



**Academic Affairs
Status Report for
February 7, 2018**

VPAA

Dr. Larry Bailey

Projects/Activities Accomplished Since Last Report (November 28, 2017)

- Worked on and completed SACSCOC Institutional Profile.
- Conducted interviews for Nursing vacancy and made recommendation for hiring approval to Dr. Hamilton.
- Worked on TBR Bookstore Taskforce
- Attended SACSCOC Annual Meeting
- Competed Scale of Adoption instrument for TBR
- Worked with Brian Donavant and UTM staff to finalize UTM move to JSCC
- Worked with Faculty Council Executive Committee to address faculty issues
- Attended Meetings and Other Activities:
 - 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, December 14, 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

Projects/Activities Planned

- Continue to work with UTM on moving to campus
- Continue to work with Faculty Council Executive Committee
- Continue to work on TBR Bookstore Taskforce
- Upcoming Meetings/Activities:
 - Oral Qualifying Exams for Patrick Davis, February 6, 2018
 - Meeting with Terri Messer and Dr. Hamilton Technical Education/Workforce Development, February 6, 2018
 - SACSCOC Substantive Change Seminar, Memphis, – February 7, 2018
 - SACSCOC Substantive Change Webinar – Managing Off-Campus Centers, February 8, 2018
 - Faculty Council Executive Committee, February 8, 2018
 - Meeting with Dr. Hamilton, February 9, 2018
 - Meeting with Patrick Davis and Distance Education staff, February 9, 2018
 - Meeting with Terri Messer concerning Division of Business/Industry, February 9, 2018
 - PTK Luncheon, Nashville, February 13, 2018
 - JSCC Foundation Board Meeting, February 15, 2018
 - Meeting with Terry Mullins, Patrick Davis, Meisha Daniels, and Rene Young concerning Faculty Taskforce for Distance Education, February 15, 2018
 - Meeting concerning 2018 Counselor’s Luncheon, February 16, 2018
 - Executive Council Meeting, February 19, 2018
 - Dean’s Meeting with VPAA, February 19, 2018
 - Meeting with architect concerning Library renovations, February 20, 2018
 - TN Trained Session Two, February 21-22, 2018
 - Haywood County Chamber of Commerce Banquet, Brownsville, February 22, 2018
 - Faculty Development Committee, February 23, 2018
 - Honors Program, February 23, 2018
 - Meeting concerning budget/open positions, February 26, 2018
 - Executive Council, February 27, 2018
 - Deans’ Meeting with VPAA, February 27, 2018
 - President’s Cabinet, March 13, 2018

Melissa Lyles

Projects/Activities Accomplished Since Last Report

- Assisted with Spring 2018 In Service scheduling and preparations
- New adjuncts for spring 2018 made instructor in Banner
- Trained new Social and Behavioral Science Division Secretary on entering contracts through FLAC
- Working on Spring 2018 Adjunct and Overload Classes
- Met with Dr. Bailey, Payroll, Business Services, Distance Education about paying Online Course Developments and Maintenance through FLAC process; hope to be up and running for new fiscal year, July 1, 2018.
- Assisted many students with registration issues and overrides for spring 2018 term
- Processing Late Withdrawal requests for Holiday Term
- Completed Holiday Term contracts for January 31, 2018 payroll
- Gathered and submitted Key Codes to Physical Plant Director
- Completed updates on new committee reps in Jweb and Outlook email groups
- Processed Tuition Reimbursements for Spring 2018
- Answer various questions from JSCC Website and refer to correct staff to assist

Projects/Activities Planned

- Assist President's Office with PTK All Tennessee Academic Luncheon, February 13, 2018 in Nashville
- Complete Adjunct and Overload contracts for spring (behind this semester due to being out with flu and college being closed for a combined 2 week period)
- Participate in college-wide drills

Jennifer Cherry

Projects/Activities Accomplished Since Last Report

- Met with and advised several students
- Completed several DegreeWorks tasks/modifications to be able to run CPoS for Financial Aid—have a bit more table clean up to do to make it “prettier” but not affecting functionality
- Represented JSCC (with David Clark) at a Dual Enrollment event held at JMCSS Board Office
- Advised and registered (with David Clark and Seth Hardin) JCM ECH students—we have 35 returning students and 2 new—enrolled in a total of 148 sections (including labs) and a total of 421 CH
- Created the Final Exam schedule for Spring
- Participated in GE Advising sessions and served as a point of contact during late registration—advised numerous students during this time frame
- Attended Early College High meeting with faculty and Dr. Hamilton
- Provided a Learning Support refresher training for faculty
- Participated in Banner Committee meeting
- Beginning to receive and process Dual Credit packets from various high schools—have nearly “cleaned up” all old dual credit forms (missing transcripts, etc.) that I “inherited”
- Approved multiple TAF purchase requests
- Updated the Adjunct Faculty database—preparing for Spring contract approvals

