Project/Activities Accomplished Since Last Report (March 13, 2018)

- Continued to work with Deans and Directors to develop budget requests for 2018-2019 for areas in Academic Affairs.
- Participated in last two sessions of TN Trained training and attended graduation ceremony.
- Held first meeting of faculty advisory group to work with staff in Distance Education to address faculty concerns.
- Worked with Patrick Davis, Preston Turner, Scott Cohen, and architect to detail design of the library for renovations.
- Began spring division meetings across Academic Affairs.
- Worked with deans and Preston Turner to develop plan for relocating faculty offices in the classroom building due to HVAC installation.
- Worked with Faculty Council Executive Committee to resolve faculty issues and concerns.
- Meetings attended:
  - OTA Advisory Committee, March 14, 2018
  - Deans Meeting with VPAA, March 14, 2018
  - Budget Meeting with President, March 16, 2018
  - Meeting concerning Community Collaborations, March 19, 2018
  - Meeting concerning Identity Conference, March 19, 2018
  - TN Trained Session Three, March 20 - 21, 2018
  - Strategic Planning – Access and Success Subcommittee – March 21, 2018
  - Meeting with Hardeman County School District – Dual Credit, March 22, 2018
  - Meeting with Tyson Plant Manager, March 22, 2018
  - Meeting with Committee concerning Freedom of Speech Policy, March 23, 2018
  - Meeting with Dana Nails concerning Zoom, March 23, 2018
  - Winning the Race Conference, Delta State University, March 26-27, 2018
  - Dean’s Meeting with VPAA, March 28, 2018
  - Division Meeting – Math and Science and Social/Behavioral Sciences, March 30, 2018
  - SACSCOC Webinar – How to Write a Prospectus, April 2, 2018
  - Meeting with Scott Cohen and Patrick Davis concerning Library Staffing, April 2, 2018
  - THEC Veteran’s PLA Training, Franklin, TN, April 3 - 4, 2018
  - Meeting with Preston Turner concerning HVAC Installation in Classroom Building, April 5, 2018
  - Meeting with TN Achieves and Ayers Foundation, Lexington, April 5, 2018
  - Strategic Planning Committee, April 6, 2018
  - TN Trained Session Four, Symnra, April 9, 2018
  - Deans Meeting with VPAA, April 10, 2018
  - Online Quality Council, April 10, 2018
Projects/Activities Planned
- Continue to work to revise budget requests for 2018-2019
- Continue to work on design for Library renovations
- Continue spring division meetings.
- Continue to work with Haywood County Chamber, Haywood County Schools, and TCAT Whiteville to design training programs.
- Upcoming Meetings/Activities:
  - Executive Council, April 11, 2018
  - Division Meeting – Health Sciences and CIT, April 11, 2018
  - United Way First Ladies Luncheon, April 12, 2018
  - Meeting with Jeff Sisk at TCAT Jackson concerning Articulation, April 12, 2018
  - Meeting of Faculty Taskforce for Distance Education, April 13, 2018
  - Division Meeting – Humanities and Communications, April 13, 2018
  - Chancellor’s Philanthropy Award Presentation, April 13, 2018
  - Phi Theta Kappa Induction Ceremony, April 13, 2018
  - Meeting with Haywood County High School and Chamber Director, April 16, 2018
  - Division Meeting – Business/Industry, April 16, 2018
  - UTM Open House, April 17, 2018
  - Radiography Spring Advisory Committee, April 18, 2018
  - Deans Meeting with VPAA, April 18, 2018
  - TBR Sub-council, April 20, 2018
  - Industrial Technology Advisory Committee, April 20, 2018
  - Meeting with West Carroll Schools concerning Dual Credit, April 20, 2018
  - Division Meeting – Nursing, April 23, 2018
  - Interviews for Vacant Nursing Positions, April 24, 2018
  - Budget Meeting, April 24, 2018
  - Executive Council, April 25, 2018
  - Honors Program Dinner, April 25, 2018
  - Meeting with McNairy County Representatives concerning Nursing Project, April 26, 2018
  - Paris Fish Fry and Parade, April 27, 2018
  - Meeting with Mayor Gerrell, Paris, April 30, 2018
  - AMT Graduation Dinner, April 30, 2018

Melissa Lyles
Projects/Activities Accomplished Since Last Report
- Included in June report

Jennifer Cherry
Projects/Activities Accomplished Since Last Report
- Included in June Report

