Projects/Activities Accomplished Since Last Report (October 11, 2018)

- Working with
  - Karen Perrin and Dean Grooms in development of A.A.S. in Criminal Justice.
  - Will Shull, Deans, and Division Secretaries to improve assignment of advisors for students.
  - the Online Quality Council to gather feedback from faculty and revise policies concerning online instruction.
  - the Deans and VP Dellinger on the implementation of E-Portfolio and other HIP areas.
  - faculty that are eligible for promotion/tenure during 2018-2019.
  - TBR and faculty on DEI digital textbook project.
- Met with faculty members that are eligible to apply for promotion/tenure during 2018-2019.
- Attended the TBR Academic Affairs Collaborative and Sub-Council Meetings.
- Participated in interviews for the position of Chief of Police
- Participated in OTA Advisory Committee Meeting
- Meetings/Activities Attended:
  - THEC Funding Workshop, October 12, 2018
  - Bagels and Blue Grass, October 13, 2018
  - OTA Advisory Committee Meeting, October 16, 2018
  - Meeting Concerning A.A.S. in Criminal Justice, October 16, 2018
  - Meeting with Will Shull Concerning Advising, October 16, 2018
  - Meeting with UTM Provost, October 17, 2018
  - Academic Council, October 18, 2018
  - Chief of Police Interviews, October 19, 2018
  - Meeting with Patrick Davis and Scott Cohen Concerning Library, October 22, 2018
  - Meeting with Division Secretaries Concerning Assignment of Advisors, October 22, 2018
  - Northwest Workforce Board Regional Planning Meeting, Humboldt, October 23, 2018
  - SOAR Selection Committee, October 23, 2018
  - TBR Academic Affairs Collaborative, Nashville, October 24, 2018
  - TBR Academic Affairs Business Meeting, Nashville, October 24, 2018
  - Meeting with Faculty for Tenure and Promotion, October 26, 2018
  - Conference Call – TBR Digital Initiative, October 26, 2018
  - Meeting with Faculty for Tenure and Promotion, October 30, 2018
  - Meeting with Faculty Council Executive Committee, October, 31, 2018
  - HIP Conference, November 2, 2018
Meeting with Dr. Hamilton Concerning Chester County, November 5, 2018
Meeting with Faculty Concerning tenure and Promotion, November 5, 2018
Meeting Concerning Position Reclassifications, November 6, 2018
Meeting Concerning Business Continuity Plan, November 6, 2018

Projects/Activities Planned

- Development of A.A.S. in Criminal Justice
- Revision of policies for online instruction
- Promotion/tenure for 2018-2019
- Assignment of Advisors
- TBR DEI pilot project
- Business Continuity Plan
- Evaluation of Registration Center
- Meetings/Activities:
  - Executive Council, November 8, 2018
  - President’s Cabinet, November 8, 2018
  - Academic Council, November 8, 2018
  - THEC Symposium for Veteran’s PLA Credit, Nashville, November 9, 2018
  - WTH Gala, November 10, 2018
  - Review of Fees, November 12, 2018
  - Meeting with PTK Officers, November 13, 2018
  - Intake Survey Working Group, November 16, 2018
  - Executive Council, November 28, 2018
  - DREAM Meeting, November 28, 2018
  - President’s Forum, November 29, 2018
  - Legislative Luncheon, December 3, 2018
  - TBR Completion Academy Follow-up, December 3, 2018
  - Study Abroad Discussion, December 4, 2018
  - Foundation Board Meeting, December 6, 2018
  - Nursing Pinning Ceremony, December 13, 2018

Melissa Lyles

Projects/Activities Accomplished Since Last Report
- Reviewed additional Instructional Travel for Fall 2018
- Entering new committee reps in Jweb
- Completed FT2 and B Session Contracts for FLAC and October Payroll
- Attended meeting re: assignment of advisors
- Trouble shooting why linked classes/codes are not working in Health Sciences Division classes as students try to register
- Completed Safety Training
- Late Withdrawals

Projects/Activities Planned
- Complete FT 3 Contracts for FLAC and November Payroll
- Enter new committee reps in email distribution lists
- Attend MEP meetings (remotely) on November 8th, 27th, and 28th

**Jennifer Cherry**

**Projects/Activities Accomplished Since Last Report**
- Met with and advised several students
- Approved several TAF purchases
- Bagels and Bluegrass event at JSCC, Saturday 10.13
- Participated in Tag Line Discussion meeting
- Participated in FAC to FAC COL 1030 meeting
- Received enrollment forms for Non-Faculty Sick Leave Bank
- Provided two training sessions for DegreeWorks and Advisor Trac with Will Shull as well as one one-on-one session
- Verified additional adjunct credentials
- Processed 1,094 Dual Credit forms—848 of those earned credit
- Attended President’s forum
- Attended the Foundation breakfast
- Tested and updated table STU 316 in DegreeWorks test to see if solution from Ellucian will fix the problem that was created when their patch fixed the CPoS TTP issue—waiting to hear back from Financial Aid to see when it is ready to clone to PROD
- Finalized cut-off scores for the updated Next Gen Accuplacer exam—held a virtual Curriculum Committee meeting regarding new scores

**Upcoming Projects/Activities**
- DW updates
- IT Policy review
- Catalog discovery conference calls (part to TBR MEP project)
- Will be off November 16-21 for Thanksgiving holiday
- Will attend Director of Orientation and Student Retention interviews

