



**Academic Affairs
Status Report for
April 11, 2019**

VPAA

Dr. Larry Bailey

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

- Continued 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

Projects/Activities Planned

- Complete and submit Adult Education Grant
- Participate in SACSCOC Off-site Review in Atlanta
- Attend end of year ceremonies – graduation, awards ceremony, pinning ceremonies
- Assist with faculty interviews
- Meetings/Activities
 - President’s Cabinet, April 11, 2019
 - Meeting with Vicki Lake – Adult Education Grant, April 12, 2019
 - Radiologic Technology Program Advisory Committee, April 12, 2019
 - TBR Digital Engagement Initiative Q & A Session, April 12, 2019
 - Economic Development Meeting, Trenton, April 16, 2019
 - Faculty Council Executive Committee, April 18, 2019
 - SACSCOC Off-site Review, Atlanta, April 22-24, 2019
 - Lexington Center 20th Anniversary, April 25, 2019
 - Innovation Concert, April 25, 2019
 - DREAM Meeting, April 29, 2019
 - Call Concerning ENGL 0899 Pilot, April 30, 2019
 - Strategic Planning Committee Meeting, April 30, 2019
 - President’s Open Forum, April 30, 2019
 - Students Awards Ceremony, April 30, 2019
 - Academic Council, May 1, 2019
 - Health Sciences Fee meeting, May 2, 2019
 - Nursing Pinning, May 2, 2019
 - PTA Program Advisory Meeting, May 3, 2019
 - OTA Pinning, May 3, 2019
 - JSCC Graduation, May 4, 2019
 - Meeting with AAC Staff, May 6, 2019
 - Engineering Systems Technology Advisory Committee, May 7, 2019
 - Meeting Concerning Cengage Unlimited, May 9, 2019
 - Meeting Concerning Early Childhood Program, May 9, 2019
 - Strawberry Festival, Humboldt, May 10, 2019
 - TBR ESL Institute, Nashville, May 13, 2019
 - Meeting with Health Sciences Directors – HS Fee, May 15, 2019
 - Online Quality Council, May 15, 2019
 - Academic Council, May 15, 2019
 - MLT Advisory Committee, May 16, 2019
 - Biology Faculty Interviews, May 17, 2019
 - Campus Visit to Murray State, Murray, Kentucky, May 20, 2019
 - Conference Call – Adult Education Grant, May 21, 2019
 - Conference Call – Adult Education Grant, May 28, 2019
 - Biology Faculty Interviews, May 28, 2019
 - Academic Affairs Budget Review, May 29, 2019
 - Executive Council, June 3, 2019
 - Emergency Management Table Top, June 4, 2019

- Gibson County Education Meeting, Humboldt, June 5, 2019
- Academic Council, June 5, 2019
- Meeting in Humboldt – Humboldt Center, June 6, 2019

Melissa Lyles

Projects/Activities Accomplished Since Last Report

- Assisted with SOAR Event in Nashville, March 19-21, 2019
- Assisted with DEI project
- Assisted with 2019-2020 Budgets
- Attended Graduation meeting
- Gathering Faculty Regalia orders
- Planning for Honors and Awards Ceremony – gathered award information from faculty and staff; majority of invitations (of names that have been submitted) went out to students April 10 with the rest going out by Friday, April 12; work orders submitted to OIT and Physical Plant; secured table and chair rental with Eric’s Rentals; still trying to secure a caterer
- Processing Late Withdrawals
- Assisting students with registration overrides and other issues for summer and fall 2019

Projects/Activities Planned

- Continue Honors and Awards Ceremony planning
- Assist Dr. Bailey with committee structure work
- Re-check DEI entries for accuracy