Will Shull
Projects/Activities Accomplished Since Last Report
- Helped with gap advising for students needing to register for classes
- Facilitated COL 1030 class
- Worked with Robin Marek and Elaine Williams on advising holds for summer/fall 18
- Helped with advisor assignments
• Attended Campus Learning Community
• Attended ME3 subcommittee meetings
• Led JSCC team to Advising Academy
• Planned and organized ANCHOR Week activities, including 2-day ANCHOR Fair
• Attended DREAM Conference post-visit discussion
• Visited Lexington Center for Advisor Trac training
• Attended Strategic Plan committee and subcommittee meetings
• Worked with Advising Academy team to complete template adjustments on TBR website
• Worked on issues with advising PINs and Advisor Trac
• Attended Curriculum Committee meeting
• Met with Sherry Channell about Learning Support requirements

Upcoming Projects/Activities
• Help with gap, transfer, and summer advising for registration and PINs
• Attend Paris Fish Fry
• Meet with THEC on behalf of ME3

Academic Support Division
Projects/Activities Accomplished Since Last Report
Patrick Davis
• Met with Dr. Hamilton, Dr. Bailey, and Preston Turner to discuss the Library building renovation proposal
• Attended high school counselor’s luncheon and provided an informational table for the Paris and Dresden locations
• Attended ME3 student workshop with guest speaker Captain Derick Tisdale of the Jackson Police Department
• Participated in Strategic Planning - Access and Completion subcommittees meeting
• Attended LS Directors Spring 2018 Meeting at TBR
• Participated in ME3 Committee Meeting
• Participated in Digication Discussion/Assessment meeting with Tammy Prater, Dr. Camp, Dr. Esquivel, and Nancy Hickey
• Participated in COL 1030 Facilitator to Facilitator Meeting
• Met with Academic Support direct-report department directors and staff to discuss Library Building renovation proposal
• Attended Co-Requisite Academies for Learning Support Math, Writing, and Reading convened by TBR
• Participated in Online Quality Council meeting and Faculty Task Force for Distance Education meeting

Off-Campus Operations
• Met with Sandy Stanfill and Lisa Rojos to discuss testing appointment system
• Paris team had more people come in and ask about the Tennessee Reconnect program.

Community
• Attended Jackson Civitan Club meeting
• Attended 100 Black Men of West Tennessee meeting

Projects/Activities Planned
• Attend African American conference presented by West Star
• Certification testing moving to different location
• Research NROC and EdReady materials for supplement support for Learning Support students
Academic Assistance Center

Projects/Activities Accomplished Since Last Report

Jackie Barnacastle

- Prepared Fall Semesters 2016 and 2017 Comparison Reports and charted them
- Assisted with testing
- Assisted students needing help with their Computer Applications class
- Corrected email errors in TutorTrac working with OIT and Redrock Technical Support
- Attended President Hamilton’s February Open Forum via Bluejeans
- Attended to each AAC’s Lab and Testing Room computer to access updates
- Attended the Basic First Aid Training Course
- Prepared a Report of Nursing Students Usage of Smarthinking for Dr. West Sands

Jeannette Stone

- Scheduled tutors and a proctor in the Smart Math Center on Fridays to give students an extended opportunity to succeed in completing their Math Units
- Prepared Weekly Tutor Schedules for the Smart Math Center and the Math Lab
- Registered to attend the Redrock Software Conference in April to get more in-depth training in TutorTrac
- Scheduled appointments for students requesting tutoring
- Observe tutors frequently to evaluate and assess need for additional training/coaching
- Began making preparations for Tutor Training

Lorrel Fuller

- Attended an Online Test Administration training for ACT WorkKeys
- Attended the Community Remembrance/Memorial Program
- Added test dates to the Online Test Registration Site and to PearsonVue
- Scheduled Accuplacer test dates for the Certified Nursing Assistant (CNA) applicants and applicants registering for the 7 week classes
- Made arrangements to test students needing special accommodations
- Administered exams for
  - Online classes
  - Make-up exams requested by instructors
  - eCampus
  - PearsonVue applicants
  - National Career Readiness Certificate (NCRC) WorkKeys
- Discussed with Veronica waiving the 36 hour Test Registration during spring break only for Co-requisite Math students allowing them to test in the AAC after completing homework assignments or pretest

Rita Hill

- Administered Proficiency Profile exams to ten OTA students and assisted with all other testing
- Assisted with testing student in the Smart Math Center’s Testing Lab
- Monitored cameras while students are testing in the AAC and the Smart Math Center’s Testing Lab
- Used TutorTrac to
  - Adjust schedules and appointments for tutors
  - Post attendance of scheduled tutoring sessions
  - Prepare monthly tutoring reports from TutorTrac data
- Assisted students with A&P supplemental instructional material for extra credit
- Tracks students’ usage of Smarthinking

