information sessions held on November 1 and November 2 were well attended by potential students. Four (4) students submitted applications as a result of their attendance at the session.
- Twenty-four (24) applications were received for spring 2018 admission. Twenty-one (21) applicants met minimum requirements and were scheduled to interview on Thursday, November 16 and Friday, November 17. Of those 21, nineteen (19) came to the interviews. Twelve (12) students will be selected from the ones who completed the admission process.
- The textbook order was submitted to the bookstore for the spring 2018 semester.

Projects/Activities Planned

- A CoARC representative replied to an email regarding the results of the November 9 – 11 Board meeting; the program will receive official notice regarding the application for Provisional Accreditation on Wednesday, November 22.
- Applicants will be notified of admission status after the Thanksgiving holiday.

Old Issues

- Continue to work with the other Respiratory Care Program Directors to complete the Common Course Library. Still waiting on Chattanooga State but the other programs are moving forward.

<u>Business and Industry</u>

Projects/Activities Accomplished Since Last Report

- Business and Industry/Workforce Development faculty and staff participated in the earthquake drill.
- Second session of Manufacturing Day 2017 held on October 20, 2017 with 15 different high school students touring 11 manufacturing facilities with JSCC representatives Jack Laser (Henderson, TN), Terri Messer (Paris, TN), Cathi Roberts (Crockett County High School) and industrial technology AMT students hosting each event.
- November Dean's Meeting w/VPAA. (2 separate dates)
- Jack Laser attended the Education/Workforce Collaborative meeting in Haywood County along with other educational institutions and Haywood County Manufacturers
- Jack Laser attended the Governor's Conference.
- Cathi Roberts hosted the AMT New Consortium Member Training and HR Meeting.
- Search committee for the Workforce Development Director met to discuss applicants and schedule interviews. Three applicants were chosen for the Workforce Development Director position and interviews scheduled.
    - Kimberly Johnson was selected as the new Workforce Development Director and joined the Business and Industry Division on November 7, 2017.
- AAS Career Business Exit Review and Exam administered on November 9, 2017.
- Articulation luncheon meeting with University of Memphis Lambuth.
- Terri Messer met with Anna Esquivel and Tammy Prater concerning International Sponsors.
- Meeting with UT Martin personnel.
- Cleveland State conference call to aid with their co-op program launch.
- Roger James attended the ATMAE Conference in Cincinnati, OH where he successfully defended the two-year program status report.
- Jack Laser and Kimberly Johnson attended the 2017 TACHE Conference in Memphis, TN. Dr. Tidings, TBR, was one of the guest speakers.
- Spring 2018 registration advising sessions scheduled for Tuesdays, Wednesdays and Fridays with additional sessions on specific dates in December and January.
- Terri Messer met with Dr. Bailey regarding Business and Industry issues, future staffing needs and program expansion.
- Jack Laser, Kimberly Johnson and Terri Messer attended the Workforce Training Facility Concept Paper (Innovation Center Proposal) held at TheCO.
- President's Forum.
- Meeting with Sara Vonderheide regarding Perkins reporting.
- Baby shower for Jessica Reece.
- Jack Laser, Kimberly Johnson and Terri Messer represented JSCC at the Humboldt Chamber's industry announcement sharing Tyson Foods would be coming to town creating 1500 new jobs.
- Jack Laser conducted training for the leadership team at Precision Coils on November 15-16.
- Jack Laser and Kimberly Johnson met with Owens Corning and John Redding to discuss upcoming training needs for the remainder of 2017 and early 2018.
- Jack Laser and Kimberly Johnson toured the ABB Manufacturing facility in Alamo, TN as the guest of Cynthia Howard, Human Resources Manager.

Projects/Activities Planned

- Pilot a mid-year AMT co-op interview sessions to place 5 –6 students at new consortium partners beginning in January.
- Electronically input the business group advising session participants, per day, into the Advisor Trac system. To date, the sessions have had 94 attendees.
- Cross training between Jack Laser and Kimberly Johnson continues.
- In between term B&I Group Advising sessions will be on Dec. 12, 13, 19 and Jan 3 in McWherter, M135A.
- Jack Laser retirement reception, Monday, Dec. 18, 2:00 – 4:00 p.m.
- UTM's moving van will be packing them up and coming this way on Dec. 18. Terry Mullins, Dinah Reams (adjunct office) and Cathi Roberts will be relocating to their new offices prior to then.