**Will Shull**

**Projects/Activities Accomplished Since Last Report**
- Worked with Robin Marek, Linda Davis, and Elaine Williams on advising holds for spring 19
- Helped with advisor assignments including meeting with division secretaries and VTJ
- Attended ATD Holistic Student Services conference
- Worked on annual QEP data with IR/IE office
- Served on hiring committees for Director of Retention and Orientation
- Worked on AdvisorTrac appointment implementation with Coaches and Registration Center staff
- Oversee ANCHOR week and beginning registration for Spring 2018
- Meet regarding change of major workflow
- Debriefed ATD coordinators from ATD HSSI to inform better advising and plans
- Provide AdvisorTrac training
- Met with Executive Council regarding Change of Major workflow
- Met with TBR rep for Relational Advising and Kara Reeves’s grant
- Attended TBR Drive-In workshop regarding peer mentoring HIP

**Projects/Activities Planned**
- Work on gathering data for annual QEP report
- Attend DREAM meeting

Old Issues
- Continuing to streamline advising process

Cindy Werner
Project/Activities Accomplished Since Last Report
- Attended the Funding Workshop with THEC October 12th
- Attended EMSI and Career Coach Training October 12th
- Attended President’s Forum October 25th
- Attended DegreeWorks and Advisor Trac Training October 26th
- Attended the Regional High-Impact Practice Drive-In November 2nd
- Contacted students about attendance issues by phone, email, and face-to-face
- Postal Clerk Hiring Committee meeting and reviewing of application
- Moved Office to CLR 113R

Upcoming Projects/Activities
- Keep contact with LS students and tracking progress for remainder of the semester
- Prepare for Spring Registration
- Finish reviewing Postal Clerk Applications

Academic Support Division
Projects/Activities Accomplished Since Last Report
Patrick Davis
- Met individually with heads of departments to discuss progress and goals
- Submitted student learning objectives for the Academic Support Division to Vice President of Academic Affairs.
- Attendees of the ATD Holistic Student Supports Institute met with Vice President of Student Services to propose developing a student intake survey and next steps.
- Attended funding workshop with THEC staff which was facilitated by Dr. Hamilton
- Met with Library Director and Librarians to discuss modifications to library services.
- Attended Behavioral Intervention Team meeting
- Attended Academic Council meeting
- Attended Online Quality Council meeting
- Attended COL 1030 Facilitators meeting
- Met with Dean of Behavioral and Social Sciences to discuss ePortfolio implementation for COL 1030 spring 2019 pilot.

Off-Campus Operations
- Met with Coordinator of Paris and Dresden locations to setup PC and Banner access.

Community
- Attended Jackson Civitan Club meeting
- Attended 100 Black Men of West Tennessee meeting
- Attended University Transfer Fair for JSCC students

Projects/Activities Planned
- Attend Academic Council meeting
- Attend Online Quality Council meeting
**Academic Assistance Center**

**Projects/Activities Accomplished Since Last Report**

**Jackie Barnacastle**

- Building positive relationships with all visitors to the AAC:
  - By working with students’ advisors, was able to have one of two students moved from ½-semester class to full semester class to keep from failing the course. The second student had waited too long to move.

- Aiding AAC staff with technology:
  - Send a report each Monday of tutor/part-time logins from TutorTrac to assist Jeannette in reconciling Web Entry timesheets

- Working with SIT Team/Instructors – addressing student needs and concerns:
  - Sent and SIT referral last week

- Safety Drills/Training:
  - Brought to Shane’s attention the AAC’s safety diagram showing safe areas is outdated and incorrect. Shane is in the process of updating these diagrams campus wide,

**Jeannette Stone**

- Spend time getting to know the needs of students who visit the AAC:
  - Talked with students in the Smart Math Center to see if they are getting the assistance they need

- Grow and learn in my use of TutorTrac by exploring its uses for scheduling and maintaining records
  - Worked with Rita to learn the monthly reports for Tutoring created through the use of TutorTrac

- Continue to learn and implement the aspects of overseeing the Tutoring Program so that it functions efficiently and effectively
  - Increased visits to the Smart Math Center during the past week to interact with tutors, students, and instructors

- Seek out workshops, webinars, conferences and other training opportunities to acquire and enhance existing skills. Also look for opportunities to volunteer for events involving students to increase contact and awareness of the Academic Assistance Center
  - Took the Pearson Vue certification test to recertify as a proctor for Pearson Vue exams
  - Worked on getting AAC signs completed and distributed on campus

- Make necessary changes to the Tutor Training Handbook
  - Planning to get with John McCommon regarding photos of students for the handbook.

**Lorrel Fuller**

- Attend workshop or training to improve personal and/or team skills:
  - Attended Safety Training for the Academic Support Dept. conducted by Shane Young on November 15

- Staying abreast of the latest procedures for administering exams in the AAC:
  - Made the necessary changes and preparations to begin administering Accuplacer Next Generation. Veronica and I had a Webex meeting with Dominique Jones of the College Board who assisted with setting up our Math placement rules and Branching Profiles for QRAS and AAF

- Encouraging student success by attending activities
Greeted and offered an invitation to a group of High School students touring the campus to come visit the AAC and escorted another group upstairs to the AAC who were gathered in the Library’s lobby

Attended the JSCC Student Talent Show. Recorded some of the performances with my cell phone and sent a copy to one of the contestants that noticed me recording it.

Rita Hill

- Developing a plan to limit phone calls when verifying appointments between a tutor and tutee.