Jennifer Cherry

Projects/Activities Accomplished Since Last Report

- Approved several TAF purchases
- Met with and advised several students
- Conference call with Jeremy Burnett from SWCC—giving them guidance on DegreeWorks issues they are having
- Participated in Webinar regarding DegreeWorks
- Met with Dr. Bailey and Vicki Lake regarding the Adult Ed (GED) grant
- Did extensive work on the Adult Ed (GED) grant—proposed budget, budget narrative, scheduling options, editing, etc.
- Attended the President’s Forum in March
- Updated DegreeWorks with a few course changes
- Participated in conference call regarding the Adult Ed (GED) grant
- Attended Bagels and Bluegrass check presentation
- Gave a presentation to the AMT cohort—“Pitfalls and Opportunities of Social Media while Applying for a Job”
- Have received multiple new TAF proposals for 19-20—have reviewed them with Angie Brown to determine TAF eligibility
- Created the TAF ballot for 19-20—will schedule TAF committee meeting for next week
- Assisted several schools with questions regarding Dual Credit processes
- Have received numerous catalog updates—deadline is April 19

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 submission

- First Ladies luncheon
- Providing DegreeWorks training week of April 15
- Meeting with Bruceston Central High School regarding Dual Credit
- Paris Fish Fry

Will Shull

Projects/Activities Accomplished Since Last Report

- Trained faculty and staff in AdvisorTrac refresher sessions
- Helped with Advising Survey info for DREAM (data) Team meeting
- Attended DREAM meeting
- Planned Advising Training and learning support information updates
- Finalize Student Planner
- Gathered and promoted ANCHOR Advising Week event information
- Worked with Completion Coaches on website revisions
- Met regarding eCampus to better plan Registration Center's part of that process
- Worked with Robin Marek and Jacqueline Curry and David Clark for two Business Continuity Plans
- Represented JSCC in a conference call with TBR and the TN School for the Deaf
- Met or corresponded with numerous readmit and new summer students regarding advising and their admission/registration process

Project/Activities Planned

- Present or help present advising information session and advising software training sessions
- Attend meeting with Folett Higher Ed Manager regarding TBR's DEI
- Attend DREAM meeting
- Attend Strategic Planning Committee
- Work with Victor Garcia and gap advisors to implement new gap advising request portal

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 - March
- Contacted students about attendance issues by phone, email, and face-to-face
- Attended DREAM meeting – March
- Attended Banner 9 webinar training
- Met with Dean Youngerman concerning LS co-requisites for MATH 0030
- Attended VPFAA Interview of Amy Brand
- Attended JSCC Student Art Exhibit
- Assisted with the Career and Job Fair
- Participated in discussions with Treva Berryman and Community College Directors concerning Learning Support
- Attended the TBR Co-requisite Academy
- Attended Pat Fitzhugh's presentation – author of The Legend of the Bell Witch of Tenn

Upcoming Projects/Activities

- Continue to contact LS students and track progress for remainder of the semester
- Gather and report grades for LS Courses
- Continue to assist with Dual Credit verification
- Assist with GAP advising
- Assist with JSCC Graduation
- Will attend the Presentation/Q&A session for TBR Digital Engagement Initiative
- Will assist with the Advising Process/Theory Training and the "hands-on" advisor training

Academic Support Division

Projects/Activities Accomplished Since Last Report

Patrick Davis

- Participate in a preliminary conference call and presentation with TutorMe
- Interviewed final candidates for the Library Circulation and Instruction Librarian position
- Met with Library staff and Library Director
- Met with Distance Education staff and Distance Education Director
- Met with Writing Center Director
- Met with Academic Assistance Center Coordinator
- Met with members of Online Policy sub-committee to discuss draft to update online course development policy
- Attended Academic Council meeting
- Attended Online Quality Council meeting

Accessibility Initiatives Update

- Participated in conference call with TBR Accessibility Campus Chairs meeting
- Contacted vendor for Equidox accessibility conversion software to setup user accounts
 - Coordinated two webinar dates: 1) Train-The-Trainer – 4/18/19 @ 2:00 PM and 2) Introduction to Equidox – 4/24/19 @ 1:00 PM
- Held a conference with colleagues from Chattanooga State on accessibility

TBR Committees Update

- Participated in conference call for upcoming of RFP for the Learning Management System (eLearn)
- Participated in conference call TBR Distance Education Committee and TN eCampus Advisory Committee
- Participated in conference call TBR TN eCampus Oversight Committee.