Deborah Fondren

- Administered Proficiency Profile Exams to students scheduled for the evening
Veronica Jones
- Assisted with testing when needed
- Shared the resources offered in the AAC with a group of Early College High students visiting the campus
- Met with Patrick Davis and Kimberly Johnson to discuss the requests from the Tennessee Sheriffs Assn. for JSCC to become a testing site for their testing program
- Interview Michael McFadden as a potential tutor for several courses
- Attended Basic First Aid Training Course
- Attended the Community Remembrance/Memorial Program
- Attended Academic Support Direct Reports Budget meeting for review of 2018-2019 Fiscal Year budgets
- Exploring options for cosmetic changes to the AAC to make it more welcoming and inviting to students, faculty, and visitors
- Viewed President Hamilton’s February Open Forum from the Bluejeans recording
- Assisted in securing information and estimates for potential PearsonVue move to the Humboldt Center
- Registered for the Association of the Tutoring Profession Conference
- Shared with Dr. Coppings Co-requisite Math students would be allowed to test in the AAC during spring break without having to make an appointment
- Began searching and selecting topics for tutor training

Projects/Activities Planned
- Veronica Jones will be attending the Association for the Tutoring Profession (ATP) Conference
- Jeannette Stone will be attending the Redrock Software (TutorTrac) Conference
- Preparations for transitioning to the Next-Generation Accuplacer
- Preparations for the changes to be made in L09 and L12 for the fall 2018 semester
- L09, presently a conference room, will become a classroom in the fall 2018 semester
- The conference room furniture will be moved to L12 opposite the PearsonVue testing area which will remain as a Private Certification Testing Center for JSCC students
- The student tables in L12 will be moved to L09
- The AAC will be responsible for scheduling use of the L12 conference room

Distance Education
Project/Activities Accomplished Since Last Report
Meisha Daniels
- Attended NC-Sara Data Collection and Reporting Webinar
- Administered course maintenance contracts and pay authorizations for faculty
- Attended Nearpod webinar and processed PO in SicQuest for outstanding balance
- Attended monthly System Admin Meeting
- Attended TNecampus D2L phone conference hosted by Greg Sedrick
- Met with Scott Cohen to discuss DE budget use
- Met with Preston to discuss Kayoka HelpDesk Ticketing System
- Held meeting with DE team to discuss departmental goals and updates

Jessica Reece
- On medical leave

Renee Young
- Helped Dr. McDonald fix a dropbox problem
- Helped Jens Wendelboe with dropbox access problem
- Worked with Rachel Raab to solve a group/dropbox problem
- Worked with Ellen McDonald to make changes to content
- Participated in DE Quality Council meeting
• Processed three TNeCampus grade change forms
• Monitored BlueJeans and Distance Education classes
• Assisted with Distance Education and BlueJeans problem resolutions
• Received training from Meisha on how to use the SciQuest system
• Received training from Meisha on how to create and process course development contracts
• Assisted Meisha with planning for budget revisions
• Assisted one of Kevin Gallimore's students with questions about her lab assignment before referring her to Dr. Coppings
• Conducted training sessions with: Ransy Bishop, Mark Escue, Jens Wendleboe, Karen Duck, Mark Walls, Bob Raines and Lisa Rojas

Projects/Activities Planned
Meisha Daniels
• Attend TNeCampus Curriculum Committee Meeting via conference call
• Prepare for welcome back staff luncheon and team meeting
• Draft up plans for BrightSpace Launch
• Work with OIT on Zoom conversion
• Migrate over to Libguides Version 2
• Work on DE operational procedures, protocols and processes for Fall 2018
  Work on budget review and past expenditures

Jessica Reece
• On medical leave

Renee Young
• Continue course reviews
• Research new helpdesk software
• Review the eLearn Getting Started Material
• Work on BrightSpace Launch Project

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

General Information (Withdrawal Project)
• 541 books were withdrawn from our online system on April 3, 2018 (Q1- QA 95) and RC 682-RZ 460
• Vanessa Jones scanned these books and sent them to Rachel Scott in Memphis
• 672 books were left on the shelf in the areas from QA 1- QA 95)and RC 682-RZ 460  (starting and stopping points for this withdrawal period.)
• Therefore 9863 books remain to be perused for possible withdrawal.
• Vanessa Jones will keep scanning books in the Q section of the Library.
• It is expected that 500 books will be withdrawn from April 9, 2018- April 23, 2018.