Veronica Jones

- Market the Academic Assistance Center:
  - Distributed bookmarks which list the resources available in the AAC at the Welcome Back Bash, various class tours, and orientations
  - Received John Common’s assistance with getting various advertisements on JTV and Meredith Hoffman’s assistance with advertisements in the College Knowledge Newsletter
  - Signs are being updated and designed for campus bulletin boards

- Consult with Deans and faculty to accumulate ideas:
  - Introduced to LibGuides as a possible source for various topics and information related to the AAC
  - Working with Dillon Tripp to brainstorm ideas to provide further assistance to students with deficiencies in Reading, Writing, and Math

- Staff participation in seminars/webinars:
  - AAC’s staff have participated in several Accuplacer webinars to become certified as administrators and/or proctors and to become familiar with the migration to New Generation
  - Attended a Professional Development Training offered by HR Director, Amy West, “Timekeeping 101 for Managers”
  - Attended ProTech Professional Day – “The importance of WHY” – Bobby Smith Presenter

Distance Education

Project/Activities Accomplished Since Last Report

Meisha Daniels

Goal 1: Offer recommendations and assist with implementation of a new help desk ticketing system.

- Met with Sonny to cover the design components of the new Helpdesk Ticketing System
- Received email from Sonny with Demo Helpdesk Ticketing system
- Met with DE Staff about beta testing the Demo Helpdesk Ticketing system
- Forwarded the link to new Helpdesk Ticketing system to DE Staff to start beta testing

Goal 2: Update the "Getting Started" distance education online courses to user friendly guides and interactive videos

- Held several meetings with Jessica and Renee regarding various project details such as new webpage layouts, table of contents, main topics and subtopic, etc.
- Developed some plans for how and when each section of the webpages will be developed
- Worked with Renee on design libguides design structures and content layout

Goal 3: Renew SARA authorization for the campus and complete SARA enrollment report
• Had conference call with Mary Larson at NC-Sara to discuss JSCC’s annual renewal
• Completed application and sent application to P. Davis and Dr. Bailey’s office for signature
• Contacted Account/Payable Dept. to request check for SARA renewal
• Mailed SARA authorization application and payment to THEC
• Received confirmation email of application and approval status to complete this goal

Goal 4: Continue to lead in the enhancements of the D2L Brightspace pages
• Worked with DE Staff on D2L Brightspace pages and launch
• Approved all page designs and training guides
• Received feedback from faculty and staff on further enhancements
• Meet with DE Staff to discuss further enhancements of D2L BrightSpace
• Attend TBR System Admin meeting to hear about new features in BrightSpace

Goal 5: Attend the 2019 United States Distance Education conference
• Had a conference call with new USDLA president Reggie Smith to offer suggestions on conference topics and fees
• Received email invitation to attend the USDLA conference in April 2019

Jessica Reece

Goal 1: Help redevelop “Getting Started” online course materials to that students can obtain knowledge on how to navigate through their courses
• I coordinated with Scott and got approval to allow each Libguide owner the ability to choose their layout.
• I changed the settings to allow users to pick either a tab or side-nav layout, but left the default setting as tab layout
• Renee and I have started adding material to the Getting Started page

Goal 2: Revamp customer service eLearn training modules so that new part-time workers can better assist students who call in or walk-in for assistance
• Started a list of FAQs to determine what materials need to be added.
• Working on training video for how to push students in Banner and verify enrollment in D2L

Goal 3: Develop accessibility guides for staff and faculty in effort to maintain accessibility standards in online courses for students.
• Created a guide for how to check PowerPoints for accessibility.
• Working on guides for checking Word and Excel documents for accessibility.
• Working on a guide for building HTML files in D2L.
• Will incorporate TBR accessibility course material into course development training.

Goal 4: Create 2017/2018 – DI schedule and assign courses in auto-answer mode on Zoom Outlook calendar
• This has been completed. All courses have been scheduled for Zoom and they all auto answer and auto stop

Goal 5: Offer basic computer training and eLearn training sessions for online/ground students
• Discussions have begun with Dr. Bailey. We will meet with Dr. Bailey in the near future to determine a good timeline to start the training sessions.
• Renee and I are working on possible training sessions and material for students.
• I have created walk-through videos for students on how to use each component of eLearn for their courses.
Renee Young

Goal 1: Help redevelop “Getting Started” online course materials so that students can obtain knowledge on how to navigate through their courses
- Started to discuss possible layout options and the material that needs to be included on the Libguide
- Jessica and I have started adding material to the Getting Started page

Goal 2: Research and offer recommendations on a replacement for Kayako HelpDesk ticketing system.
- Started a list of frequently asked questions
- Explored the possibility of developing a module or entire training site for our inter-office operating procedures and policies

Goal 3: Revamp customer service eLearn training modules so that new part-time workers can better assist students who call in or walk-in for assistance
- Started a list of frequently asked questions
- Explored the possibility of developing a module or entire training site for our inter-office operating procedures and policies

Goal 4: Help with development of the faculty training pages in Libguides
- Started a list of information needed and a possible layout and organization of the pages

Goal 5: Offer basic computer training and eLearn training sessions for online/ground students.
- Discussions have begun with Dr. Bailey. We will meet with Dr. Bailey in the near future to determine a good timeline to start the training sessions
- Jessica and I will work on possible training sessions and material for students

Library
Activities/Projects Accomplished Since Last Report
All Staff
- The Library volumes project is complete. We are inventorying the current volumes.

