



**Academic Affairs
Status Report for
March 14, 2019**

VPAA

Dr. Larry Bailey

Projects/Activities Accomplished Since Last Report (February 14, 2019)

- Continued to work on
 - TBR eCampus enrollment
 - Refining/Redesigning learning support classes
 - TBR DEI project
 - Murray State articulation
 - Budget for 2019-2020
 - Adult Education Grant
- Held division meetings for the semester with Division of Business/Industry, Division of CIT/Health Sciences, Division of Communication/Humanities, Division of Math/Science, Division of Nursing, Division of Social/Behavioral Sciences
- Participated in SACSCOC Off-site Review Team meeting by phone
- Participated in VPFAA Interviews
- Preparation of Budget for 2019-2020
- Held meetings with Deans concerning Budget for 2019-2020
- Meetings/Activities Attended:
 - President's Cabinet, February 14, 2019
 - Capitol Talk, February 15, 2019
 - Communication and Humanities Division Meeting, February 15, 2019
 - Library Renovation Meeting, February 15, 2019
 - Murray State University MOU Signing, Paris, February 18, 2019
 - Social and Behavioral Science Division Meeting, February 19, 2019
 - Academic Council, February 20, 2019
 - VPFAA Interviews, February 20, 2019
 - SACSCOC Offsite Conference Call, February 21, 2019
 - VPFAA Interviews, February 21, 2019
 - Faculty Council Executive Committee, February 22, 2019
 - Legislative Update – EMT/AEMT, February 22, 2019
 - Health Sciences Advisory Committee, February 25, 2019
 - Nursing Division Meeting, February 25, 2019
 - President's Open Forum, February 25, 2019
 - Meeting with Centigrade & Follett, February 26, 2019
 - Meeting with Vicki Lake – Adult Ed Grant, February 27, 2019
 - TDOT Reconnect/JSCC Articulation Agreement Signing, February 28, 2019
 - Health Sciences-CIT Budget Meeting, February 28, 2019
 - Business & Industry Budget Meeting, March 4, 2019
 - OTA Advisory Committee, March 6, 2019
 - Meeting with McKenzie High School – Dual Credit, McKenzie, March 8, 2019

- ATMAE Accreditation, March 11 – 12, 2019
- Executive Council, March 12, 2019
- Meeting with Vicki Lake – Adult Ed Grant, March 13, 2019
- Academic Council, March 13, 2019
- Meeting Concerning Great Expectations, March 13, 2019

Projects/Activities Planned

- Continue to
 - Work on Adult Education Grant
 - Budget for 2019-2020
 - Implementation of TBR DEI Project
 - Revision of Co-requisite Learning Support Courses
 - Participate in SACSCOC Off-site Committee meetings
 - Participate in VPFAA interviews
- Attend TBR SOAR activities in Nashville
- Meetings/Activities
 - President’s Cabinet, March 14, 2019
 - VPFAA Interview, March 14, 2019
 - JSCC Foundation Board Meeting, March 15, 2019
 - SACSCOC Off-site Committee Meeting VIA Phone, March 15, 2019
 - TBR DEI Call with Follett, March 18, 2019
 - Meeting with UTM, Milan, March 18, 2019
 - Nursing Budget Meeting, March 19, 2019
 - PTK Luncheon, March 20, 2019
 - SOAR Gala, March 20, 2019
 - Webinar on Co-Req. Math, March 21, 2019
 - Meeting with Vicki Lake – Adult Ed. Grant, March 25, 2019
 - Executive Council Retreat – Performance Evaluations, March 26, 2019
 - SACSCOC Off-site Committee Meeting, VIA Phone, March 26, 2019
 - President’s Forum, March 27, 2019
 - Adult Education Grant Call, March 28, 2019
 - DREAM Meeting, March 28, 2019
 - Meeting at Haywood County High School, March 29, 2019
 - Budget Analysis Discussion – Workforce, April 1, 2019
 - Budget Meeting with President, April 2, 2019
 - Library Position Interviews, April 2, 2019
 - Follett Discover, Adopt, and View Kickoff, VIA Phone, April 2, 2019
 - Library Position Interviews, April 3, 2019
 - Meeting Concerning Workforce, April 3, 2019
 - Online Quality Council, April 4, 2019
 - Academic Council, April 4, 2019
 - TBR Courtney Cole Concert, April 4, 2019
 - TBR Co-Requisite Academy, April 5, 2019
 - Executive Council Retreat, SACSCOC 5 Year Report, April 8, 2019
 - Executive Council Retreat- Business Continuity Plan, April 9, 2019
 - Conference Call with Decatur County Schools – ENGL 0899 Pilot, April 9, 2019
 - Debrief on DEI and Co-Requisite Implementation, April 9, 2019
 - SACSCOC Off-site Committee Meeting, VIA Phone, April 10, 2019

Melissa Lyles

Projects/Activities Accomplished Since Last Report

- Reviewed instructor travel
- Processed special session contracts
- Late Drop/Add
- Special Contracts for Math Lab during Spring Break