New Issues

- Facilities usage policy finalization.
- Finalizing the JSCC CEU Policy.

<u>Communication and Humanities Division</u>

Projects/Activities Accomplished Since Last Report

- Completed Evaluation Planning meetings with full-time faculty for 2017-18 evaluations
- Attended President's Forum and deans meetings
- Attended SIT meetings
- Attended Faculty Council meeting
- Attended Opioid Crisis Presentation
- Completed winter and spring schedules for early registration
- Attended Diversity Conference
- Met with Success Coaches and Coach Cornelison regarding JSCC Day of Service
- Attended Tn-SL service learning consortium advisory board meeting and general meeting
- Attended articulation luncheon at MTSU
- Met with Dr. Bailey and Esther Gray-Lemus regarding music classes
- Attended Tn-SL teleconference to select presenters for Volunteer TN 2018 conference
- Met with Dr. Esquivel and Prof. Prater regarding study abroad

Projects/Activities Planned

- Continue discussions with Stephanie from Contract Furniture regarding new furniture for C210, 224, 220
- Attend service learning projects for Milan students
- Attend service learning safety board proposals for AMT students
- Attend SIT meetings
- Attend Great Expectations sessions

<u>Math and Science Division</u>

Projects/Activities Accomplished Since Last Report

- Spoke with several adjuncts regarding spring instruction.
- Attended Dean's meetings with colleagues and Dr. Bailey.
- Attended Pedagogy with a Purpose Academy.

- Proctored math exam, with Linda Nichol, for disabled student. Will work with Distance Education on alternative formats for this.
- Attended Transfer Fair in gym; interacted with numerous university personnel.
- Attended Articulation Luncheon at U of Memphis Lambuth.
- Hosted Rose Hill School student groups in science lab.
- Attended Honors presentations in science auditorium.
- Participated in math meeting with Tim Britt and Dr. Bailey.
- Modified spring schedule as the need arose.
- Participated in Financial Aid Appeals Committee meeting.
- Worked with individual students with scheduling problems.
- Participated in a discussion in physics lab regarding facilities set up.
- Meet with Dean of Nursing on several issues.

Projects/Activities Planned for Next Week

- Continue to modify the spring schedule as justified.
- Solidify adjunct instruction assignments on branch campuses.
- Hope to work with new potential adjunct instructors to complete applicant files.
- Work with faculty to complete TBR forms needed to implement BIOL 1080, Concepts in Biology, as general education option beginning fall 2018.
- Complete advisor bulletin board in science bldg.

Nursing

Activities and Projects Accomplished Since Last Status Report

- Submission of a 2017 Promise of Nursing grant application in partnership with JMCGH.
- Participation in a national workshop regarding the NCLEX-RN examination.
- Individual and group advising for numerous students in preparation for spring registration.
- Additional revisions of fall term teaching assignments due to faculty leave and a resignation.
- Hosting of fall Open House for students of JSCC and area high schools.
- Review, selection, and notification of applicants for January admission cohort.
- Continued implementation of content and methods revisions in the fall NUR 110 Foundations of Nursing course. Preparation for design revision for spring NUR 120 Foundations of Nursing II course.
- Daily responses to student inquiries for program information, application assistance, and advisement.
- Completion of graduation proposals for December graduates
- Conducted mock disaster drill for students enrolled in NUR 220 Adult Health Nursing II, with the assistance and participation of Jackson Police Department Bomb Squad, Fire Department, EMS and Air Evac services.
- Participation in 50th Anniversary Gala of the University of Memphis Loewenburg College of Nursing.
- Participation in Practice Excellence series sponsored by JMCGH.
- Participation in articulation luncheon meetings with the University of Memphis Lambuth.
- Participation in AdvisorTrac training.
- Participation in selection and preparation process of the technical student of year nominees.

- Hosted an educational fair with RN-BSN programs for currently enrolled nursing students; six different universities participated in recruitment.
- Hosted a career fair for employers seeking to recruit new graduates for currently enrolled nursing students; six different employers participated
- Students representing JSCC SNA traveled to visit children and donate toys at LeBonheur Children's Hospital.