Scott Cohen
• Provided Library Instruction to 6 English classes,
• Had a Library Table at a High School Counselors meeting in the Health Sciences Building.
• Worked with students in Dr. Liz Mayo’s English Comp II classroom on their research project.
• Participated in a TBR Library Deans and Directors conference call.
• Worked with a student who needed Community Service hours for the Tennessee promise.
• Completed the Library IPEDS report.
• Met with Dean Davis and Dr. Bailey about the vacant Library position.
• Attended a meeting of the West Tennessee Academic Library Consortium in Memphis.
• Attended a webinar for the new landing page for the OVID database.

Robyn Hicks
• Provided Library Instruction for 2 College to Career Navigation classes, 2 English classes and 1 College Success class.
• Attended the annual Tennessee Library Association meeting in Memphis.

Vanessa Jones
• Worked with Dr. Liz Mayo’s English Comp II students on their research projects. Went to their classroom.
• Withdrew over 500 books from the Q and R areas.
• Attended the annual Tennessee Library Association meeting in Memphis.
• Attended a meeting of the West Tennessee Academic Library consortium in Memphis.

Carrie Baker
• Joined the JSCC Library as the Library Senior Circulation Assistant.
• Created multiple posts on the JSCC Library social media pages.
• Had a Library table at the Student Life fair.
• Had bookmarks created for the JSCC Overdrive collection of ebooks.

Activities Projects Planned for Next Two Weeks
General
• Will devote more resources to the withdrawal project.

Scott Cohen
• Will attend a meeting of the TBR Library Deans and Directors in Nashville.
• Will create a justification and a job description for the proposed Library Technology Specialist.

Robyn Hicks
• Will provide instruction for 4 English classes.
• Will provide a training session for Library temporary and student workers.
• Will attend an Achieving the Dream meeting in Detroit.

Vanessa Jones
• Will continue to withdraw books in the Q section.

Writing Center
Projects/Activities Accomplished Since Last Report
• Dillon met Dr. Hamilton as part of the Pro/Tech advisory group.
• Dillon worked with Victor to patch a number of bugs in the online submission system.
• Dillon acted as part of the Strategic Planning Committee.
• Dillon acted as part of the TAF committee.
• Dillon attended the March President’s Cabinet Meeting.
• Dillon represented the Writing Center for the High School Counselors visit.
• Dillon assisted a faculty member with their doctoral dissertation citations.
• The Writing Center said goodbye to Katherine Lowery as its Desk Worker.
• The Writing Center has finished its 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 presented a Turabian workshop with “Turabian Guru” Mr. Ken Jones for Laura Wells’ class; the Writing Center was invited back for another session.

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
Dr. Tom Pigg, Dean
Projects/Activities Accomplished Since Last Report
• one to report

Projects/Activities Planned
• The CIT faculty met with the chair of the Computer Science Department at UT Martin in March to discuss a possible articulation agreement between JSCC and UTM. The first step in this process will be to add the Computer Science TTP to the CIT program inventory. Once approved, we will be able to work with UTM to promote this action.
• The CIT program faculty will host the annual Tennessee Cisco Networking Academy Meeting/Workshop on April 12.
• The CIT program faculty will host its annual advisory committee meeting on April 25.
• The CIT faculty are continuing to work on creating several new CIT embedded certificates. Here is a list of possible certificates:
  o CCNA Routing and Switching
  o Cyber Security Technician
  o Network Computer Technician
  o Programming
The documents for the Curriculum Committee and TBR are being created.

EMT Program
Bryan Kesler, Program Director

Projects/Activities Accomplished Since Last Report
• TAF requests submitted
• PLA for Fire Science Program created
• Self-study submitted beginning re accreditation process
• FastTrack EMT Basic for Summer did not work out with West Tennessee Healthcare
• All Paper applications for EMT Basic, AEMT and Fire Science are uploaded onto website.
• Online application for paramedic up and running

Projects/Activities Planned
• Print out completed Fire Science pamphlet after revisions for EMS Concentration
• Print out completed EMS pamphlet
• Schedule local road trips to promote Fire Science and visit EMT /Paramedic clinical affiliations.

New Issues
• New concentrations curriculum map created and being sent to go before curriculum committee

Old 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 their facility.
  o This is to be voted on soon in legislation I have heard rumors both ways on whether it would pass. The effect at this time on our program would be minimal due to no services in the area
considering having their own EMT program. The EMS services would have to abide by all the regulations that the colleges have to. I do not fear competition. It will only make us better.

- No word to date on the progression of this.