Scott Cohen
- Goal: Create a Focus Group of historically underrepresented students targeted by Achieving the Dream. The focus group will make recommendations in regards to the services and resources of the JSCC Library.
  I am meeting with John McCommon the week of November 5 to discuss methods of conducting a focus group.
- Goal: Start a Library newsletter to keep faculty abreast of resources and services of the JSCC Library
  Sylvia Rowe sent out the 2nd Library newsletter to faculty last week.
- Goal: Examine Travel Requests for the 2018-19 fiscal year with the Library staff.
  I will continue to go over travel requests with staff to allow an equitable travel schedule. Vanessa Jones will attend a virtual conference for Cataloging on November 8 and I will be doing a virtual conference on November 15. We are experimenting with these types of conferences.
- Goal: A Library Staff member will attend a workshop on assessment to better understand how to assess Library patron needs.
  Robyn Hicks attended the ACRL Conference on Assessment on October 25.
- Goal: I will attend a leadership workshop.
  I attended a 2 day TBR Library Deans and Directors Leadership Workshop at East Tennessee State University. This goal has been met.
Robyn Hicks

- **Goal:** Attend campus events and represent the JSCC Library informing students of services.
  Robyn participated in the BSA cookout and has been working with the Quest program.

- **Goal:** Serves as the embedded Librarian in several online courses.
  Robyn is not serving as the embedded Librarian this semester because of other duties.

- **Goal:** Selects from a repertoire of pedagogies and techniques for diverse learners and learning contexts and experiments with innovative instructional techniques and tools.
  Robyn has provided information literacy instruction to English and College Success classes. She uses various methodologies of teaching in those classes.

- **Goal:** Revises the Student Assistant Training Manual.
  Robyn has started working on the revision.

- **Goal:** Engages in assessment to ensure that instruction is meeting the defined learning outcomes.
  Robyn attended an ACRL workshop on Assessment in Chattanooga on October 25.

Sylvia Rowe

- **Goal:** Collaborate with Circulation Assistant (Carrie Baker) to implement and maintain social media accounts.
  Sylvia assumed complete oversight of Library social media posts when Carrie Baker left to take a faculty position here. Sylvia makes several posts a week.

- **Goal:** Use the WAVE tool to evaluate LibGuides for accessibility issues and suggest changes to make those pages more accessible for students with disabilities.
  She updated all current LibGuides so that the box headers are a darker color that conforms to contrast accessibility.

- **Goal:** Regularly assess Library databases to ensure links are correct and make necessary changes.
  Sylvia receives weekly Quality Assurance Reports via email that notify her of dead links. She promptly makes corrections and changes as necessary.

- **Goal:** Explore and assess Library chat software.
  Sylvia monitors the Chat feature and participates in the chat.

- **Goal:** Attend conferences, trainings and webinars on Library technology in order to increase my knowledge and stay informed of best practices and current trends.
  Sylvia will attend the West Tennessee Academic Library Consortium meeting on November 9 here at the JSCC Library.

Vanessa Jones

- **Goal:** Participate as one of the advisors to the Student Book Club.
  The Student Book Club had its first meeting last week.

- **Goal:** Attend professional development trainings, conferences, webinars and classes to enhance my job performance.
  Vanessa attended a workshop on Cataloging at the University of Tennessee at Martin Library on October 15. She will participate in a Virtual Conference on Cataloging on November 8.

- **Goal:** Will conduct an inventory of the Library’s book collection.
  Vanessa will do this when school is not in session.
• **Goal:** Work towards a Certificate in Youth Services and Literature to magnify my knowledge of young adult literature.
  Vanessa is looking at various other certificates, including one in Community College Leadership.
• **Goal:** Examine methods of Library instruction through online training, reading and discussion with colleagues.
  Vanessa has continued to do web training through the University of Texas. She also assisted in a Library Instruction session done by Scott Cohen.

**Business and Industry Division**

**Projects/Activities Accomplished Since Last Report**

- Terri Messer attended the 2018 Regional High Impact Practices (HIP)/Peer Mentor Drive-In Conference hosted by JSCC on November 1, 2018.
- Cathi Roberts coordinated a McWherter Center evening photo shoot with John McCommon and a local photographer. Adult, under represented gender and minority students were highlighted.
- Terri Messer attended the Academic Council Meeting w/VPAA Dr. Bailey on October 17 which focused on learning outcomes.
- Kimberly Johnson participated in Gibson County Adult Leadership activities on October 10 and 30.
- Kimberly Johnson conducted supervisor soft skills training for the Carlstar Group.
- Terri Messer attended the THEC Funding Workshop on October 12.
- Kimberly Johnson attended the Governor’s Conference November 1-2, 2018 in Nashville, TN.
- Terri Messer conducted a MFG Day slideshow presentation training on Oct. 17 attended by JSCC students and host participants.
- Cathi Roberts in conjunction with Vicki Bunch of the Jackson Chamber coordinated this year’s Manufacturing Day events on October 19 and October 26. Ben Lawrence, Roger James, Aaron Hamilton, Cathi Roberts, Terri Messer, JSCC Admissions team: Toni Stanford, Stephanie Tanksley, Seth Harden, Paula Fuller, Belinda Reed of the Ayers Foundation and Jackson Chamber officials Kyle Spurgeon, Jill and Vicki Bunch hosted each tour. There were 24 local high schools that toured 18 regional manufacturing facilities over the two-day span after receiving a “Why Manufacturing?” presentation from a Jackson State or Chamber tour host.
- Terri Messer attended a TCAT Way 2 Win @Work Course review with John Hodgson in preparation for the upcoming Gibson County meeting.
- Kimberly Johnson conducted the JEA Employee Selection Program on October 23 and October 24.
- Terri Messer represented Jackson State at a Gibson County pre Workforce Development luncheon that included all the high school superintendents, counselors and others involved in the TCAT W2W program and/or college dual credit offerings.
- Kimberly Johnson attended the Gibson County Workforce Development Board Meeting at the Milan Chamber of Commerce.
- Terri Messer attended the meeting on October 15 to finalize the TDOT Reconnect Articulation path.
- Kimberly Johnson training ed2go using social media in Business Start Date.
- Kimberly Johnson contacted Scott Simms @ Southwest Electric Cooperative (SWEC) to discuss Excel training.
• Terri Messer coordinated information required to submit the JSCC Perkins Certification Inventory project involving all AAS programs.
• Business and Industry Group Advising Sessions began and will run through December 1, 2018.
• Spring 2019 Business and Industry schedule completed.
• The Engineering Systems faculty reviewed by the program exit exam for analysis of the most missed previous questions. This review yielded topics that need additional coverage during the upcoming pre-exam study session scheduled for Nov. 8. There are approximately 8 students completing the AAS Engineering Systems program in December.
• The Business faculty finalized plans to administer the program exit exam on November 8. There are approximately 9 students completing the AAS Business Management degree in December.
• Held one more negotiation meeting with the FANUC officials trying to finalize the Jackson F.A.S.T. Center contract specifics.
• The McWherter Center hosted several training events over recent weeks.
• Kimberly Johnson met with new One Stop Operator Director, Ariel McGahey to discuss JSCC Program offerings and opportunities for training funds for regional employers.
• Workforce Department has been working with John McCommon, Victor Garcia and Meredith Hoffman to develop Workforce Development Marketing Materials.
• Workforce Facebook account and Twitter accounts are now created and active.
• Kimberly Johnson attended a tour of the Tyson Shelbyville, TN Facility.
• Gerdau EMT Training session 2 of 3 for Fall 2018.
• Basic Excel Open Enrollment class – Humboldt Center.