Projects/Activities Planned

- Assist with SOAR Week activities in Nashville, March 19-21, 2019

Jennifer Cherry

Projects/Activities Accomplished Since Last Report

- Approved several TAF purchases
- Call with Ciara from Portfolium regarding TTPs
- Met with Dr. Pigg regarding curriculum proposals
- Attended Cabinet meeting
- Worked with Dr. Bailey and submitted Intent to Apply for Adult Ed (GED) grant
- Met with Dr. Bailey and Faculty Council Executive Team to discuss possible new “Star Adjunct” program
- Updated DegreeWorks with Max Credit 0 language to all blocks that have elective options to prevent LS courses from showing in those blocks—language required due to a CPoS update
- Met with Dr. Bailey and Vicki Lake regarding the Adult Ed (GED) grant
- Attended TDOT Reconnect signing
- Attended DREAM meeting
- Attended President’s forum
- Attended Banner meeting
- Updated DegreeWorks with option for dual enrollment students using the Non-Degree block
- Attended retirement reception for Dee Henderson
- Updated DegreeWorks Health Science Nursing Interest block with MinGrade 2.0 language to prevent Gen Ed courses with grade of “D” to show completed
- Assisted several schools with questions regarding Dual Credit processes
- Chaired Curriculum Committee meeting
- Submitted several proposals requiring TBR approval (RCT program changes, 3 new CIT certificates)
- Completed new Dual Credit MOU with West Carroll for 18-19 academic year
- Met with David Clark regarding how to process new Dual Enrollment MOUs
- Working on Adult Ed (GED) grant
- Will attend Criminal Justice advisory board meeting today (3/15)
- Was on annual and bereavement leave March 4-March 12

Upcoming Projects/Activities

- DW updates
- Processing Dual Credit forms
- Dual Credit MOUs for 19/20
- New TAF proposals and meeting
- Catalog updates
- Adult Ed (GED) grant
- Bagels and Bluegrass check presentation April 3

Will Shull

Projects/Activities Accomplished Since Last Report

- Helped with advisor assignments for Spring 2019 and students changing major
- Worked on annual QEP data with IR/IE office

- Attended ATD DREAM conference
- Worked on evaluating and editing Student Handbook and Planner
- Work with Robin Marek and Linda Davis on advising holds for summer/fall 2019
- Continued working on making a final draft of the intake survey
- Planned AdvisorTrac and Advising training sessions for March-April
- Met with Dean Grooms about COL 1030 and QEP data points
- Worked with Victor Garcia on gap advising and website changes
- Attended Counselor's Luncheon
- Led team to TBR's Advising Academy 3.0
- Attended Banner 9 training
- Participated in ATMAE accreditation site visit interviews regarding registration and advising
- Met regarding Great Expectations changes for Summer 2019

Project/Activities Planned

- Train faculty and staff in AdvisorTrac refresher sessions
- Help with Advising Survey info for DREAM (data) Team meeting
- Plan Advising Training and learning support information updates
- Finalize Student Planner
- Gather and promote ANCHOR Advising Week event information
- Work with Completion Coaches on website revisions

Old Issues

- Continuing to streamline advising process.

Cindy Werner

Project/Activities Accomplished Since Last Report

- Met with and advised several students
- Attended President's Forum - February
- Contacted students about attendance issues by phone, email, and face-to-face
- Met with Sara Vonderheide to request data information for Learning Support co-requisites
- Attended DREAM meeting - February
- Attended Banner 9 webinar training
- Met with Dean Youngerman concerning LS co-requisites for MATH 0030
- Attended VPFAA Interview of Tim Dellinger
- Met with Humboldt students in Pilot ENGL 0899/0010 classes
- Attended Reception for Dee Henderson
- Assisted in Academic Affairs Office
- Accompanied Dr. Larry Bailey to McKenzie High School for Dual Credit meeting
- Participated in discussions with Treva Berryman and Community College Directors concerning Learning Support

Upcoming Projects/Activities

- Continue to contact LS students and track progress for remainder of the semester
- Finalize and report statistics for LS Courses Fall 2015 – Fall 2018
- Will attend the TBR Co-requisite Academy April 5th

Academic Support Division

Projects/Activities Accomplished Since Last Report

Patrick Davis

- Facilitated Black History Month closing ceremony
- Met individually with heads of departments to discuss budgets for FY19/20
- Participated in Banner 9 webinar training

- Attended President's Open Forum
- Attended Intake Survey meeting finalizing intake survey for incoming fall 2019 students.
- Met with Physical Plant Director to discuss Library renovation proposal
- VPAA held Academic Support Division meeting.
- Attended High School Counselors luncheon
- Attended D.R.E.A.M meeting which was facilitated by Dr. Hamilton
- Met with Library Director and Library staff to discuss noise levels.
- Met with VPAA, VPFA, VPIEA, Institutional Research & Accountability and Physical Plant Director to discuss Library renovation proposal to TBR.
- Dean of Students and I will serve as campus Co-chairs for accessibility
- Attended Academic Council meeting
- Attended Online Quality Council meeting

Community

- Attended Title I meeting at JCM Early College High
- Attended Black History Month program at JCM Early College High
- Attended Jackson Civitan Club meeting
- Attended 100 Black Men of West Tennessee meeting

Projects/Activities Planned

- Attend Academic Council meeting
- Attend Online Quality Council meeting
- Interview final candidates for Circulation and Instruction Librarian position
- Dean of Students and I will participate in a conference call to discuss TBR accessibility policies