- At the TBR meetings there is a lot of talk and discussion about changing the credit hours of EMT Basic and AEMT. One proposed idea was to make EMT Basic 8 credit hours total and AEMT to go to 10 credit hours total. These would be 3 classes total of a lecture lab and clinical each for EMT Basic and AEMT.
  - EMR 2 credit hours
  - EMT Lecture 3 credit hours
  - EMT lab 2 credit hours
  - EMT clinical 1 credit hour
  - AEMT Lecture 6 credit hours
  - AEMT Lab 2 credit hours
  - AEMT Clinical 2 credit hours

Some colleges are considering using this model to do EMT Basic and AEMT in one semester and offer one AEMT certificate. Other colleges are considering splitting it up into two semesters and offering more time and credit hour space for gen ed to get more degrees completed.

- No progression on this to date.

- 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.
  - Submitted with budget

- 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
  - No vote or progress on this as of to date

Other Items/Dates/Activities

- AEMT Practical May 14th
- EMT Practical May 17th
- June 1st deadline for Paramedic Application
- June 18th and 19th Paramedic Entrance Exam
- June 28th and 29th Paramedic Interviews
- June 29th Advisory Committee Meeting

Healthcare Technician Certificate Program

Sherry Channel, Health Sciences Completion Coach

Projects/Activities Accomplished Since Last Report

- Attended Skills USA/OTSY state event in Chattanooga with Kelsey Gadberry.
- Attended Advising Academy in Nashville
- Participated in two radio spots regarding Skills USA/OTSY contest.
- Held practice interview session for Kelsey Gadberry
- Participated in Counselor Day event
- Participated in Anchor Week Fair
• Coordinated and provided tour of Health Sciences Building for HOSA students
• I have assisted over 258 students (and potential students) either via phone, email or in person contact since I began here at JSCC.

Projects/Activities Planned
• The CMA students are currently completing their clinical time.
• The Summer AHSC 1310 EKG class has 6 students out of 15 spaces available.
• The Summer PBLT 1300/1301 classes have 9 students enrolled out of 15 spaces available.
• Planning to provide presentation for Westview High School HOSA students.

Other Items/Dates/Activities
• April 11, 2018 Career Fair display
• April 12, 2018 Meeting with Achieving the Dream Coaches
• April 18 & 23, 2018 Phlebotomy Exam
• April 24, 25 & 26 CMA Exam practice sessions
• May 1, 3 & 9 2018 CCMA Exam dates
• May 11, 2018 North Parkway Middle School Career Fair

MLT Program
Peter O’Brien, Program Director
Projects/Activities Accomplished Since Last Report:
• Visited Tennova Volunteer Community and contacted Dyersburg Hospitals about accepting students for NEXT Fall class.
• Working on a common paperless application portal with IT area.
• Setting up the new Statewide MLT Program curriculum approved by TBR.

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:
• Sent a contract to Henderson Community Hospital-Lexington for their signature.
• Volunteer - Martin sending testing statistics for applying to the State Med Lab Board for affiliate status. Contract forthcoming as soon as the purchase by WTH is finalized.
• Ripley Lauderdale County Lab is sending testing statistics for application to the State Med Lab Board for affiliate status.

OTA Program
Dr. Julie Bezold, Program Director
Projects/Activities Accomplished Since Last Report:
• Advise students
• Assist Sherry Channel and Kelsey Gadberry in the OTSY process
• Midterm advising with OTA students
• Hosted OTA/PTA information session
• Attended curriculum meeting
• Attended WTH meeting
• Assisted Jane David in the formation of community home assessment training with Choices.
• Participated in AOTA conference call
Advisory Committee meeting March 15, 2018
Attended Division meeting

Projects/Activities Planned
- Plan for OT Month activities/promotion events for April
- Attend National Conference April 16th through April 21st
- Complete TAF request

Upcoming events:
- OT month activities

Program Innovation
Leah Gray, Director

Projects/Activities Accomplished Since Last Report
- Crisis Intervention Training with JPD, Sheriff’s office, County Fire and JMCGH security.
- Active Shooter Training with Community Montessori.
- Safe Kids Meeting.
- Speaker and committee member at Tennessee Emergency Communications Conference.
- Entry of PTA, OTA and RAD into Curriculog for TBR approval.
- Behind the Badge Day with JPD and JSCC CJ Club on March 17th – turnout of 22.
- Worked with DL to develop CNA class via distance for classroom portion to accommodate off campus centers
- Crisis Intervention Planning Meeting – received schedule for next year as well as began talking about a possible conference
- Completed instructor renewal for AHA CPR.
- Completed dispatcher CIT training for central dispatch.