Upcoming Projects/Activities

- TBR Gen Ed Report due 2/2
- Dual Credit meeting at Chester County 2/6
- Curriculum updates
- Adjunct Credential approvals for contracts
- Continue table/scribe clean up in DegreeWorks

Will Shull

Projects/Activities Accomplished Since Last Report

Projects/Activities Planned for Next Month

Old Issues

Academic Support Division

Projects/Activities Accomplished Since Last Report

Patrick Davis

- Attended High Impact Practices conference convened by TBR
- Deans meeting with Dr. Bailey
- ATD Subgroup African American Males Planning Meeting
- Participated in ePortfolio webinar with Digication
 - Setup user accounts for Dr. Mechel Camp, Dr. Anna Esquivel, and Tammy Prater
- Participated in ACT CollegeReady Webinar
- Assisted with Great Expectations registration for the spring semester.
- Participated in COL 1030 College to Career Navigation facilitators session.
- Discussed certification testing relocation from the Classroom Building lower level with Mr. Chase, Dana Nails, Preston Turner, and Linda Shirley
- Participated in videoconference to preview latest video/audio classroom technology
- Direct-reports meeting with Amy West as the guest speaker

Off-Campus Operations

- Met with Lisa Rojas to discuss moving TN Department of Agriculture Pesticide testing to the Humboldt Center
- Met with Teresa Bishop to discuss spring semester start for our Paris location
- Held conference call with Lindsey Powers to discuss 'meet & greet' with Murray State University
- Met with E. Powell Franklin and Sandy Stanfill discussing DL classrooms

Community

- Attended Jackson Civitan Club meeting
- Attended 100 Black Men of West Tennessee meeting

Projects/Activities Planned

- Certification testing moving to different location
- Online Quality Council meeting
- Webinar of ePortfolio application with Digication
 - Coordinate with OIT for student access

Academic Assistance Center

Projects/Activities Accomplished Since Last Report

Jackie Barnacastle

- Attended the Faculty/Staff Spring Convocation

- Updated computers in the AAC's Computer Lab, AAC's Testing Room, and the Smart Math Center's Testing Lab
- Proofed tutoring reports from TutorTrac
- Completed Fall 2017 End-of-Semester Reports
- Developed new reports to more accurately analyze and compare testing and tutoring
- Assisted with administering Co-Requisite Math Pre-test in the Smart Math Center's Testing Lab

Jeannette Stone

- Attended the Faculty/Staff Spring Convocation
- Made preparation for the Spring 2018 Math Tutors' Orientation (cancelled due to inclement weather conditions)
- Updated Tutors' Accreditation Sheets/Training Records
- Contacted potential tutors recommended by instructors
- Prepared Math tutors' schedules for Smart Math Center and Math Lab
- Prepared contracts for tutors and support staff
- Met with Veronica to discuss suggestions for additional proctoring and tutoring for Co-Requisite Math students and College Level Math students

Lorrel Fuller

- Attended the Faculty/Staff Spring Convocation via Blue Jeans
- Updated Sharepoint calendar with the current test schedule for Accuplacer, Proficiency Profile, PearsonVue, and ENG 0899 Pre-test exams
- Called and rescheduled students for Accuplacer. Exams were cancelled due to inclement weather conditions
- Administered Accuplacer, Proficiency Profile, PearsonVue, and ACT WorkKeys NCRC exams
- Assisted with administering Co-Requisite Math Pre-test in the Smart Math Center's Testing Lab
- Volunteered for the HOSA Competitions for High School students
- Met with Veronica to share ideas and possible options for scheduling and moving Certification Testing

Rita Hill

- Entered December's Tutoring Reports in TutorTrac
- Assisted with administering Co-Requisite Math Pre-test in the Smart Math Center's Testing Lab
- Assisted in administering and proctoring Accuplacer and Proficiency Profile exams
- Monitored cameras while students are testing in the AAC and the Smart Math Center's Testing Lab