Academic Assistance Center

Projects/Activities Accomplished Since Last Report

Jackie Barnacastle

- Building positive relationships with all visitors to the AAC:
 - Getting to know students names, something about them and their studies
- Aiding AAC staff with technology:
 - Made adjustments to confirmation and appointment emails received by students from the TutorTrac calendar
 - Attending a Logic/Programming class to gain knowledge to enhance staff support
- Working with SIT Team/Instructors – addressing student needs and concerns:
- Will serve on Athletic Committee
 - Attended Athletic Committee Meeting
- Safety Drills/Training:
 - Attended Banner 9 Webinars
 - Attended Customer Service Training

Jeannette Stone

- Spend time getting to know the needs of the students who visit the AAC:
 - Talked to several students who came to take their course exams and marketed our FREE tutoring to assist them in their courses
- Seek out workshops, webinars, conferences and other training opportunities:
 - Customer Service Training
 - Reviewing PowerPoints from Banner 9 Training
- Grow and learn in my use of TutorTrac by exploring its uses for scheduling and maintaining records:
 - Training to adapt to the various changes in TutorTrac involving appointments and confirmations
 - Learning to use TutorTrac to extract the 30-Minute Sessions Report for the subjects tutored
- Continue to learn and implement aspects of overseeing the Tutoring Program so that it functions efficiently and effectively:

- Studied and Reviewed CRLA requirements for Level I Tutor's Certification
- Make necessary changes to the Tutor Training Handbook
 - Searching websites for updates and new material

Lorrel Fuller

- Attend workshops or training to improve personal and/or team skills:
 - Attended Banner 9 Webinars
 - Attending Customer Service Training
 - Attended a refresher training on making student IDs in order to assist and accommodate students who need them made for night testing
- Staying abreast of the latest procedures for administering exams in the AAC:
- To encouraging student success, attend activities sponsored by students or geared toward students:
 - Attended Art Walk and attended "Black Migration" in support of BAS/Black History Month
 - Attended African Americans in Higher Education Presentation by Dr. Charles Clark
 - Attended VSA sponsored Poetry and Karoke Performance Night
 - Attended the Men's and Women's Basketball games
- Update policies and procedures in the AAC's OPM for testing:
 - Added the newly created fillable version of the Test Administration Instruction Form

Rita Hill

- Training to assist with various changes in TutorTrac involving appointments and confirmations

Veronica Jones

- Market the Academic Assistance Center to make students aware of its existence as a resource to assist in meeting their academic goal:
 - The staffs design of a FREE RESOURCES sign to promote the AAC will be presented to the Director of Public Relations and Marketing to be tweaked to meet the new policy for signage
- Consult with Deans and faculty as a means to accumulate ideas and suggestions as to how the AAC can assist in meeting the needs of students:
 - Discussed with Math instructors testing needs of online Math 1030 students
- Staff attendance/participation in seminars/webinars for professional development
 - Attended Banner 9 Training Webinars
 - Attended Customer Service Training
- Attend/participate in Leadership activities offered by existing Jackson State institutional memberships or external organizations
 - Registered to attend the Association of Coaching and Tutoring Profession Conference

Distance Education

Project/Activities Accomplished Since Last Report

Meisha Daniels

Goal 1: Presented Distance Education Department at High School Counselor Event

Goal 2: Attended Focus Group, Course Development, System Admin and other meetings

Goal 3: Meet with Will Shull to discussion the transition of TNeCampus Enrollment

Goal 4: Assisted internal staff (AAC, Library, Faculty) with Zoom, eLearn and BlueJean technical support/training

Goal 5: Launched new distance education helpdesk ticketing system

Goal 6: Developed Phase 1 working template of the "Getting Started" pages

Goal 7: Renewed SARA authorization for the campus and completed SARA enrollment report

Goal 8: Helped in the transition of Zoom Technology campus wide

Goal 9: Revamped customer service eLearn training modules so that new part-time workers can better assist students who call in or walk-in for assistance

Goal 10: Developed accessibility guides for staff and faculty in effort to maintain accessibility standards in online courses for students

Goal 11: Made additional enhancements to the D2L Brightspace pages

Goal 12: Assisted faculty with the development process of several new online courses

Goal 13: Assisted faculty in the redevelopment process of existing courses

Goal 14: Created DL schedule for 2018 and 2019 semesters and assigned courses in auto-answer mode on Zoom Outlook calendar

Goal 15: Created eLearning Training video for students

Goal 16: Offered Zoom and eLearning training to faculty during both Fall 2018 and Spring 2019 in-service weeks

Goal 17: Attended webinars and trainings on various instructional technologies (Zoom, BlueJeans, Nearpod, Texthelp, D2L System Admin)

Goal 18: Provided distance learning support to faculty and students via phone calls, walk-in, helpdesk tickets, and virtual trainings

Library

Activities/Projects Accomplished Since Last Report

Progress towards Performance Goals and Activities that have been done

Scott Cohen

- Has provided face-to-face Library Instruction for 9 English classes, 2 Education classes, 3 Communications classes, 2 Nutrition classes and 4 College Success classes.
- Serves as the online Embedded Librarian for 12 JSCC History classes and 3 JSCC Education classes, as well as 2 TneCampus classes.
- Did several scheduled research consultations.
- **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 have asked Faculty to suggest students for the focus group and received a suggestion. I am working with Sean Reid of the SGA to get SGA representation.