Projects/Activities Planned
• Possible advanced maintenance training with Volvo Penta.
• Possible advanced maintenance training with TBTN.
• Possible advanced maintenance training with Falcon Plastics.
• Developing open enrollment course offerings in Excel, OSHA 10 and 30 Hour to be held at JSCC Main Campus
• Developing Spanish for Medical Professionals open enrollment course.
• Possible GD&T Training with Nidec/Leroy Somer.
• Update WFD website with new layout and design complete.
• Developing ARC Flash Trainer and Refresher course.
• Kimberly Johnson continues to work with new instructor, Aaron Hamilton, to develop new course outline for ENST 1350 (Safety).
• Gerdau EMT remaining refresher class to be held in November.
• Motorcycle classes to be held in November and December, registration is open to the public.
• Developing BLS classes to be held in November & December for Allied Health Programs student and also nursing students
• Kimberly Johnson will attend the TACHE Conference November 7-9, 2018 at Pigeon Forge, TN.
• Robotics Training will be conducted in December 2018, January/February 2019 and May 2019.
• Registration is now open for Real Estate Class for Spring 2019 dates.
• Follow up with several industry-training prospects.
• Numerous Business & Industry group advising sessions.
• Finalize FANUC training contract.
Communication and Humanities Division

Projects/Activities Accomplished Since Last Report
- Gathered data for SLO meeting in October
- Prepared spring schedule
- Worked with faculty to create Anchor Week events
- Attended Funding Workshop with THEC staff
- Attended Service Learning monthly meeting
- Attended HIP Drive-by for West Tennessee
- Attended President’s Forum
- Met with Dean Grooms, Dr. Esquivel, and Prof. Prater re: grant consideration for study away

Projects/Activities Planned
- Attend Oral Interpretation performances
- Continue covering classes/advisees missed by faculty on leave
- Attend Faculty Council
- Participate in ESL/ELL Monthly Call (TBR)
- Participate in selection of Volunteer TN conference faculty panel submissions (for TN-SLC)
- Meet with PTK students, Dr. Hamilton, and Dr. Bailey regarding project proposal
- Attend English faculty meeting regarding textbooks and online curriculum (consistency)
- Attend International Education Fee Committee meeting
- Schedule Programs of Excellence meeting
- Attend monthly meetings of communication, music, and humanities departments

Health Sciences and CIT Division

Computer Information Technology

Projects/Activities Accomplished Since Last Report
- Lisa Matlock has been selected to serve on the Faculty Leadership Team for the Digital Engagement Initiative.
- James Cotter, Special Agent for Cyber Operations from the Tennessee Department of Safety and Homeland Security made a second visit to JSCC on October 29 to discuss additional details on how we could collaborate with the Tennessee Department of Safety and Homeland Security. Ron Hughes, Department of Homeland Security Intelligence Officer, Tennessee Fusion Center also attended this meeting. We discussed the possibilities of additional collaboration opportunities.

Projects/Activities Planned
- Randy Callahan will be attending the National Center of Academic Excellence Meeting in Miami November 7 through 9. This meeting will provide updates and new initiatives for CAEs.
- Lisa Matlock has been selected to serve on the Faculty Leadership Team for the Digital Engagement Initiative.

EMT/Fire Science Programs
Bryan Kesler, Program Director

Projects/Activities Accomplished Since Last Report
- 2 phone conferences with site visit team leader completed on October 26th and November 2nd to prepare for logistics of site visit
- Both Cardiac Monitors purchased and being used in lab
- 2 Different Fire Science Courses added to schedule for spring 2019
New applications and students getting qualified to enter into program for spring 2019

- Instructor Load set with full time at 21 credit hours each and several adjunct at 21 credit hours between the fall and semester schedules
- Spring 2019 EMT and Fire Science courses set in schedule

Projects/Activities Planned
- December 17th and 18th Accreditation Site Visit
  - Next phone conference with site visit team leader on Friday November 9th at 0800
- January 31st EMT/AEMT Academic Audit Self Study due

New Issues
- EMT Basic going thru accessibility audit
  - Met with Jessica Reece and Patrick Davis
  - In process of contacting publisher and getting necessary documentation

Old Issues
- Consider using new EMT Class models that has EMR separated out by offering the 4 credit hour EMR along with the 12 credit hour EMT Basic to help with instructor load and give more room to add Gen Ed. Before paramedic.
  - Large chance to offer EMR in summer in 5 week segments to prepare for offering the 12 hour EMT Basic in fall of 2019
  - This will decrease instructor load as well as free up semester credit hours for students to work on gen ed.
- New rule passed the EMS Board to allow EMT Basic students to qualify for paramedic. It will be quite some time before it is made an official rule. This would allow more options to place EMT basic into a two semester format and add Gen ed requirements during these semesters.
- Carrol County clinical sites continue to be in a stage of transition due to Baptist Hospital buying out McKenzie Regional.
- Priority EMS, private ambulance service requesting to be used as a clinical site.
- 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.