Projects/Activities Planned
- Safe Kids Day being held April 28th at JSCC – partnering with March of Dimes.
- Schedule CNA licensure testing.
- Work with RCT students on test, note and study strategies.
- Conduct CIT Train the trainer class.
- Entry of MLT into curriculog
- Assist B. Kesler with Fire Science concentrations.
- Communication training for Administrative Assistant Conference
- Safe Kids Meeting
- Tennessee Emergency Preparedness Meeting

PTA Program
Dr. Jane David, Program Director

Projects/Activities Accomplished Since Last Report
- 1st year cohort = 24 students; 2nd year cohort = 17 students
- 2nd year cohort is in the fifth week of their second clinical experience for the semester. All have been visited by academic faculty and are doing well.
- Summer clinical planning is almost confirmed.
- Jane David attended the recent Tennessee Physical Therapy Association Spring Meeting.
- As of mid-term we have 3 students who have been identified as at-risk due to a grade average below the required C for the program in one of more of their spring courses.
• An Information Session was held in collaboration with OTA on March 29 with over 50 perspective students attending. Advising continues to be strong also from non-JSCC students.
• The electronic application is open.

New Issues
• The University of Memphis is currently seeking area support for a physical therapist education program at their Lambuth location. The development of such a program will most certainly impact our applicant pool, clinical education site availability, and employment rates.
• We have concern about possible employment issues for our graduates in the near future (2020) due to the recent creation of a pay differential for PTA care, as opposed to PT care, by Medicare with other payers expected to follow suit. Note that the same changes are true for OTAs as well.

Old Issues
• Early testing by graduating students – 7 tested on April 4, we will not know the results until April 11.
• Pre-application testing – pending
• Clinical education site contract management has become a huge challenge – will be pursuing some IT assistance with this

Other Items/Dates/Activities
• 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.
• FINALLY, the Trajecsys company has been paid nearly the full amount billed for student use of the clinical, cloud-based system. For ease of procedure, the director has asked for students to pay the company directly in the future so there is NO involvement with JSCC offices.
• Karin continues to work/troubleshoot areas with the new online system used for evaluation and assessment in the clinical setting. This takes many hours a week and constant communication between Karin and the five clinical instructors and all 42 currently enrolled students. The system is working well and Karin has implemented several protocols to continue this smooth transition.
• Branson hosted a mentoring event on Saturday, March 24, 2018, at the request of Dr. Nell Senter. Area 8th grade students were provided tours of our radiography labs and participated in activities based on our profession.
• Director is seeking funds from Perkins IV to provide a national certification review for current second year students. Students from other Health Sciences programs make use of these CTE funds and the RAD program is requesting the same. Currently no information has been provided to determine if that request will be secured, although Perkins coordinator is investigating the possibility.
• Although program TAF requests for 2018 have been sent forward, one of those requests was denied access to the list. Director has concerns based upon other programs using a very similar product with funding from TAF approved. Not questioning the approval of funding, but there is concern for how guidelines are interpreted and followed in the process.
• Director received approval to proceed with offering radiography alumni a total of 5 FREE continuing education credits with a meeting to be hosted in the Jim Moss Nursing Building on May 19th; tours of the
new radiography lab facilities will be conducted for those interested. CMS, Imaging, Inc. is providing sole sponsorship.

- Continuing to work on online application process for the program.
- All IDEA surveys completed.
- Karin and Branson are complete with all clinical affiliate hospital rotations.

Projects/Activities Planned for Next Week

- Teach classes as scheduled.
- Continue to reach out to assigned advisees and answer questions from prospective applicants.
- Continue preparation for CE meeting for area technologists to be held at JSCC on May 19.
- Make sure all purchasing orders are complete by the April 30th deadline.

Old Issues

- Program faculty have inquired about advising procedures (changes, updates, improvements, input, etc.) and have received no response from either Dean’s meetings or through Faculty Council. Program faculty in RAD will continue to try to meet needs to the best of their ability within the confines of a system that is not as beneficial to students as it could be. Several areas of miscommunication exist between assigned advisors/advisees in Nursing and Health Sciences. Students suffer from this.

Respiratory Care Program
Cathy Garner, Program Director

Projects/Activities Accomplished Since Last Report

- Christie Ward participated in a mock interview with Sherry Channel and Kelsey to prepare her for the OSTY competition.
- Cathy Garner and Christie Ward will be attending the Tennessee Society for Respiratory Care State Seminar April 9-10 in Gatlinburg.
- Summer and fall schedules were provided to Jan Stanfill in a timely manner. There is an issue with the lab for RCT 248 for the fall semester. The schedule currently indicates that it has 4 credit hours and that is not correct. It should be 0 hours.
- Cathy Garner and Christie Ward participated in the Mentor U Campus Day on Saturday, March 24. Approximately 17 sixth, seventh, and eighth graders and mentors from NPMS viewed a short video on the Respiratory Care profession and then enjoyed hands-on activities in the Respiratory Care lab. Sherry Channell assisted with the activities.
- On March 29, Cathy Garner traveled to the Humboldt campus to speak to the Anatomy and Physiology I class about the Respiratory Care program. Ben Jeter invited the program faculty to speak to the class. He identified a few students who were interested in the program.
- Cathy Garner participated in the ANCHOR Week fair by assisting with staffing the table on March 28.
- Christie Ward is working with the students to ensure they are gathering all of the documents required for clinical practice.