- **Goal: Start a Library newsletter to keep faculty abreast of resources and services of the JSCC Library**
Sylvia Rowe is working on a Spring 2019 newsletter.
- **Goal: Examine Travel Requests for the 2018-19 fiscal year with the Library staff.**
Sylvia Rowe received a scholarship covering registration costs for the 2019 ACRL conference in Cleveland Ohio. I felt that this national conference would be something that would be beneficial for the staff to know about and approved her travel. Vanessa Jones will attend the 2019 Tennessee Library Association conference. I will attend the TBR Library Deans and Directors meeting.

- **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. This goal has been met.

- **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

- Worked at the Counselors Luncheon with a Library display.
- Assists students as needed at the front desk of the Library.
- **Goal: Attend campus events and represent the JSCC Library informing students of services.**
Robyn has been working with Quest students on campus and attended events during Black History month. She chaperoned students from the Black Student Association in a trip to Montgomery, Alabama.

Goal: I will partner with all JSCC satellite library centers in efforts to inform them of opportunities in library services and help them create programs. I will also keep them informed of all activities hosted on the main campus.
Robyn will be working on this goal.

Goal: I will attend professional development trainings, conferences, webinars and classes to enhance my job performance.

Robyn attended the ACRL workshop on Assessment in Chattanooga on October 25, 2018. She attended customer service training in March, 2019 on campus.

Goal: Revises the Student Assistant Training Manual.

Robyn has started working on the revision.

Goal: I will create programs expanding range of diversity and inclusion to develop a sense of belonging among all staff, faculty and students.

Robyn has overseen various displays, including Black History Month, Women's History Month and the Rose Hill Middle School Art exhibit.

Sylvia Rowe

- Serves on the JSCC International Education committee and the TBR Libraries Accessibility Task Force.
- Did several scheduled research consultations.
- **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 continues to monitor the JSCC Library LibGuides for accessibility issues..
- **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 ACRL national conference in April. She received a scholarship for the conference registration.

Writing Center

Projects/Activities Accomplished Since Last Report

Student retention / recruitment focused goal.

- For the fall 2018-2019/Winter semester, the Writing Center broke all previous usage records by 25%! These are all single semester numbers are records.

Fall 2018-2019/Winter semester:

On-Campus: 1062 individual uses

Online: 981 individual uses

Total: 2043 individual uses

- The writing center has hired a consultant for the Paris campus. We now have our service available at all campuses.
- Dillon met with Dean Davis to discuss WC 2019-2020 budget.
- Dillon and Tony presented at the Two-Year College English Teaching National Conference in Pittsburg, PA.
- Dillon and Veronica are discussing a revision request to the part-time pay rate.

Business and Industry Division

Projects/Activities Accomplished Since Last Report

- Second FANUC Robotics completed each Friday in February 2019.
- Terri Messer shared the Perkins IV Needs Assessment with the Computer Information Technology, Health Sciences and OTA Advisory Groups.
- Business and Industry Division faculty and staff participated in the TDOT Reconnect/JSCC Articulation Signing Event.
- GD&T training sessions completed with Nidec/Leroy Somer.
- Terri Messer attended the Counselor's Luncheon.
- Business and Industry Division, Randy Callahan and Stacey Hendren attended the Lighthouse Professional Development presentation by Dr. Sara Hugg from the University of Virginia on Interrupting Bias In Academic Settings, sponsored by the National Science Foundation.
- Terri Messer participated in the VPAA Interviews.
- Terri Messer attended the curriculum meeting.
- Terri Messer and Engineering Systems faculty met to complete and finalize the agenda for the ATMAE Accreditation Site Visit.
- ATMAE Accreditation Site Visit completed.
- Kimberly Johnson attended the NW Regional Partners Meeting in Huntingdon.
- Terri Messer attended Academic Council/Dean's meetings w/VPAA Dr. Bailey on February 13, February 20 and March 12.
- Kimberly Johnson attended the Gibson County Workforce Development Board Meeting at the Milan Chamber of Commerce.
- Norma Carpenter accepted the Workforce Specialist position and began on February 2, 2019.
- Kimberly Johnson met with Kolpak to finalize leadership training.
- Terri Messer, Kimberly Johnson, Janice Taylor and Norma Carpenter – Kolpak Leadership Planning Meeting.
- Kimberly Johnson attended the economic development announcement at Toyota Bodine on March 14, 2019.
- Terri Messer attended the JSCC Training to Support Veteran Students
- Summer and fall schedule plans are being finalized.
- Business faculty and dean met to review Cengage Unlimited options and other pertinent business course updates.
- Terri Messer will conduct first day's sessions for Kolpack Leadership Series to run each Weds., March 20 – April 24 at their Parsons facility.
- The final version of the JSCC/FANUC F.A.S.T. agreement was approved and signed by Jackson State. FANUC officials signatures will be secured by next week and the media press release of the new training center will be delivered soon.
- Two Jackson State student names were recommended to TBR for the Washington Center of Security conference to be held this May. Terri is the campus liaison for this project and worked with the CIT faculty to identify qualified and interested candidates for this great opportunity.
 - JSCC SGA has agreed to help cover the travel expense involved with the security seminar.
- Jackson State criminal justice, nursing and cna programs attempted to identify students and advisors interested in participating in this year's SkillsUSA competition in Chattanooga next month. Unfortunately, schedules do not allow any qualified students or faculty to attend this year.
- Kimberly Johnson will attend the TNTrained Workforce Development and the 9th Annual Continuing Education Training Institute to be held in Nashville, TN.
- The 3rd FANUC training class scheduled for May is already full.