Projects/Activities/Goals Planned for Next 2 Weeks

- Host NCLEX review course for December graduates
- Assist December graduates in completion and submission of NCLEX-RN and Tennessee Board of Nursing license applications.
- Continue advising students for spring 2018 and participate in Great Expectation sessions for newly admitted students

Other

- We have verification that all of the spring 2017 graduates who took the NCLEX-RN exam passed on their initial attempt, constituting the third consecutive cohort to achieve a 100% pass rate on NCLEX-RN.
- Pinning Ceremony for December 2017 graduates is December 14th at 2:00 pm in the college Gym.

<u>Social and Behavioral Sciences</u>

Projects/Activities Accomplished Since Last Report

- President's Forum 10/19
- Mentor U Campus Day at U of M Lambuth 11/18; meeting with Union U coordinator
  - Working with work study student helping with MentorU JSCC coordination
  - Meetings with Nancy Hickey, JSCC coordinator
- Navigation Course Steering Committee and COL 1030
  - Navigation Course Steering Committee update
  - Coordinate curriculum with V Grooms and T Prater; plan for in-service facilitator orientation
  - Meeting with members of Nav Steering Com who were unable to attend meeting
  - Review and respond to requests for substitutions and exceptions
  - COL 1030 Facilitator Meeting preparation 11/15
  - Schedule and Staffing for Spring
  - Review and respond to requests for substitutions and exceptions
    - Meetings with Will Shull RE same
- ANCHOR Week activities, advising and support
  - Table set up for Advising Fair with division materials
  - Faculty sign up
- Contact Advisees and set up Group Advising sessions for division advisees
  - 11/13-11/17
  - Faculty sign-up; group advising set up in L 09
  - Meetings with COL 1030 students around career interests and division pathways
- Identity and Diversity Conference 10/27
- Student advising, class assistance, late withdrawals
  - Providing list of advisees with PINs to division faculty advisors
- Finalizing Social Work and Criminal Justice staffing and scheduling for new courses for Spring 2018
- Faculty Evaluation Plan meetings with full-time faculty

- Textbook ordering and tracking for Spring
- Deans' meeting with VPAA 11/8 and 11/17
- Coordination with division faculty and Distance Ed RE accessibility report for TBR and top 30 classes
- Faculty Support
    - Planning for Spring
- DE class scheduling and staffing and high school preferences for faculty
    - Contacting all available adjuncts in History and Psychology and Sociology to fill needs

Projects/Activities Planned

- Meeting planned with U of M Lambuth Criminal Justice Coordinator
- Ongoing staffing and course development for Criminal Justice A.A.S.
- Textbook ordering and tracking for Spring

Off Campus Centers

Humboldt - Lisa Rojas, Director

Projects/Activities Accomplished Since Last Report

- **Nothing Reported**

Lexington - Sandy Stanfill, Director

Projects/Activities Accomplished Since Last Report

- LASSO Trunk or Treat
- Attended Governor's Conference
- LASSO Blood drive
- Foundation Internal giving breakfast
- Conducted Earthquake drill
- Nursing info session
- Respiratory program info session
- Student Services visit
- Hosted monthly Chamber meeting
- Students advising
- Visit from Dr. Hamilton
- MLT program visit
- Attended Ayers Scholars Program meeting
- LASSO Chili cook-off
- Director's meeting
- Attend annual Chamber dinner
- South Haven Elem. Students tour Center

Projects/Activities Planned

- Schedule GE sessions
- Advising appointments
- LASSO project – Elderly Christmas baskets
- UTM Parsons transfer recruitment
- Pin Oak college day

Savannah -Meda Falls, Director

Projects/Activities Accomplished Since Last Report

- Pete O'Brien was on campus last week to discuss with students the MLT Program
- Hoping to work with Hardin Medical Center so students in the MLT Program could do clinicals there
- Gwen Fox was on campus to talk with students about OTA Program. Gwen is also hoping to work with Hardin Medical Center concerning students doing clinicals
- Staff and faculty enjoyed a wonderful breakfast thanks to the JSCC Foundation
- Advising and assisting students with the new procedure in registering with PIN numbers. This procedure is going well. It has made our students go ahead and register, not wait.

Projects/Activities Planned

- Continue to work with Preston Turner concerning the sign in front of the building. Preston gave me some options and prices which I presented to the county mayor and city mayor. They didn't hesitate at all with whatever we decided to do. They agreed to pay whatever is their part. I believe Horace had mentioned to me one-third. Preston is going to discuss further with Horace**.**

Old Issues

- Parking lot repair, and some repairs to the exterior of the building