Deborah Fondren

- Assisted with administering Co-Requisite Math Pre-test in the Smart Math Center's Testing Lab
- Assisted with ENG 0899 Accuplacer Pre-test

Veronica Jones

- Attended the Faculty/Staff Spring Convocation
- Attended Green Zone Training
- Spoke to three groups of Nursing students during their orientation about the resources offered in the AAC
- Assisted with testing when needed
- Meetings with Patrick Davis, Linda Shirley, Preston Turner, Lisa Rojas, Tony Kail, and Janet Reasons regarding the move of Certification Testing to the Humboldt Center
 - Meeting held at the Humboldt Center on January 8, 2018, with those mentioned above, to survey and discuss needs to accommodate the move

- Numerous contact made with Kathy Booker and Mary Borthick of the Tennessee Agriculture Dept. and the Channel Quality Dept. of PearsonVue
- Met with Lorrel Fuller to discuss other possible options for scheduling and moving Certification Testing
- Talked to Dr. Coppins with suggestions to create a better testing environment for students testing in the Smart Math Center's Testing Lab
- Attended webinar on Introducing ACT CollegeReady: Supporting New Models for College Placement hosted by the NROC Project
- Met with Jeannette Stone to discuss scheduling additional proctoring and tutoring for Co-Requisite Math students and College Level Math students

Projects/Activities Planned

- Completing beginning and end-of-semester tasks
- Began implementing proposals/suggestions and scheduling to provide additional proctoring and tutoring for Math students
- Interviewing and hiring tutors for the spring 2018 term
- Consider attending the Redrock and/or Association for the Tutoring Profession Conferences

Distance Education

Project/Activities Accomplished Since Last Report

Meisha Daniels

- No report

Jessica Reece

- On medical leave

Renee Young

- No report

Library

Activities/Projects Accomplished Since Last Report

All Staff

- Worked on various library duties, including circulation of library materials.

General Information (Withdrawal Project)

- 323 books were withdrawn on January 22, 2018. (TJ 145.B23 1990- TS 536.8 B87)
- 368 books were left on the shelf in the areas from TJ 145.B23 1990- TS 536.8 B87 (starting and stopping points for this withdrawal period.
- Therefore 16,853 books remain to be perused for possible withdrawal. (17,544-323 =17,221-368 =16,853) (17,544 was the figure remaining before this current withdrawal period.
- It is expected that we will withdraw 500 books between January 23 and February 6, 2018.

Scott Cohen

- Provided Library instruction for 3 History classes and the Library orientation for new Nursing students.
- Chairs the Search Committee for the Library Senior Circulation Assistant.
- Serves as the Embedded Librarian for 5 History online classes

Robyn Hicks

- Did Library instruction for 1 English class and 1 Education class.
- Attended an ME3 committee meeting
- Is on the Search Committee for the Assistant in the Institutional Research Office.
- Serves on Search Committee for the Senior Library Circulation Assistant.
- Serves as the Embedded Librarian for 2 online JSCC classes and 1 TnEcampus class.

Vanessa Jones

- Joined the JSCC Library as Catalog/Reference Librarian on December 4, 2017.
- Catalogued 48 books and DVDS as she learned our Sierra system.
- Withdrew 1648 books from the JSCC Library collection.

Activities Projects Planned for Next Two Weeks

General

- Will devote more resources to the withdrawal project.

Scott Cohen

- Will discuss the results of the Fall, 2017 Student and Faculty on campus Surveys.
- Will conduct face-to-face interviews with 5 candidates for the Library Senior Circulation Assistant position as part of the Search Committee.

Debbie Mayer

- Currently on medical leave

Robyn Hicks

- Will provide instruction for eleven classes.
- Will interview 5 candidates for the Library Senior Circulation Assistant position as part of the Search Committee.

Writing Center

Projects/Activities Accomplished Since Last Report

- The Writing Center has reorganized to make things easier to find and more accessible for the students and consultants.
- The Writing Center is beyond appreciative of the new carpet. The center looks wonderful and students are commenting on it already. Thank you for allowing us to work in a welcoming environment with a renewed professional appearance.
- The Writing Center is welcoming Michael McFadden and Brandi Moore as incoming consultants
-
- for the semester. They will take part in the 6-week training process.
- The Writing Center is beginning a semester-long study of how our work affects the writing self-efficacy of nontraditional students. This is an IRB approved study and the results will be shared with JSCC.
- The Writing Center is presenting a Turabian workshop with “Turabian Guru” Mr. Ken Jones for Laura Wells’ class.