Communication and Humanities Division
Projects/Activities Accomplished Since Last Report

- Attended Online Quality Council, met with Dean Grooms, Prof. Sweet, and Renee Young to develop content/design rubric to present at next meeting
- Attended division meeting with Dr. Bailey and division faculty
- Attended TN-SLC Board Meeting (teleconference)
- Traveled to TBR with Prof. Walls for TBR General Education Re-Visioning meeting
- Met with Drs. Mayo and Guth regarding literature electives
- Served on hiring committee for custodial staff, attended interviews
- Attended Banner 9 trainings (teleconferences)
- Met with Dr. Hamilton and Dr. Bailey regarding co-requisite classes for fall schedule
- Attended Air Force Liberty Winds concert
- Met with Jacqueline Curry regarding Summer Bridge Program
- Met with Preston Turner regarding application for library renovation
- Prepared/submitted budget requests for AY 2020

Projects/Activities Planned

- Attend Stair Chair training
- Prepare schedule for summer/fall; discuss classes, staffing with full-time and adjunct faculty
- Attend Veterans Empowerment training
- Attend Faculty Council meeting
- Attend Online Quality Council meeting
- Attend TBR International and TnCIS Spring meetings in Nashville
- Attend TN-SLC Board Meeting and General Meeting, Nashville
- Meet with Dean Grooms, Dr. Esquivel, Prof. Prater regarding adjunct faculty recognition program
- Read/Edit library renovation application
- Schedule faculty meetings for end-of-year evaluations

Health Sciences and CIT Division

Computer Information Technology

- The CIT Advisory Committee met on February 11, 2019. The advisory committee confirmed that the addition of the four new CIT Certificates and the one new Cisco CCNA Concentration would greatly enhance the CIT program. The new certificates include CCNA Routing and Switching, Cyber Security Technician, Network Computer Technician and Programming. The JSCC Curriculum Committee has approved these certificates and the TBR proposals have been submitted. We expect approval by the end of April.

Projects/Activities Planned

- The CIT faculty are preparing for the annual Cisco Academy Meeting on April 3. The Meeting will include updates for our Cisco Networking Academies that we support. The CIT faculty will also host several faculty development activities during the afternoon session.

EMS Programs

Kenneth Oxford, Program Director

Projects / Activities Accomplished Since Last Report

- 12 registered EMT students.
- 10 registered AEMT students in day class.
- 6 registered AEMT students in night class.
- 6 registered Paramedic students.
- Paramedic applications accepted beginning March 1 – June 1.

Projects / Activities Planned

- Site visit for the EMT and AEMT Educational Quality Improvement Audit will be April 5, 2019.
- Applications are being accepted for a full time instructor.

New Issues

- Working on a partnership with Medical Center EMS for an EMT class.

Other Items / Dates / Activities

- AEMT Psychomotor Exam scheduled for May 14, 2019
- EMT Psychomotor Exam scheduled for May 10, 2019
- Paramedic Psychomotor Exam scheduled for August 6, 2019. Will be conducted in coordination with DSCC Paramedic program, but JSCC to host.

Healthcare Technician Certificate Program

Sherry Channel, Health Sciences Coordinator

Projects/Activities Accomplished Since Last Report

- We currently have eight JSCC Humboldt students finishing clinicals with WTH.
- The last five weeks of the semester, these students will be taking the EKG course at the Humboldt campus.
- We currently have 30 students completing the Phlebotomy course on the main JSCC campus. These students start clinicals on April 1st.
- We organized and implemented a Health Sciences Advisory Committee meeting.
- I have also been busy helping students with completion of their graduation proposals for the Healthcare Technician certificate and the Health Sciences AAS degree.

Projects/Activities Planned

- We are currently planning Healthcare Technician Courses for the summer and fall Semesters.
- We are planning to offer Phlebotomy and EKG classes in Savannah this summer and in Lexington in the fall.

Old Issues

- A number of our adjunct faculty have taught their maximum number of credits for this year, which means we have to rely on many of the new instructors for our summer courses. There are some positives and negatives to this, but one impact is that it takes more of my time to help them as they have questions.