Off-Campus Operations

- Coordinated with OIT and Paris Coordinator to discuss computer lab setup and Zoom videoconference equipment setup

Community

- 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
- Meet with Physical Plant to discuss summer temporary operations move due to H-VAC project.
- Attend TBR Accessibility Chairs meeting at TBR Central Office

Academic Assistance Center

Projects/Activities Accomplished Since Last Report

Jackie Barnacastle

- Building positive relationships with all visitors to the AAC:
 - Sent surveys to all students who visited the ACC to received feedback on our services
- Aiding AAC staff with technology:
 - Created/Assembled report to show missed Exit Exam appointments
 - Worked with Sonny Davis to improve the test scheduling page reports
 - Started Logic/Programming class to use knowledge gained to enhance staff support
 - Continuing to upgrade communication to students from TutorTrac to lessen confusion and improve tutoring attendance
 - Worked with Jeannette Stone and Rita Hill to train them on a new aspect of appointments in TutorTrac
- Working with SIT Team/Instructors – addressing student needs and concerns:
- Will serve on Athletic Committee
- Safety Drills/Training:
 - Attended Time Management training
 - Attended Empowerment Training to support our students who are military veterans

Jeannette Stone

- Spend time getting to know the needs of the students who visit the AAC:
 - Continuing to match availability of student and tutor when tutoring is requested
- Seek out workshops, webinars, conferences and other training opportunities:
 - Attended Redrock Software Conference (TutorTrac) to learn of different and more effective ways to use the software
- Grow and learn in my use of TutorTrac by exploring its uses for scheduling and maintaining records:
 - Trained with Jackie on a new aspect of appointments in TutorTrac
- Continue to learn and implement aspects of overseeing the Tutoring Program so that it functions efficiently and effectively:
 - Consulted with the Tutor Coordinator of Appalachian University about his use of Zoom in their Tutoring Program
- Make necessary changes to the Tutor Training Handbook
 - Notated ideas from others who attended the Redrock Conference on their use of displaying information and pictures in their Tutor Training Manuals and Online Training Programs

Lorrel Fuller

- Attend workshops or training to improve personal and/or team skills:
 - Attended Time Management Training conducted by HR
- Staying abreast of the latest procedures for administering exams in the AAC:
 - Attended a Zoom training session in order to administer a proctored exam to a BIO 2020 JSCC Online student in North Carolina
- To encouraging student success, attend activities sponsored by students or geared toward students:
 - Attended JSCC Student Art Exhibit and Reception
- Update policies and procedures in the AAC's OPM for testing:
 - Updated Student Rules and Policies for Testing Form

Rita Hill

- Trained with Jackie on a new aspect of appointments in TutorTrac
- Attended Zoom training session
- Attended Time Management Training

Veronica Jones

- Market the Academic Assistance Center to make students aware of its existence as a resource to assist in meeting their academic goal:
 - Toured the Learning Support Offices and Student Support areas of Valencia College in Orlando, FL. Maintain contact with staff for ideas on creating student friendly and supportive areas. I was very impressed with the number of students using the resources available to them.
- 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:
 - Spoke to Learning Support Math instructors regarding students needing special attention/one-on-one tutoring
 - Consulted with the Director of Distance Learning, Meisha Daniels, about using Zoom for tutor training and virtual tutoring. A meeting has been scheduled for further discussion and brainstorming
- Staff attendance/participation in seminars/webinars for professional development
 - Attended Zoom Training Session
 - Attended Time Management Training presented by Amy West
- Attend/participate in Leadership activities offered by existing Jackson State institutional memberships or external organizations
 - Attended the Association of Coaching and Tutoring Profession Conference