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

Health Sciences and CIT Division

Computer Information Technology

Projects/Activities Accomplished Since Last Report

- The CIT program faculty began using new course materials for the Intro to Networking and Digital Forensics courses that include the new MindTap components that allows students to perform labs on real virtual machines to enhance their learning experience.
- Josh Britt and Tom Pigg on continuing the work on special activities for the Puzzle-Based Learning NSF ATE project grant. They are currently working with the University of Memphis students to develop new puzzles using the Articulate Storyline software.

Projects/Activities Planned

- The CIT faculty are in the process of creating several new CIT embedded certificates. Here is a list of possible certificates:
 - CCNA Routing and Switching
 - Cyber Security Technician
 - Network Computer Technician
 - Programming

EMT Program

Bryan Kesler, Program Director

Projects/Activities Accomplished Since Last Report

- Fire Science classes did not make. Both Classes cancelled for spring 2018.
- Fire Science pamphlet created by Garcia and ready for print shop
- Fire Science promoted on radio program.
- EMT night class cancelled.
- EMT Day class with 23 students.
- AEMT day class with 13 students.
- AEMT night class with 6 students.
- 15 Paramedic students.
- Walters State and Roane State cancelled visitation for scheduling issues.

Projects/Activities Planned

- Prepare for self-study due April 1st 2018 for accreditation
- RN to EMT to be offered in summer 2018
- EMR course to be offered in summer 2018
- Attend meeting in Smyrna to discuss EMR, EMT and AEMT working together with Highschool and TCATs as well as new bill proposal to allow EMS Programs to offer EMT without college credit.
- Request TAF funds for new Zoll X monitors for paramedic lab and new laptops for EMT classroom
- Update budget for EMT Program for new fiscal year
- Create new Fire Science Budget for new fiscal year

New Issues

- Discussion popping up in many different areas about this new bill to allow EMT to be taught without articulation for college credit. This would allow EMS programs and fire departments to offer EMT training at there facility.
- Need for Fire Science to have its own budget in order to promote it, fund it and grow it. A summer visitation to as many fire departments as possible needs to be done during the summer in order to promote the fall 2018 start of the Fire Science courses.

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

- April 1st Self Study for Accreditation is due
- April 2nd Self Study payment due
- AEMT Practical May 14th
- EMT Practical May 17th

MLT Program

Peter O'Brien, Program Director

Projects/Activities Accomplished Since Last Report:

- Visited Ripley and Covington Hospitals about accepting students for NEXT Fall class. We have new contracts with each and are excited about using them.
- Working on a common paperless application portal with IT area.

Projects/Activities Planned

- Working on plans for the 2018 National Medical Laboratory Professionals Week activities

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.

Note: The MLT program had a student pass away after childbirth last week. She was planning on returning to clinicals in the Fall 2018 semester.

OTA Program

Dr. Julie Bezold, Program Director

Projects/Activities Accomplished Since Last Report:

- Submitted ACOTE program director annual report 1/31/2018
- Submitted promotion portfolio
- Submitted fall final grades
- Attended Regional OTSY competition with Kelsey Gadberry
- Program evaluation of 6 month graduate and employer surveys for Annual Report
- Organized Advisory Committee Meeting
- Attended meeting regarding on-line application
- Attended faculty in-service and division meeting
- Registered for AOTA conference in April, 2018
- Completed TBR form for Common Course rubric
- Met with admission recruiters regarding OTA/PTA

- Advise students

Projects/Activities Planned

- Attend State OTSY Competition in Chattanooga in March
- Submit ACOTE annual report due February 15
- Organize OTA information session
- Plan for OT Month in April
- Attend National Conference in April
- Midterm Advising in March
- Advisory Committee meeting in March

PTA Program

Dr. Jane David, Program Director

Projects/Activities Accomplished Since Last Report

- 1st year cohort = 24 students; 2nd year cohort = 17 students
- Extra class time has been scheduled during this week and next to make up for time lost at the beginning of the semester related to PTA 270 which must be completed prior to the students' clinical education.
- The second year students are participating in a two-day board review course this week (an outside provider is paid for through Perkins).
- Clinical placement planning is finalizing for the upcoming 11-weeks of clinical education for the second year students.

Projects/Activities Planned for This/Next Week

- Will be hosting our local professional association's meeting on Feb. 13.