Other Items/Dates/Activities
- December 10th EMT Practical
- December 11th AEMT Practical
- December 17th 18th Accreditation Site Visit
- January 31st 2019 – EMT and AEMT Self Studies for Academic Audit Due
MLT Program
Peter O'Brien, Program Director
Projects/Activities Accomplished Since Last Report:
- The Tennessee Medical Laboratory Board approved the Lauderdale Community Hospital, Ripley as a clinical training site for the MLT Program.
- Working with WTH to finalize contracts with newly acquired affiliates Regional Hospital of Jackson and Volunteer Community Hospital in Martin, TN. WTH – Dyersburg will also be approached once they are fully staffed. The contract was done and the facilities were brought under the umbrella contract for WTH-MCL.

Projects/Activities Planned
- The MLT Program is planning some information sessions in order to reach more students.
- The MLT Program has been invited to visit some science classes to inform students about our program and field of study.

Upcoming events:
- Radio Time in November to get word out about our program and the needs of the profession. 11/20/2018.

Continuing Issues:
- Recruitment at college fairs continues.
- Recruitment is a huge need for our program.

OTA Program
Dr. Julie Bezold, Program Director
Projects/Activities Completed Since Last Report
- Academic Leadership Meeting/Education Summit 10/11/2018-10/14/2018
- Therapy Ed Exam Review Course 10/12/2018
- OTA advisory committee meeting 10-16-2018 from 8:00-9:30 am
- Soups and Sweets 10-22-2018
- Advise students
• Midterm professional behaviors advising for OTA students
• Interactive Metronome Practitioner Certification Course-10/27/2018
• Completed booklist for Spring 2018 semester
• Completed SOAR nomination

Projects/Activities Planned
• Midterm advising for OTA students-second class
• Review of Level I a and Level I C Fieldwork Placements
• Graduation Proposals
• Instructor evaluations
• Finalize spring fieldwork LEVEL I A and B assignments with AFWC
• Schedule equipment preventative maintenance checks
• Program faculty meeting

Upcoming events:
• OTA Information Session

Program Innovation
Leah Gray, Director

Projects/Activities Accomplished Since Last Report
• Crisis Intervention Training with Sheriff’s office, County Fire and JMCGH security.
• Safe Kids Meeting.
• Committee meeting-- Tennessee Emergency Communications.
• Crisis Intervention Planning Meeting – Mental Health Conference moved to April.
• Meeting with Vickie Lake and committee on Mental Health Initiative for Madison and surrounding counties.
• Advising
• CIT Concentration entered into Curriculog – waiting on final approvals before submission.

Projects/Activities Planned
• Safe Kids Meeting
• Tennessee Emergency Preparedness Conference
• Mental Health Collaborative meeting
• Advising for Spring
• PIO meeting
• State testing for CNA

PTA Program
Dr. Jane David, Program Director

Projects/Activities Accomplished Since Last Report
• 2nd year cohort = 23 students; 1st year cohort = 24, two students have been identified as “at risk” and have been counseled in the 1st cohort
• Service:
  o 2nd year students completed a community service event with the I Can Tri event (triathlon for children with special needs)
  o Both class collected food for and served in Physical Therapy Day of Service at the local RIFA center
Both classes conducted a “Trick or Treatment” event on Oct. 31 to promote physical therapy awareness as well as awareness of the opioid epidemic

- Jane recently attended the Academy of Physical Therapy’s Educational Leadership Conference
- The program hosted a CEU event for our clinical instructors on Nov. 1. We had 42 people in attendance.
- PTA and OTA students will be working together collaboratively in an interprofessional lab experience this week.
- Jane is continuing to assist one student from the Class of 2018 who failed the NPTE. She has now failed twice.

Projects/Activities Planned for This/Next Week

- I will be preparing our guest lecturer for pediatrics in our expanded laboratory needs.
- Advising has been busy.

New Issues (some previously noted)

- The PTA program has not been able to effectively participate in recent student tours and events due to our busy schedule. Our spaces are in use most of the time and are not available for these groups to tour.
- The University of Memphis is currently seeking area support for a physical therapist education program at their Lambuth location. Jane submitted comments to their Letter of Notification to THEC in opposition to this program. Jane has also fielded many calls and emails from clinicians across the state also in opposition to the program development at U of M.
- 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.
- Freed-Hardeman has hired a PT to begin the processes of establishing a PTA program on their Henderson campus.

Other Items/Dates/Activities

- We are entering the 50th anniversary of PTA education. We will looking at ways to celebrate and acknowledge this milestone.