Distance Education

Project/Activities Accomplished Since Last Report

Meisha Daniels

- **Goal 1:** Attended Online Quality Council Meeting
- **Goal 2:** Meet with Will S. to discuss TNeCampus registration transition
- **Goal 3:** Attended TBR/D2L Sys Admin Meeting
- **Goal 4:** Attended Kickoff Follett eBook Conference call with vendor and JSCC Staff
- **Goal 5:** Hosted and attended team meeting to discuss project updates, summer start duties
- **Goal 6:** Attended TNeCampus meeting via conference call
- **Goal 7:** Held conference call with Distance Ed Director at Rhodes College to discuss their implantation of zoom room system
- **Goal 8:** Attended JSCC Banner 9 virtual training
- **Goal 9:** Meet with Will Shull to discussion the transition of TNeCampus Enrollment
- **Goal 10:** Assisted internal staff (AAC, Library, Faculty) with Zoom, eLearn and BlueJean technical support/training
- **Goal 11:** Launched new distance education helpdesk ticketing system
- **Goal 12:** Assisted faculty with instructional support request via helpdesk ticketing system
- **Goal 13:** Provided faculty with one-on-one hands eLearn instructional support
- **Goal 14:** Addressed student request via phone calls, walk-ins and email.
- **Goal 15:** Developed Phase 2 working template of the "Getting Started" pages
- **Goal 16:** Discussed with Will S about the live stream of JSCC Advising Information Session to all centers
- **Goal 17:** Discussed with Linda Shirley and DE about install a Zoom Room in Paris

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

- Has worked with students via the Library's chat service.
- Has developed several displays.
- Attended a Quest meeting.
- **Goal: Attend campus events and represent the JSCC Library informing students of services.**
Robyn has been working with Quest students on campus.
- **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.**
She has developed displays on National Library Week, Women's History Month and Gardening Joys.

Sylvia Rowe

- Received a scholarship to attend the national Association of College and Research Libraries annual conference in Cleveland Ohio. She is attending the conference this week.
- Did several scheduled research consultations.
- Had a conference call with the TBR Library Deans and Directors Accessibility Task Force.
- **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 is attending the national ACRL conference in Cleveland Ohio.
- Received a scholarship to attend the national Association of College and Research Libraries annual conference in Cleveland Ohio. She is attending the conference this week.
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- Had a conference call with the TBR Library Deans and Directors Accessibility Task Force.
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Sylvia is attending the national ACRL conference in Cleveland Ohio.

Vanessa Jones

- Provided Library instruction to 4 English classes.
- Assisted students with Library research.
- Participated in the Library chat service.
- Has cataloged books and DVDs.
- **Goal: Participate as one of the advisors to the Student Book Club.**
Because of various issues, the Student Book Club will be implemented in 2019-20.
- **Goal: Attend professional development trainings, conferences, webinars and classes to enhance my job performance.**
Vanessa will attend the Tennessee Library Association annual conference in April, 2019.
- **Goal: Will conduct an inventory of the Library's book collection.**
Vanessa will conduct inventory 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 assisted Scott Cohen with Library Instruction and has done several sessions on her own. Vanessa completed modules on library instruction from the University of Texas.

Writing Center

Projects/Activities Accomplished Since Last Report

Student retention / recruitment focused goal.

- Dillon and the Bradford school district are in the process of setting up training for their identified writing consultants.
- The Writing Center has revised consultant hours.
- The Writing Center is saying goodbye to Mark Marshall. We wish him nothing but the best as he enters into a new full-time job.

A departmental operations specific focused goal.

- The writing center has worked with the Paris campus to establish a base of documents for Paris students. The writing center has completed the scanning of the handout wall. The writing center is also working with the Paris to identify a consultant to hire to meet the requests of the Paris student body. The Paris student body is made up of a majority of nontraditional students, and as such, have requested that there be a consultant on campus instead of relying on the online service as much.
- A writing consultant has been identified for the Paris location. This ensures that all locations have a writing consultant available to the students they service.
- Dillon and Tony presented at the TYAC/CCCC conference regarding the co-req courses and student success rates.