Old Issues

- Student success (retention) – seems to be improving from recent years
- Application transition to online – working on, should be ready for this year's application cycle
- **Pre-application testing - pending**

Other Items/Dates/Activities

- Clinical planning is actively in place for the summer semester.
- We are trying to plan for continuing education events that are part of our overarching program goals and expectations of our accrediting agency but we are having issues with the proper collection of monies associated with these type events.

Radiography Program

Kim Todd, Program Director

Projects/Activities Accomplished Since Last Report

- Program faculty have been extremely busy continuing to respond to inquiries from many prospective students and references from the JSCC website, by either email, voice mail, and/or personal appointments. Faculty are making sure to contact students in the COL 1030 class who are reaching out to advisors during early course assignments.
- Program faculty participated and served as judges during the HOSA competition held Jan. 11th on campus.
- The program went “live” with a new cloud-based clinical management program, Trajecsyst, in Jan. 2018. To prepare for this launch, VOLUMES of preliminary work during the fall semester had to be completed. Karin, program clinical coordinator, and Tommy Goff, JMCGH CI, led the effort by working with Trajecsyst employees to build the JSCC Rad program specific features and also by hosting multiple training sessions and preparing handout materials for clinical staff. This

cloud-based system will allow students to complete required clinical competencies and other assignments “on-line” so all instructors/program faculty can view clinical progress at any time. Files are now kept “paperless” which will be a tremendous benefit to all involved.

- Director meeting with Sonny in OIT to design the online application for radiography program.

Projects/Activities Planned for Next Week

- Teach classes as scheduled.
- Continue to reach out to assigned advisees and answer questions from prospective applicants.

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

- Cathy Garner and Christie Ward participated in the Ayers Foundation tour on November 20, 2017, providing Respiratory Care profession and program information.
- On November 22, 2017, the program received Provisional Accreditation from CoARC, allowing the program to admit one cohort per calendar year of up to 16 students. Twelve students accepted admission into the program and began classes this spring semester.
- Christie Ward participated in the Tennessee Society for Respiratory Care (TSRC) quarterly board meeting, representing the Golden Circle Chapter, on December 1.
- On December 13, Christie Ward served as the moderator for the Golden Circle Chapter of the TSRC continuing education seminar held at JMCGH. Sixty-four respiratory therapists from throughout West TN attended.
- Christie Ward and Cathy Garner represented the program at several Great Expectations sessions.
- The Respiratory Care Program Directors finally completed the Common Course Library and submitted the required documentation to Dr. Treva Berryman on January 5, 2018.
- Christie Ward worked with Patty Easley and Amy White to provide a Collaborative Learning event on Thursday January 25 for RCT 114 laboratory practice with the respiratory care students. The PTA program faculty provided hands-on instruction on appropriate lifting, moving supplies and equipment, and safe patient transfer and ambulation.

Projects/Activities Planned

- Collaborative Learning laboratory event between Respiratory Care and OTA scheduled for a day in February.
- Christie Ward will be presenting a 20-minute interdisciplinary presentation to the Nursing program in February.
- On February 16, Christie Ward will be participating in the TSRC quarterly board meeting.
- Provide instruction to students on setting up accounts in Truescreen.
- Schedule program information sessions for March and April.
- Cathy Garner and Christie Ward will be attending the Tennessee Society for Respiratory Care State Seminar April 9-10 in Gatlinburg.
- Christie Ward is serving on a search committee and will be participating in the JSCC Visual Identity Launch Committee.