Other Items/Dates/Activities

March 19, 2019	JMCSS Presentation
March 22, 2019	Presentation for Dresden Health Science students
March 26, 2019	Completion Coach visit to Savannah Campus
March 27, 2019	Completion Coach visit to Humboldt Campus
March 28, 2019	Completion Coach visit to Lexington Campus
April 3, 2019	TCPS meeting
April 4, 2019	Health Sciences Display at CMT event
April 8, 2019	NHA Testing
April 10, 2019	JSCC Career Fair
April 15, 2019	NHA Testing

MLT Program

Peter O'Brien, Program Director

Projects/Activities Accomplished Since Last Report

- The MLT Faculty attended the CLEC meeting in Baltimore, MD. Feb. 20-22. Looking forward to using teaching insights learned at the conference.
- The MLT Faculty attended a NAACLS Accreditation workshop prior to CLEC in Baltimore, MD. Excellent work to prep for the 2020 Site visit!
- Shared MLT with 125 Second Graders at Isaac Lane Elementary School and showed them Bacteria, Body Cells, and other items under a microscope.

Projects/Activities Planned

- Working on plans for the 2019 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.
- Certificate Program Scheduled for April 25th at JMCGH

New Issues

- Ripley Lauderdale County Lab is in question for accepting a student at this time due to ownership and management changes with loss of personnel. The goal for 2019 is to accept a student to be shared at Ripley and Covington affiliates.
- We are making adjustments to our clinical affiliate schedules to accommodate the changes caused by the WTH purchase of Jackson Regional, Martin and Dyersburg Hospitals. Hoping to place students at Martin and Dyersburg in the near future as a result of the common contract for WTH and JSCC. □
- Still working on a common paperless application portal with IT area. We are making changes to make the portal better for students and staff. There are still some difficulties we are addressing with the students.

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
- Safe Kids Conference – Over 70 in attendance
- Crisis Intervention Conference Planning Meeting
- Meeting with Vickie Lake and committee on Mental Health Initiative for Madison and surrounding counties
- Advising
- Submitted several programs via curriculum for TBR approval
- Taught CERT session at Southside High School
- Conducted CPR/AED class for JSCC employees
- Attended Health Sciences Advisory Committee meeting
- Attended TN Emergency Preparedness Committee meeting

Projects/Activities Planned

- Safe Kids Meeting
- Mental Health Collaborative meeting
- Crisis Intervention train the trainer class
- Fire Science Advisory Committee Overview Session
- Attending suicide intervention training
- Career Day at Northeast
- EMS Continuing Education meeting in Nashville
- Speaking at 9-11 Conference

PTA Program

Dr. Jane David, Program Director

Projects/Activities Accomplished Since Last Report

- 2nd year cohort = 23 students; 1st year cohort = 24 but we are currently working with a student who has stopped attending and who will likely be withdrawing due to personal and academic struggles.
- 2nd year students have completed their first terminal clinical education and have begun their second experience March 11.
- No changes with the two students from the 2018 cohort that have not passed the NPTE that I have been trying to assist.
- PTA/OTA Information Session was held Feb. 25 with 29 perspective students in attendance.
- PTA application cycle for 2019 has begun. Online application is open.

Projects/Activities Planned for This/Next Week

- Any clinical education needs as they arise.

New Issues (some previously noted)

- At-risk students

Old Issues

- I continue to monitor the University of Memphis' proposal for a DPT program. No word on FHU's interest in developing a PTA program.
- **I continue to monitor the area's employment market for PTAs. I anticipate some issues for this year's graduating class. Recently I learned that WTH, the area largest employer, has only one position planned for a PTA in the next few months.**
- Maintaining clinical agreements with all of our affiliates has always been a challenge but in recent months this responsibility has had to be assumed by the program director.
- With WTH's purchase of the Tennova hospitals in the West TN area our clinical education placement for inpatient experiences as been negatively impacted. We have had to expand our clinical affiliations into the Memphis/Shelby County area in an effort to offset this need.

Other Items/Dates/Activities

- We will be celebrating the 50th anniversary of the PTA this year with a coordinated effort with the Tennessee Physical Therapy Association (TPTA) during April.
- TPTA state meeting will be April 5 – 6. I will be receiving an award (Educator of the Year) for my work in PTA education in this state.

Radiography Program

Kim Benson, 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.
- 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.
- Program faculty continue to work on the upcoming JRCERT Interim Report as required for continuance of the 8 year accreditation award.
- Large push by faculty for assessment of current second year students. There is a deficit of learning in several students. Plans are being made moving forward into their final summer semester and preparation for registry review.
- Graduation proposals for RADT students have been completed (for summer graduation).
- Updated application and checklist to use in program admissions this summer has been sent to Victor for placement on the website by April 1.

Projects/Activities Planned for Next Week

- Continue to reach out to assigned advisees and answer questions from prospective applicants and drop-ins.
- Continue work on Interim Report.

- Continue planning for program information sessions to be offered at the main campus and all off-campus sites.
- Branson and Karin are traveling to clinical sites for performance reviews and film critiques with both first and second year student cohorts.
- Begin planning annual spring program Advisory Committee meeting.

Respiratory Care Program

Cathy Garner, Program Director

Projects/Activities Accomplished Since Last Report

- Christie Ward collaborated with the PTA and OTA program for a laboratory experience on February 20.
- Christie Ward coordinated a Health Science career exploration field trip for eighth graders at Milan Middle School on Friday, March 8. There were approximately 25 students in the group. They toured all of the labs, enjoyed hands-on fun activities, and viewed videos and displays on all of the programs. John McCommon and the Print Shop helped with the JSCC display and signage. There was nothing but praise following the tour.