Business and Industry Division

Projects/Activities Accomplished Since Last Report

- Business Group Advising Sessions began on April 1 through April 12, 2019. There are 11 sessions scheduled over the two week time span allowing students to meet with a business advisor, review their program completion plan, retrieve their PIN and physically register for the summer and/or fall classes.
- Terri Messer and multiple representatives from UTMartin met to discuss the UTMartin Business Articulation Agreement.
- Terri Messer attended the Policy Committee Meeting.
- Terri Messer participated in the Stair Chair training for all building coordinators on March 22.
- Terri Messer met with Dr. Bailey to discuss workforce.
- Terri Messer met with Victor Garcia to update the Business website.
- Terri Messer and Kimberly Johnson met with Internal Audit to discuss the Workforce Development Preliminary Audit Results.
- Kimberly Johnson attended the Brownsville Industrial Roundtable.
- Kimberly Johnson attended meeting at Technor Apex – Brownsville to discuss leadership-training options.
- ATMAE Accreditation Site Visit completed.
- Kimberly Johnson attended the NW Regional Partners Meeting in Huntingdon.
- Terri Messer attended Academic Council/Dean's meeting w/VPAA Dr. Bailey on April 4.
- Kimberly Johnson attended the Gibson County Workforce Development Board Meeting at the Milan Chamber of Commerce.
- Kimberly Johnson met with Martine McFarland at Kolpak.
- Business faculty/staff conducted the annual advisory committee meeting April 10.
- Terri Messer conducted first day's sessions for Kolpak Leadership Series to run each Weds., March 20 – April 24 at their Parsons facility.
- Terri Messer meeting with all career program's advisory committees to share the forthcoming changes with Perkins V funding requiring a comprehensive campus needs assessment.

- Kimberly Johnson will attend the TNTrained Workforce Development and the 9th Annual Continuing Education Training Institute to be held in Nashville, TN.
- Terri Messer will attend the Perkins required Spring meeting on April 26 in Nashville.
- WFD is working with JEA and Owens Corning to provide Basic and Intermediate Excel Courses.
- WFD has contracted with KMI Group in Kenton, TN to provide ISO9000 Project Training. Training will be divided into four phases beginning in March and running through May.
- WFD is coordinating BLS for Health Care Provider classes. Classes held in March and April.
- WFD has contracted with Gerda to provide EMT Continuing Education Classes on site – April 1st and April 22nd.
- WFD Real Estate Licensure course is currently in the last five weeks. Course will end on May 2, 2019. Next course will be offered in September.
- Kimberly Johnson met with Jane David and Julie Bezold to discuss upcoming PTA/OTA seminar to be held in July at JSCC.

Communication and Humanities Division

Projects/Activities Accomplished Since Last Report

- Attended Stair Chair training
- Prepared schedule for summer/fall
- Attended Faculty Council meeting
- Attended Online Quality Council meeting
- Attended TBR International and TnCIS Spring meetings in Nashville
- Assisted with library renovation application
- Attended survey training with Sara Vonderheide
- Attended President's Forum
- Attended Bell Witch presentation
- Met with Prof. Gray Lemus regarding possible Music TTP for AFA
- Attended CMT event
- Conference call with Dr. Bailey and possible high school ENGL 0899 dual credit opportunity

Projects/Activities Planned

- Attend TN-SLC Board Meeting and General Meeting, Nashville
- Meet with Dean Grooms, Dr. Esquivel, Prof. Prater regarding adjunct faculty recognition program
- Conduct full- and part-time faculty evaluation interviews
- Meet with Dean Grooms regarding classroom needs
- Attend DEI meeting with Follett representative
- Attend Supporting Sexual Violence Survivors Program
- Attend Equidox PDF Conversion Solution overview demonstration
- Attend Lexington Center celebration
- Attend Innovation Ensemble concert
- Attend Awards Banquet
- Attend Strategic Planning Committee meeting
- Continue staffing for summer/fall

Health Sciences and CIT Division

Computer Information Technology

- TBR has approved three of the four new CIT certificate programs. The fourth certificate and the new Cisco CCNA Concentration should be approved during the next 30-day review cycle.