Business and Industry

Projects/Activities Accomplished Since Last Report

- Attended new industry announcement for Tyson Foods, Nov. 21
- Continuation of Spring 2018 advising sessions for Business and Industrial Tech students.
- Online Quality Council meeting.
- Service Learning Safety Board proposals demonstrations.
- Great Expectations sessions (December 1st and 15th and January 10).
- AED Training.
- TN Reconnect Roundtable.
- Curriculum meeting.
- JSCC's Celebrate the Season.
- Perkins Coordinator's Meeting and Technical Assistance Training, Dec. 11
- Lunch meeting with State WFD Chamber Director and Toyota management team.
- MCE AMT Training for 5S and Machine Reliability.
- Retirement reception for Jack Laser.
- AMT Winter Interviews.
- December 2017 and January 2018 Dean's Meeting with VPAA.
- AMT Pilot 'draft' meeting with three industry partners.
- Terri Messer and Kimberly Johnson met and toured the Stanley Black and Decker facilities with Mike Kennedy and Ellen Hudson. Discussed possible Leadership Training course offerings.
- Met with Real Estate Instructor to confirm class dates and other pertinent information regarding the class. The first class (60 Hr.) - February 13 to April 19, 2018; with the second class (30 Hr.) – May 1, 2018 to May 31, 2018.
- Met with Keith Groves, SolUTIONS Consultant, University of TN, Center for Industrial Service, UTCIS, to discuss future partnerships.
- McWherter Center Updates meeting.
- CEU Granting Policy meeting cancelled.
- Conference call – Three Star Leadership Academy.
- Spring 2018 In-service.
- WFD Weekly meetings with Johnson and Messer.
- Hosted corporate Toyota Boshuku Management Event and lunch.
- Kimberly Johnson attended the 1st Session of TNTrained at TCAT Smyrna Nissan Campus. Representatives from various community colleges and TCAT's were in attendance. Second Session will be hosted by JSCC February 20-21, 2018.
- Terri Messer and Kimberly Johnson attended the Rural Task Force Listening Tour in Brownsville, TN sponsored by TN Economic Community Development (ECD) covering events and topics related to ECD in Haywood and surrounding counties.
- Attended (2) Tyson HR Meetings – Humboldt Chamber of Commerce.
- TN Small Development update meeting with Ron Acree.
- Attended the SWTDD Legislative Luncheon with annual awards presentation and panel interview of upcoming TN Governor's Race.
- Work keys/NCRC Testing Training.
- Kimberly Johnson met with Arlisa Armstrong with USDA to discuss various USDA programs and potential grant opportunities.
- Attended meeting of Gibson County Workforce Development Board.

Projects/Activities Planned

- Industrial Technology curriculum meeting to revise program to new state common requirements.
- Meeting discussion on Technical Education with Dr. Hamilton.
- JEA beginning excel class.
- Kimberly Johnson will attend the Economic Community Development Rural Development Listening Tour in Huntingdon and Henderson, TN.
- Kimberly Johnson will attend curriculum development trainings at Pellissippi State, Walters State and Columbia State the week of Feb. 5.
- Messer to attend TN Council Career and Tech Council meeting on 2/12 and the TN Legislative breakfast on 2/13. After breakfast, Messer and a few other council members will visit with TN legislators on Capitol Hill.
- Host campus meeting with Tyson management team.
- Attend Shirley Jones (Jackson Chamber) retirement reception.
- Meeting with Dr. Bailey to finalize revised WFD Policy on Granting of College Sponsored CEUs.
- Firm staffing plans completed for 2019/20 academic year and shared with VP.
- Budget planning for 2019/20 academic year completed.

New Issues

- Ample tornado shelters available to house McWherter inhabitants during peak student/visitor periods.
- Completed Facility Use Policy. We are awaiting TBR's template.

Communication and Humanities Division

Projects/Activities Accomplished Since Last Report

- Met with Online Quality Council
- Finalized staffing for spring term
- Attended SIT meetings
- Attended Faculty Council meeting
- Attended service learning projects for Milan students
- Attended service learning safety board proposals for AMT students
- Attended SIT meetings
- Attended Great Expectations sessions
- Met with Dr. Smith regarding students needing classes not offered in order to graduate
- Attended Scholarship Application Meeting
- Attended Strategic Planning/Quality Team Meeting
- Attended COL 1030 New Facilitator Workshop, Faculty Meeting, Spring Convocation
- Attended TBR HIP Conference in Nashville
- Met with Communication and Humanities division
- Met with English faculty
- Met with Programs of Excellence leadership faculty
- Met with MTSU Honors College faculty
- Attended Honors Seminar presented by Prof. Hart
- Submitted documents for TBR general education consideration (African American Literature) and curriculum committee consideration (Spanish Conversation)

Projects/Activities Planned

- Continue discussions with Stephanie from Contract Furniture regarding new furniture for C210, 224, 220

- Continue data gathering for next English meeting and meet with Sara Vonderheide
- Meet with Communication faculty
- Conduct JSCC International Ambassador Scholarship interviews, meet with International Education Committee, make recommendation to VPAA
- Attend E-Digication meeting
- Attend ATD Conference, February 20-23
- Attend Equal Justice Initiative Memorial Ceremony, February 23
- Prepare budget documents for next year
- Attend SIT meetings