Projects/Activities Planned

- Schedule Advisory Committee meeting late March or early April.
- Christie Ward will attend, with the second year students, the Tennessee Society for Respiratory Care Annual State Convention and Exhibition April 1- April 2 in Gatlinburg.
 - Some of the students will compete as a team in a respiratory care knowledge bowl.

Math and Science Division

Projects/Activities Accomplished Since Last Report

- Attended the following:
 - Academic Council meetings
 - Budget meeting with Tim Dellinger
 - VPFA candidate faculty/staff Q&As
 - President's Open Forum
 - Counselor's Luncheon
 - Commodity Classic Agriculture Meeting
- Conducted Math department co-req meeting
- Spoke to Henderson County 4H Extension Group
- Scheduled microscope service for biology/microbiology
- Submitted 2019-2020 budgets
- Biology Faculty Position open for Fall 2019

Projects/Activities Planned

- Math Co-req revisions
- Order chairs for Science Building labs 212-216-218
- Complete TAF orders
- MentorU – L.Bryant has Biology activity planned – March 16
- Assist with Univ. Transfer table at CMT Concert – April 4th
- Coordinate/Host West TN FFA Horticulture/Floriculture Contest/CDE events – April 11
- Assist with planning of TAS – Western Division Collegiate meeting – April 12
- Assist with Lab experience for West TN Homeschoolers Chemistry Club – April 25
- Coordinate Summer SAILS Bridge program with Dr. Camp – June 3-21st
- Coordinate SAILS teacher training with TBR – July 23
- Summer and Fall Schedules

- Complete hiring process for 2 Biology Faculty positions

Nursing

Activities and Projects Accomplished Since Last Status Report

- Nominations and application documentation of students for Sam Odom and Jackson Women's Club scholarships
- Hosted consult and tour for the newly hired nursing program director at Volunteer State Community College
- Promise of Nursing 2018 grant activities, including mentoring of newly admitted students by student peer mentors continues
- Participated in hosting service area guidance counselor and provided program information
- Banner 9 trainings for several staff members
- President's Forum, division and multiple committee meetings
- Review of tenure and promotion proposals with recommendations to Vice-President of Academic Affairs
- Preparation of FY 2020 budget proposals
- Fixed Assets Inventory and replacement of state tags on a few items
- HSC 190 Introduction to Pathophysiology syllabus design in preparation for on-campus course offerings
- Completion and submission of graduation proposals for spring 2019 graduates
- Review and selection of LPNs for admission into LPN-RN mobility option
- Planning for summer courses, including initial development of new NUR 130 Nursing Transitions I course
- Participation in meeting of TBR nursing program deans regarding common curriculum issues
- Education Coordinator Tara Privette participated in two-day ACEN accreditation forum
- Faculty and simulation lab assistant conducted clinical simulations for students enrolled in NUR 214 Adult Health Nursing I and NUR 220 Adult Health Nursing II
- Daily responses to student inquiries for program information, application assistance, and advisement.
- Assignment of advisors for newly admitted students

Projects/Activities/Goals Planned for Next 2 Weeks:

- Nursing Open House event March 18th 12 – 2pm and 3 – 5pm
- Host West TN Healthcare nurse recruitment luncheon March 18th
- Development of summer and fall course schedules
- Faculty search committee meetings to review additional faculty applicants
- Participation in an information session regarding the next generation NCLEX-RN at UT Martin
- Development of NUR 130 Nursing Transitions I course for May offering
- Notification of LPNs for admission, collecting immunization records, conducting background checks, etc. enrollment requirements
- Request clinical units for summer clinical rotations
- Planning for request to host/teach TCAT Jackson practical nurse students for a clinical simulation in simulation suite

Other:

- Pinning ceremony for May program graduates will be Thursday May 2nd at 2:00 pm.

Social and Behavioral Sciences Division

Projects/Activities Accomplished Since Last Report

Projects/Activities Planned

-

New/Continuing Issues

Projects/Activities Accomplished Since Last Report

- **Administrative Activities**

- SBS Division meeting led by Dr. Bailey 2-19-19
- Criminal Justice Club organization by Karen Perrin; election of officers and finalizing facilitating fund transfer to that club from Social Sciences discontinued club;
- Education Club to be formed
- Working with Late Drop/Add students to facilitate graduation;
- Communication with division faculty on Mondays with “Monday Morning Update”
- SPOL goal input;
- DREAM team workgroups (March 28th)
- Making Summer and Fall 2019 schedules;
- Academic Council meetings: Minute taker, submitted minutes for review (Dates: Feb. 13, Feb. 20, and March 13, 2019)
- Online Quality Council meeting: Minute taker (Date: Feb. 13)
- Met with Linda Nickell and Jackie, Director of Orientation and Student Retention, to discuss needs, processes and hand over leadership of SCT
- Contact with new adjuncts (Social Work, Geography, COL1030)
- Met with Political Science faculty regarding POLS online needs/course successes and needs; moved responsibility for the online POLS courses to Bill Fry after consult with Dr. Gundersen;
- Course equate sessions on Fridays
- Review of online courses to be redeveloped; related discussions with History, Education, Sociology, and Geography faculty;
- COL 1030
 - Planned and conducted COL1030 Career lab presentation trainings (March 25th–, 29th) Tammy Prater and Vivian Grooms
 - Emails to adjuncts and full-time faculty assessing course needs for summer and fall 2019
 - Requested data for IE regarding COL1030 from participating faculty; good response;
- President’s Open Forum attendance (Feb. 25, March 27)
- Meeting with VPAA regarding SBS budget/other misc.
- Criminal Justice A.A.S and A.S.
 - Set up table at area Counselor’s Luncheon, February 26th;
 - Submitted curriculum committee changes to Jennifer Cherry;
 - Organized and held Advisory Committee meeting, March 15th;
- TTP meeting follow-up online;
- Counselor’s Luncheon networking and setup Feb. 26th (Service Learning, SW, CRMJ)
- Attended MOU with Murray State University on February 28th)
- Follow-up communication for meeting with UTM Social Work Dean, other;
- OQC Subcommittee meeting, Content and Design Rubrics, March 12th
- Student and faculty meetings related to student and faculty concerns;
- Attended initial Mentor U Campus Day activities and problem-solved with Mary Anne Poe, Union University