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; now Advisor Trac appointments are being utilized.
- Karin continues to work with CIs and students daily with the online Trajecsys program. There is multiple, daily activity for time records and adding/deleting technologists from the system. The system is continuing to work well.
- Karin has planned and implemented collaborative assignments with Respiratory Care students in the new Advanced Patient Care course. This is a great learning opportunity for all students!
- Program director appeared on WBBJ Good Morning West TN (Oct. 22) to promote the Open House tours for Nursing and Health Sciences scheduled for Oct. 31.
- Karin, Branson and 2nd Year Radiography Students attended the TSRT meeting in Johnson City on Oct. 10-12. Second year students placed 2nd in the student bowl completion and earned a monetary award and recognition.
• Karin has been visiting clinical affiliate locations performing performance evaluations and film critique assignments with second-year students.
• Branson has been posting on our program’s Facebook Page.
• Preparation for upcoming events to celebrate National Radiologic Technology Week, Nov. 5-9, is underway. Branson and Karin will appear on Steve Bower’s radio show, Nov. 8, to promote our profession/program. Info will appear on all JSCC TV monitors across campus.

Projects/Activities Planned for Next Week
• Continue to reach out to assigned advisees and answer questions from prospective applicants and drop-ins.
• A fall clinical instructor/program faculty meeting is scheduled for Nov. 14. This is an important planning session to address the upcoming JRCERT interim report, due April 17, 2018.

Old Issues
• Student advising continues to present many myriad challenges with little improvements made to the way we, as faculty, are to manage needs.

Respiratory Care Program
Cathy Garner, Program Director
Projects/Activities Accomplished Since Last Report
• Two information sessions were held, one each on October 30 and 31. Very few people attended but there are other sessions scheduled for November.
• Christie Ward and the Respiratory Care students participated in collaborative laboratory experiences on October 10 with the PTA students and November 5 with the RAD students. Christie is completely responsible for working with the faculty for both programs in putting these experiences together.
• Christie Ward represented the program through an interactive lab with the HOSA students who were here on campus on October 31.
• The spring 2019 schedule was submitted to the secretary prior to the deadline.
• Textbook adoptions for the spring semester were submitted to the bookstore prior to the October 15 deadline.
• The program admission application opened on October 1 and will close on December 1.
• Christie Ward has been actively promoting the program on social media.

Projects/Activities Planned
• Cathy Garner has received the link and instructions for completing the CoARC 2017 Annual Report. The deadline for submitting the report is January 15, 2019. We will have very little to report.
• Cathy Garner and Christie Ward will speak with Steve Bowers on the radio about the program and the application deadline on Tuesday, November 13.

Other Items/Dates/Activities
• Christie Ward has been accepted to Youngstown University Ohio to begin working on her MS degree in Respiratory Care.

Math/Science

Projects/Activities Accomplished Since Last Report:
• Attended the following:
  o Academic Council meeting
  o Academic Council meeting – learning objectives
  o President’s Informational Session
• Conducted Upper Level Math and Physical Sciences meeting
• Spring schedule; added sections to Humboldt, restructured science lab schedules, added 7 week course options in MATH
• Updated Division 2018-19 Learning Objectives
• Held Division Group Advising for Anchor Week
• Met with Preston Turner, John McCommon, Dr. Camp, and Dean Grooms about CLB hallway painting and information placement.
• Met with Dee Henderson and Carrie Baker about updating the Agriculture scholarship
• Completed fall faculty evaluations

Projects/Activities Planned for Immediate Future

• Schedule microscopes for cleaning/repair
• Update faculty about science building roof
• Monitor schedule for additional spring sections
• Identify science faculty for Paris site
• Assist with Fuel Cell competition as needed (Dr. Wesley Smith)
• Identify lab needs for off campus sites
• Identify online course redevelopment schedules.

Nursing
Activities and Projects Accomplished Since Last Status Report

• Promise of Nursing 2018 grant activities, including mentoring of newly admitted students by student peer mentors
• Mentoring for two new faculty members
• Utilization of the LASSI learning assessment results, and on-line learning modules, with newly admitted students
• Mentoring of new adjunct faculty and CNLAs
• Simulations for students enrolled in NUR 120, 214, and 220
• Dissemination of information obtained from the National Council of State Boards of Nursing annual meeting regarding use of a new clinical reasoning model of testing
• Daily responses to student inquiries for program information, application assistance, and advisement.
• Hosted an Employer Fair (10/23/18) and Education Fair (10/30/18) for currently enrolled students with 8 universities and 8 employers attending
• Hosted tours for service-area HOSA clubs on 10/30/18 and 10/31/18 – over 200 attended
• Hosted Open House for JSCC students and the community on 10/31/18
• Assignment of advisors for new students
- Individual faculty and group advising appointments logged into AdvisorTrac for student availability
- Toy collection and delivery to children hospitalized at LeBonheur Children’s Hospital
- Chyanne Scott Scholarship fundraiser at McAllister’s Deli – approximately $500 raised
- Student Nurse Association T-shirt fundraiser – approximately $600 raised

Projects/Activities/Goals Planned for Next 2 Weeks:
- Spring 2019 registrations for currently enrolled students
- Review/revise SLO reporting for SACS
- Promise of Nursing grant presentation for TN Hospital Association meeting
- Spring 2019 clinical rotation planning and clinical unit requests
- Faculty search committee meetings to review applicants
- TCAT Jackson Advisory Committee meeting
- Begin IOTA 360 and faculty IDEA administrations

Other:
- Pinning ceremony for December program graduates will be Thursday December 13th at 2:00 pm.