Projects/Activities Planned

- Schedule program information sessions for April.
- Complete curriculum change forms for the curriculum committee for fall 2019 implementation.
- Schedule program advisory committee meeting for May.
- Christie Ward will be attending the American Association for Respiratory Care Summer Forum for Educators and Managers in July in San Antonio, Texas.
**Business and Industry**

**Projects/Activities Accomplished Since Last Report**

- WFD Weekly meetings with Johnson and Messer.
- Terri Messer participated in a conference call with Pat Geho, SBDC.
- Terri Messer had monthly SBDC update meeting with Ron Acree establishing corrective action plan for center’s future performance.
- Kimberly Johnson and Ben Lawrence participated in a plant tour of Delta Faucet.
- Kimberly Johnson participated in TN Pathways Working Group Meeting at UTMartin.
- Stanley Black and Decker Leadership Training.
- Terri Messer and Kimberly Johnson met with Darrell Uselton to discuss training.
- Kimberly Johnson attended the Third Session of the TNTrained workshop hosted by JSCC.
- Terri Messer, Kimberly Johnson and IT faculty hosted meeting and tour of JSCC facilities for Tyson Plant Manager.
- Kimberly Johnson attending the Fourth Session of the TNTrained workshop at TCAT Smyrna.
- 2018 Counselors Meeting.
- Terri Messer attended Dean’s Meeting w/VPAA Dr. Bailey.
- Basic Life Support for Healthcare Providers for JSCC Allied Health students.
- Kimberly Johnson attended the Gibson County Workforce Development meeting at the Milan Chamber of Commerce.
- Terri Messer attended the curriculum meeting and strategic planning committee meeting.
- Terri Messer and Kimberly Johnson attended meeting with Novolex/Durobag to discuss training options.
- Active shooter drill.
- Terri Messer and Kimberly Johnson participated in a conference call with Ellen and Erica at SBDC.
- Terri Messer attended the suicide prevention meeting.
- Terri Messer attended Honors Committee meeting.
- Business and Industry advising sessions for Summer and Fall 2018.
- Engineering Systems new faculty position was posted.
- AMT HR Committee Meeting.

**Projects/Activities Planned**

- AAS Career Exit Exam.
- Beginners Excel training for TBTN on 4/11 and 4/18.
- Business Advisory Committee Meeting on 4/13/18.
- IT Advisory Committee Meeting on 4/20/18.
- JSCC hosting Manufacturing Day event on 4/13/18 along with Jackson Madison County Schools.
- Possible advanced maintenance training with Volvo Penta.
- Further curriculum development for leadership training series still under way.
- Division meeting with Dr. Bailey on 4/16/18.
- Terri Messer to attend the Perkins Spring Technical Assistance meeting at TBR.
- AMT Graduation Ceremony dinner.
- Henderson County Workforce Development Meeting at the Lexington Chamber.

**New Issues**

- Completed Facility Use Policy. We are awaiting TBR template.
Social and Behavioral Sciences

Projects/Activities Accomplished Since Last Report

- **Criminal Justice A.A.S.**
  - Textbooks confirmed ordered for new classes
  - Criminal Justice A.A.S. Advisory Committee
    - Meetings with Dr. Brian Donavant and Dr. Bailey RE membership
    - Membership Finalized; members contacted and agreed
    - Submitted to VPAA for approval and recommendation to President

- **Mentor U**
  - JSCC Campus Day March 24 for 21 6th 7th and 8th graders with mentors, supervisors
  - PR/Communications press release reviewed and approved

- **COL 1030**
  - Scheduling and staffing for fall 2018
  - Staffing not complete for all 30 sections; new adjuncts identified
  - Notice of On Course training in August to new interested adjuncts

- **Student Affairs/High School Counselors Luncheon/**
  - SBS Division table materials and staffing 3/13

- **Classroom configuration and set up for adding computer rooms**
  - Meetings with Dean Camp, Linda Shirley

- **ANCHOR Week planning and advising**
  - SBS Division faculty sign up
  - SBS Division group advising

- **Distance Education**
  - Meetings with Meisha Daniels RE Spring 2018 maintenance contracts
  - Notice to faculty of Zoom to replace former broadcast equipment