- Set up ANCHOR Week group advising sessions; scheduled faculty;
- Scheduling! Working with misc. faculty on Friday class schedule with hybrids dominant where students can combine Friday Hybrids with online and other Friday courses to complete A.S. General Studies;
- **Academic Activities**
 - Teaching 2 courses;
 - Added walking class and updated a D2L shell for a B session PHED 1280;
 - Graduation proposals fill in/Financial aid appeals;
 - Discussion with Speech adjunct who is engaging service learning in a course; facilitation of Service Learning with one student taking Larry Gundersen and Scott Woods' courses.
- **Trainings:**
 - Rapid Resolution Therapy weekend training, Atlanta, GA, Feb. 23rd and 24th;
 - Banner 9 online March 26th (not very useful due to broad overview)
 - TBR Advising Academy 3.0, Nashville, March 7-8, 2019
 - Presented: Transparent Assignments for Delta Kappa Gamma meeting, March 14th
 - COL1030 Career lab training, March 25th

Projects/Activities Planned

- Continue with SPOL goal updating and approval
- Review Faculty Evaluation needs
- Continue assisting with advising for Fortner
- Planning for SBS digital newsletter put on hold

New/Continuing Issues

- Faculty advising load management for CRMJ(n=79) and EDU (n=120)
- Prioritizing course redevelopment needs with limited number of funds;

Off Campus Centers and Locations

Humboldt - Lisa Rojas, Director

Projects/Activities Accomplished Since Last Report

- Janet and I attended Banner 9 training
- Janet and I attended Customer Service training
- I attended a dual enrollment meeting at Humboldt High School
- I attended a recruiting event on main campus
- We stayed open late during Spring Break to allow students in Math Lab and Statistics to get tutoring and to allow math lab students to test (if they were ready) to hopefully get them caught up a little
- The VPN issue surrounding Pesticide testing is resolved. However, the contract has been canceled and the USDA is moving all testing to an outside testing center- PSI.

Lexington - Sandy Stanfill, Director

Projects/Activities Accomplished Since Last Report

- Attended TN Pathways certification meeting

- Attended BLT at TCAT
- Attended Working Women Conference
- Hosted Blood Drive
- Attended Rotary - State of the City address
- Attended WestStar session in Jackson
- Attended Pro-Tech council meeting
- Attended Nashville WestStar session
- Attended Henderson County TN Pathway meeting
- Attended DCMS Career Day
- Participated in Banner webinar training
- Conducted tornado drill in conjunction with local EMS
- Attended counselors luncheon on main campus
- Submitted budget request 2019/20

Projects/Activities Planned

- Attend President's Focus Group meeting
- Completion coaches visit
- Participate Banner budget training
- Attend Chamber Business Breakfast
- Host self-defense workshop
- Attend CMT on campus
- Attend TCAT advisory meeting
- Speak at Public Works meeting
- Host 6th graders from South Haven
- Host SHHS seniors tour

Paris/Dresden Locations –Shannon Mayo, Coordinator

Projects/Activities Accomplished Since Last Report

Projects/Activities Planned

Savannah -Meda Falls, Director

Projects/Activities Accomplished Since Last Report

- We are trying to get going again after closing a week for the horrible flood in Hardin County, and then students being on Spring Break. All seems to be falling in place. Today under Tornado Warning, but did not have any issues here at the center. The Flooding hasn't affected any of our students. I am so happy about that. Some people have lost their homes and everything they have. Red Cross is here and FEMA has delivered truckloads of clothes, food, and household supplies. Our community has really pulled together to help one another.

Activities Accomplished Since Last Report

- Laura Jenkins with Lifeline Blood came to our campus and talked with some of the classes the importance of giving blood. (We had to cancel due to the flooding, we rescheduled for March 25th.)
- Molly Chessor with McNairy Schools will be bringing a group from Adamsville Jr. High on March 22 to visit our campus and learn what we have to offer. Seniors will be coming later.
- Monica Ray will be on our campus March 27th to discuss changes etc. in the Nursing Program with students.

New Issues

- The major rains we have had and seem to continue to have caused several major leaks in the building. The county has had someone here working to repair this problem. The parking lot was really hurt by the flooding. I am trying to get the county to check into this issue.