Social and Behavioral Sciences Division
Projects/Activities Accomplished Since Last Report
- Administrative Activities
  - Division Meeting (lunch and updates-October 19th)
  - 10-4 Online Quality Council and Academic Council meeting (Dean’s)
    - Note-taking and editing and distribution of the minutes
  - SPOL goal development and input
  - Funding Workshop with THEC Staff (October 12th)
  - Reviewing Spring 2019 schedule and working on schedule planning
  - Academic Council meeting: Focus on SLO’s; turned in SLO’s, 2017-18 complete and 2018-19 for review on October 31st.
  - Behavioral Intervention Team meeting (co-convener)
  - Review of Student Care Team (SCT, formally SIT) referrals
  - Advisee PIN numbers sent to faculty (their own and Fortner’s advisees); encouraged faculty to attend trainings for Degreeworks and Advisor Trac if needed, and to put all advisor contacts in Advisortrac
  - Employee appreciation breakfast and contributions to Foundation
  - Contact with Safety Officer related to scheduling and other questions about timing of campus drills and faculty needs to advise of activities during Distance Education sessions when drills happen
  - Interviews for Director of Orientation and Student Retention
  - Reference letter for SOAR Nominee

- Academic Activities
  - Teaching 2 courses
  - Completed required OIT
  - Honor’s Sponsored “The Suitcase” and hosted Dr. Hamilton’s Biology lecture
  - Education is assisting with Mentor U at North Parkway every other Tuesday and Thursday (three student mentors)
Faculty conducted Study Abroad workshops and visited classrooms (Gundersen and Prater)

Continued updating the SLR2999 Course shell for Service Learning B session
  - Met with 2 students regarding taking the course and projects
  - Worked with Cathi Roberts related to Service Learning Program graduates in AMT Program
  - Service Learning Meeting (October 12th, Dean Camp, Jason Keeton, Kim Rawson)

Criminal Justice A.A.S
  - Meeting with Dr. Bailey, Tom Pigg, and Karen Perrin related to CRMJ course offerings

COL 1030
  - Conducted Facilitator Trainings for Degree Works use with Curriculum Maps in course (Tammy Prater and Vivian Grooms—2 sessions provided)
  - Updated Navigation shell to reflect changes in Career Labs and Curriculum Maps (Vivian Grooms and Tammy Prater)
  - Adjunct support and addressing needs related to classroom
  - Solidified plan to offer PHED 2040 in fall (Steve Cornelison) and 2060 in spring (Deron Hines)

Faculty Travel
  - Nancy Hickey travel to TBR-AST Task Force meeting

Trainings:
  - TBR Drive-By session on Peer Mentoring
  - Completed Security Training
  - Student advising ANCHOR Week advising assistance due to lack of Sociology Advisor fall/spring

Projects/Activities Planned
  - Continue attending interviews for Director of Orientation and Student Retention
  - Continue with SPOL goal updating and approval
  - Budget study and review
  - Answering and encouraging IOTA 360 evaluations
  - Next SBS Division meeting Dec. 7th (Brunch 9:00 a.m.)
  - Continue assisting with advising
  - Planning for SBS digital newsletter

New/Continuing Issues
  - Faculty advising load management for CRMJ(n=79) and EDU (n=120)
  - Course redevelopment needs
  - Budget concerns for entire SBS division:
    - Budget supports all adjuncts and printing costs, as well as all travel to other sites for Col1030
    - Numbers include:
      - SBS Faculty: 16
      - Adjunct faculty (non-employee): 7
      - Adjunct, employee: 6
      - Comm and Hum.: 1
      - Allied Health: 1
      - Math/Science: 1
Off Campus Centers and Locations
Humboldt - Lisa Rojas, Director
Projects/Activities Accomplished Since Last Report

Lexington - Sandy Stanfill, Director
Projects/Activities Accomplished Since Last Report
- Health Science completion coach visited
- Attended Henderson County Job Fair
- Hosted Nursing Info session
- Hosted Blood Drive with over 80 donors attempted
- Hosted Self-Defense workshop
- Attended Pro-Tech meeting
- Attended BIT meeting
- Hosted Trunk or Treat with over 450 children in attendance
- Attended Governor’s conference
- Attended BLT concerning ACT work keys
- Advised prospective and current students
- Completed Accuplacer Test for administrators

Projects/Activities Planned
- Attend Pro-Tech meeting with Dr. Hamilton
- Host Chili cook-off
- Attend Chamber banquet
- Advise students

Paris/Dresden Locations – Shannon Mayo, Coordinator
Projects/Activities Accomplished Since Last Report
- Meet with Murray State Transfer Specialist
- Attended Chamber Meetings
- Collaborated working on developing a board through the Chamber
- Student Tours
- Set up a booth at the Downtown Paris Association Spooktacular
- Attended TN Achieves Webinar
- Attended Accuplacer Webinar
- Met with several potential students
- Attended two Chamber Ribbon Cuttings
- Met with Henry County Housing Authority
- Attended Murray State Transfer Day
- Attended Chamber Grub Hub
- Met with Mayor Greer

Projects/Activities Planned
- Collaborate with Workforce, Chamber, and Mayors to create Employability Skills project
- Work with Murray State on Articulation Agreements
- Attend day conference and set up a booth at Northwest Council Meeting
- Speak and set up at 2 Head Start Parent Meetings
- Non-profit Collaboration meeting
- Set up a Tree at the DPA Festival of Trees
- Attend The Christmas Parade

**Savannah -Meda Falls, Director**

Projects/Activities Accomplished Since Last Report
- Faculty and staff enjoyed the Foundation Breakfast last week, catered by Dae Break.
- Worked with the various deans on spring schedule and is now on the home page.
- Advising and assisting students with registering.
- Students seem to be very anxious to get registered, also new students calling and setting up appointments.
- Kim Warren-Cox class enjoyed the “Escape Room” they came to our campus.
- We received new computers for Lab 133, and replaced some in the LRC that were not properly.