- The CIT faculty hosted the annual Cisco Networking Academy Meeting on April 3.

EMS Programs

Kenneth Oxford, Program Director

Projects / Activities Accomplished Since Last Report

- Paramedic applications being accepted until June 1.
- Site visit completed for EMT and AEMT programs on April 5. Results indicate the program is a highly developed program.

Projects / Activities Planned

- Applications are being accepted for a full time instructor.
- Working on a potential 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 nine students attending EKG Class in Humboldt. Eight students successfully completed their Phlebotomy clinical from our Humboldt class.
- Thirty students completed Phlebotomy class and there are currently about 28 in Phlebotomy clinical at WTH.
- We are planning Phlebotomy, EKG and CMA classes this summer including classes at the Savannah campus. In addition to the classes on the main campus, we are also planning for Phlebotomy and EKG classes at the Lexington Campus in the fall semester.
- It has been very busy since registration opened as I advise students for the summer and fall semesters.
- Class registration has only been open for one week and the summer and fall CMA I classes are currently filled. The other courses are also filling up very well. The main campus, summer phlebotomy class only has two seats remaining.
- We currently have 23 graduates in the Health Sciences AAS degree and 33 students earning their Healthcare Technician certificate.

Projects/Activities Planned

- We are changing the format of the healthcare technician classes to all be 7 weeks long instead of 5 weeks. This is due to many student complaints about the class content being too difficult to absorb in a five-week period.
- I am currently working on staffing the summer and fall Healthcare Technician Classes.
- I also have a lot of certification testing scheduled for the Healthcare Technician students.

Other Items/Dates/Activities

- April 10, 2019 College & Career Fair @ JSCC
- April 12, 2019 Digital Engagement meeting
- April 15, 2019 Proctor NHA Certification Testing
- April 16, 2019 General Advising Session
- April 17, 2019 GAP Advising Session

MLT Program

Peter O'Brien, Program Director

Projects/Activities Accomplished Since Last Report:

- MLT Faculty met with middle school students with the Mentor U Program
- MLT presented talks to several middle school classes during the JMCSS STEM week
- Presented TAF requests to help instruction in the areas of Immunology and Chemistry.

Projects/Activities Planned

- 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. □□ This is getting to be a real problem as the Nurse Education Department at WTH wants to tell us when and where we can or cannot place a clinical student. We normally set schedules by working with the specific lab administration to maximize the experience for the student, but NE seems to think this is their job now.

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 JMCGRH

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.
- 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.

OTA Program**Dr. Julie Bezold, Program Director****Projects/Activities Completed Since Last Report**

- Student advising
- Hosted OTA advisory meeting
- Assisted with development of PTA/OTA CEU course to be held in July
- Faculty meeting
- Participated in JSCC Mentor U Day-North Parkway Middle School
- Completed Hellonote training for electronic documentation
- Organized off-campus groups to A Mother's Love, Therapy and learning center, Madison High School, Area Relief Ministries, and Northbrook Healthcare
- Met with Pediatric OT to instruct summer pediatrics course
- Submitted JSCC catalog changes
- Ordered pins for pinning ceremony
- Submitted summer and fall booklist
- Attended AOTA National conference 4/1-4/5
- OTA midterm advising

Projects/Activities Planned

- Autism Farm Camp
- Pinning ceremony /graduation
- Exit interviews
- Dementia Course with Teepa Snow
- Interviews June 12
- Meeting with Speech and Hearing Center for combined activities within the community
- Modifying OTA summer pediatrics course