- **Faculty Support**
  - Planning and funding discussions for fall events
  - Meetings with adjuncts RE Social Work, Criminal Justice, Physical Education, History, Psychology schedules

- **Student advising, class assistance, late withdrawals & adds**
  - Use of Advisor Trac to document meetings
  - Academic Appeals
  - Grad Proposals for advisees
  - Staffing ANCHOR Week table in Student Center

- **SBS budget revisions (minor)**
  - Updates to position request following Mr. Chase’s presentation

- **President’s Open Forum 3/26**

- **Division Meeting – joint with Math/Natural Science Division – with VPAA 4/30**
  - Discussions and plans

- **Strategic Planning Committee**
  - Access and Completion subcommittee meeting
  - Meeting of the entire Committee with Dr. Hamilton

- **Idea Surveys for faculty**
  - Provide instructions, materials from IR

- **Continued member discussions RE TBR meetings on Social/Behavioral Sciences TTPs**
  - Faculty notes on process
  - Discussions with CRMJ and SWRK committees over final proposals via email and phone

- **Meetings with Preston Turner RE summer work on West Wing of Classroom Building**
Projects/Activities Planned

- Meeting with Dean Camp RE same

- Deans Meeting with VPAA 04/10
  - Online Quality meeting; summer online development and redevelopment

- Presentation on meditation to Psychology of Adjustment class 04/12

- Faculty Evaluations
  - Fulltime faculty
  - Adjunct faculty

  - Support for Social Work adjuncts, licensing, NASW TN discussions

- Planning and notice to faculty RE summer work on Classroom Building
  - Scheduling of packing up – notice to and support of faculty, staff
  - Offices Boxed and ready for work by Graduation 04/06
  - Moving basic office for May-summer

- Schedule/Plan CRMJ A.A.S. Advisory Committee meeting
  - Same for Open House

- UT Martin Open House for Jackson Center on campus 04/17

- Deans Meeting with VPAA 04/18 and 04/02

- Mentor U – sustainability issues
  - JSCC meeting with Union U grad student on Service Learning possibilities
  - Propose meeting with VPAA and President prior to 4/26
  - Year end celebration – Memphis Botanic Gardens 04/21
  - Steering Meeting at Union U 4/26

- Revision to fall schedule regarding exempt employee teaching limits and injured PHED faculty; new available adjuncts – awaiting final applications with graduate transcripts
  - Continued staffing for COL 1030 for fall

New Issues

- Classroom Building  summer work and accompanying moves, boxing, storing, etc
- Covering PHED classes for summer and (?) fall for injured adjunct

Old Issues

- Follow up with classroom reconfiguration and availability

Off Campus Centers

Lexington - Sandy Stanfill, Director

Projects/Activities Accomplished Since Last Report

- Attended ECD Henderson Co. Workforce Dev. Meeting
- Attended HC Chamber after hours
- Hosted self-defense workshop
- Attended WestStar alumni council meeting
- Attended high school counselors luncheon
- Represented at Decatur Co. Middle School career day
- Received advisor-trac training
- Attended Pro-Tech council meeting with Dr. Hamilton
- Hosted Lexington and Scotts Hill seniors tour and info session
- Attended Working Women’s Breakfast and presented TN ReConnect info
• Attend TCAT advisory board meeting
• Hosted Caricature
• Attended Discovery Park Field trip

Projects/Activities Planned
• Attend BLT meeting
• Advise students for summer and fall
• Host Economic Development meeting
• Host ReConnect event
• Attend Mayor forum
• LASSO cookout
• Host Chamber meeting
• Meet with Center Directors
• Meet with Dean Acad. Support about testing concerns
• Meet with Kimberly Johnson about community outreach opportunities
• Continue student advising

Savannah - Meda Falls, Director

Projects/Activities Accomplished Since Last Report
• We had a nice visit from Dr. Hamilton on March 12th.
• March 13th we attended the Hardin County High School Summit, gave information to students concerning programs offered at JSCC and the Savannah-Center,
• Toni from Admissions visited our campus and talked to some students.
• U.T. Martin Parsons Campus visited our campus to talk to students interested in completing their four-year degree.
• Advising and assisting students’ registration.

New Issues
• Working with Preston Turner getting new locks on doors at the Center.
• Continue to work with Preston about our new JSCC Savannah-Center sign.
• We have new lights on the Parking Lot, even extra lights. Provided by City and County.
• Just today the state did some much needed paving on the Parking Lot. Things are looking up.

Old Issues
• Roof and leaks. The County and City have a company working on the roof now. Hopefully the rain will let up.