Math and Science Division

Projects/Activities Accomplished Since Last Report

- Interacted with Shawn Butler to hire him as AGRI adjunct online instructor.
- Attended Dean's meetings with colleagues and Dr. Bailey.
- Participated in several Great Expectations sessions.
- Meet with math faculty on some current issues.
- Spoke with Dr. Bailey on several math &/ science issues.
- Attended Innovation concert in Ayers auditorium
- Attended President Hamilton's holiday reception.
- Modified spring schedule as the need arose.
- Meet with several science adjunct instructors to assist them in preparing for spring semester.
- Participated in Financial Aid Appeals Committee meeting.
- Worked with numerous – very numerous - individual students with scheduling problems.
- Attended spring In-Service convocation and other meetings.
- Assumed instruction of BIOL 2020 evening lecture when adjunct could not.

Projects/Activities Planned for Next Week

- Contact and work with UTM dept chair to possibly assemble a beginning Agriculture Engineering class.
- Interact with publishers and faculty regarding possible new texts to be used in fall semester.
- Begin to assemble summer and fall schedules. Determine any limiting factors like SC roof, etc.
- Work with faculty to move forward on math & science assessment instruments.

Old Issues

- Complete advisor bulletin board in science bldg.

Nursing

Activities and Projects Accomplished Since Last Status Report

- Pinning ceremony for fall 2017 graduates.
- Completion of NCLEX-RN review course for December program graduates.
- Meetings with multiple students regarding course grades.
- Program orientation for newly admitted spring 2018 cohort.
- Participation in Great Expectations advisement session and Advisor Trac training.
- Re-scheduling of classes, labs, and clinical rotations due to inclement weather. Most nursing courses had prepared class/content recordings (Blue Jeans) which were posted for student's to watch/review from home and one faculty conducted class online to facilitate student learning during closure of the campus.
- Orientation for a newly hired faculty member.

- Hospital orientation for newly admitted spring 2018 cohort.
- Hosting of HOSA regional competitions.
- Submission of official transcripts for December graduates licensure applications.
- Initiation of flipped classroom techniques by all faculty teaching in NUR 120 Foundations of Nursing II course.
- Daily responses to student inquiries for program information, application assistance, and advisement.

Projects/Activities/Goals Planned for Next 2 Weeks:

- Initiate budget for newly awarded Promise of Nursing grant from Tennessee Hospital Association. Although the nursing programs of Union University and the University of Memphis Lambuth also applied for this grant, only the JSCC proposal was approved and funded. These grant funds will provide a “boot camp” orientation experience as well as additional opportunities for student mentoring during the 2018 year.
- Planning for offering of non-clinical courses in a condensed fashion during mini-terms (May and December) to facilitate course completion and expedite program completion

Other:

- We have received verification that all of the spring 2017 graduates passed the NCLEX- RN on their initial attempt, constituting the third consecutive cohort to achieve a 100% pass rate on NCLEX-RN.
- Due to the influenza epidemic and to encourage students to stay home when ill, we have temporarily ceased the inclusion of attendance as a component of course grading. Attendance is still being recorded and reported.
- Pinning Ceremony for Spring 2018 graduates is planned for May 4th at 2:00 pm in the gym.
- The national convention of the Student Nurses Association is being held in Nashville this year and both students and faculty are planning to attend April 4th – 7th.

Social and Behavioral Sciences

Projects/Activities Accomplished Since Last Report

- Phone Interview and follow-up with Communications (Mike Reed) RE Criminal Justice A.A.S. 01/10/18 and 01/12/18
- Mentor U
 - Mentor Debriefing 12/6/17
 - Steering Committee Meeting UnionU 12/7/17
 - Meetings with Nancy Hickey, JSCC coordinator & Student Worker
 - JSCC Campus Day (3/24) planning 1/31/18
- COL 1030
 - COL 1030 Waiver/Substitution Requests – review & consultation
 - Planning meeting with lead facilitators, VPAA, QEP Coordinator
 - Facilitator Meeting 1/8
 - Ongoing meetings with QEP Coordinator RE COL 1030 issues
 - Inservice All Faculty Meeting 1/8/18
 - COL 1030 Facilitator Meeting preparation 11/15
 - Classroom issues
 - Wording with Distance Ed, new facilitators
- CRMJ A.A.S.
 - Meetings & correspondence with potential CRMJ faculty to develop & teach new CRMJ classes for Spring and Fall 18
 - Phone Interview and follow-up with Communications (Mike Reed) RE Criminal Justice A.A.S. 01/10/18 and 01/12/18

- Meetings RE advisor committee and open houses/information sessions with Dr. Pigg
- Responses to community and students with questions about
- Preparation for Honors Presentation on Understanding Terrorism/Steve Champine
- Honors 200 Seminar online Environmental Ethics—teaching; final grades 12/17
- Distance Education
 - Meetings on accessibility
 - Notice of courses to clone for Spring
 - Online Quality Meeting with Deans, VPAA 12/29/17
 - Ongoing issues with Spring DL classes broadcast from LEX
- Faculty Support
 - Evaluations 11/17-12/17
 - Contracts, Instructional & Professional travel, for Spring 18
 - Publisher Rep meetings and desk copies; update textbook docs
 - Meeting with and supporting new adjuncts for Sociology, Social Work, History
 - Review & revise SWRK 2020 syllabus, schedule, assignments
 - Preparation of Gen Ed Course Recommendation documents for SWRK 2020 –submission postponed till 2/2019
- Student advising, class assistance, late withdrawals & adds
 - Advisortrac documentation
 - Student advising: prospective, new, Spring 18 advising
 - GE Advising 12/1/17, 1/10/18
 - Late Advising 1/12/18
 - Providing list of advisees with PINs to division faculty advisors
- SBS Division Meeting 12/11/17
- Deans' meeting with VPAA 12/18/17 and 1/19/18
- DE class scheduling and staffing with last minute changes, adjustments

Projects/Activities Planned

- TV Interview RE CRMJ A.A.S. 2/6/18; planning meeting J McCommon
- Budget Planning/New Position Requisition
- Ongoing staffing and course development for Criminal Justice A.A.S.
- Free Yoga Class for staff and faculty – planned to start 2/8 or 2/15
- List of Summer online development/redevelopment; Spring 2018 maintenance

Off Campus Centers

Humboldt - Lisa Rojas, Director

Projects/Activities Accomplished Since Last Report

- Came back after the ice and dealt with a plethora of student issues- most are resolved
- Still working with DL, IT, and Lexington on our DL psychology class
- Hosted Gibson County Adult Leadership Group and gave a tour/overview of our center
- Lisa attended a leadership retreat in Manchester
- Working with USDA regarding pesticide testing
- Did a mock pesticide test, generic login created, just waiting on work area dividers
- Lisa attended Tyson plant meeting
- Our sprinkler system had a tamper signal causing the alarm to go off ~ every 4 hours- issue resolved
- Working with a former student who is attending a state university online and wants to do her online testing here
- Tony's Arise2Read child has moved but Lisa and Janet are still participating in the program

- Lisa is scheduled to meet with a reconnect representative to educate on the courses that we offer at our center
- Scheduled to host JSCC completion coaches
- Scheduled to meet with Patrick re: Pearson Vue

Lexington - Sandy Stanfill, Director

Projects/Activities Accomplished Since Last Report

- Attended Henderson County Planning Committee meeting
- Completed Spring GE sessions
- Attended WestStar council meeting
- Attended Henderson County Leadership Alumni dinner
- Visit from Dr. Hamilton to Lex Ctr.
- Delta Electric fixed lighting issue
- Attended Workforce Development Task Force meeting
- Met with Patrick Davis concerning DL issues
- Judged 4-H speech contest
- Survived first week of classes

Projects/Activities Planned

- Attend Governor's forum in Nashville
- Completion coaches visiting Lex. Center
- Attend Broadband community meeting
- Speaker at Business Lunch Training showcasing JSCC
- Blood Drive
- CASA Dodgeball tournament
- Speak to Adult Education classes

Savannah -Meda Falls, Director

Projects/Activities Accomplished Since Last Report

- We have continued to advise students, assisting with registration, pin numbers etc.
- Assisted students that were purged to get back in classes
- We have gotten the spring semester off to a good start despite the bad weather
- I have continued to work with Preston on the new sign for the center. The county has already sent their third of the money, and the city has agreed to send their third when completed. I appreciate their corporation. Preston said he would proceed with this project.
- We have had the Bookstore here and Joan has been very helpful and cooperative

Projects and Activities Planned

- The Completion Coaches will be on our campus Wednesday, February 7th

New Issues

- With all of the rain, sleet and snow we have several new leaks; hopefully this will be taken care of soon. I have talked to the County Mayor

Old Issues

- Building repair and parking lot repair