- OTA lab calibration

Upcoming events:

- **OTA Interviews June 12, 2019**

Program Innovation

Leah Gray, Director

Projects/Activities Accomplished Since Last Report

- Safe Kids Meeting
- Mental Health Collaborative meeting
- Crisis Intervention Train the Trainer class
- Fire Science Advisory Committee Overview Session
- Completed ASIST Training for Suicide First Aid
- Completed Career Day at Northeast
- Spoke at 9-11 Conference
- Submitted several items in curriculum
- Student Advising
- Conducted CERT Training for Southside High School
- Master of Ceremonies for Safe Kids Conference at JSCC

Projects/Activities Planned

- Student Advising
- Safe Kids Meeting
- Crisis Intervention Instructor Meeting
- Autism Awareness Class
- DE Training
- Gap Advising
- Equidox Training
- Speaker at West TN Fire Chief Meeting

PTA Program

Dr. Jane David, Program Director

Projects/Activities Accomplished Since Last Report

- 2nd year cohort = 23 students; 1st year cohort = 23
- 2nd year students are completing their second terminal clinical education. One student is delayed due to a back injury (unrelated to her clinical experience). She will remediate this experience during the month of May.
- PTA application cycle for 2019 has begun. Online application is open.
- Working with Julie Bezold on a joint continuing education event for our graduates and clinical faculty this summer. The CEU event will be July 16.
- I was awarded the 2019 PTA Educator of the Year at the recent TPTA Spring Meeting.
- Graduation/pinning ceremony planning has begun.
- Clinical placement locations for PTAT 2492 (summer semester) are confirmed.

Projects/Activities Planned for This/Next Week

- Any clinical education needs as they arise.
- Graduation/pinning activities will continue. We will also be preparing for the final capstone component of the program.

New Issues (some previously noted)

- At-risk students
- Clinical remediation in May for one student

- Faculty meeting and planning time has proven to be very limited since the implementation of our new curriculum's schedule.

Old Issues

- I have learned that the University of Memphis' proposal for a DPT program has been withdrawn at this time. No further 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.

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 September (this was delayed from a proposed earlier time).
- PTA Advisory Committee will meet May 3.
- PTA Program interviews will be June 13.

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.
- Program offered a program information and advising session in conjunction with ANCHOR week; only 5 prospective students in attendance.
- Spring program Advisory Committee is scheduled for this Friday, April 12; director continues to prepare for that.

Projects/Activities Planned for Next Week

- Continue to reach out to assigned advisees and answer questions from prospective applicants and drop-ins.
- Submit program's Interim Report to the JRCERT
- **Attempt** to get information out via the various communications at JSCC concerning RADT program admissions; seems there are difficulties with this at times.
- TAF request submitted before deadline; Karin and Branson have needs for our labs/equipment that will not meet TAF criteria. Will attempt to search other options for necessary supplies.

Respiratory Care Program

Cathy Garner, Program Director

Projects/Activities Accomplished Since Last Report

- Christie Ward and the second year students attended the Tennessee Society for Respiratory Care Annual State Convention and Exhibition April 1- April 2 in Gatlinburg. The students participated in a knowledge bowl competition, affectionately referred to as the “Sputum Bowl.” Three students and one alternate competed and won against Columbia State in the first round, Walters State in the second round, and lost by one question in the final championship round to Volunteer State. Walters State has one the competition for 8 straight years. The students from all three of these schools are graduating in May and our students are not graduating until August. Christie and I are beyond proud of these students.

Projects/Activities Planned

- The Advisory Committee meeting will be during the week of May 13 – 17.
- Christie Ward will be attending the American Association for Respiratory Care annual educators and

Math and Science Division

Projects/Activities Accomplished Since Last Report

- Attended/worked on:
- Presidents info session
- Online quality council
- Academic council
- Math co-req academy meeting - Tbr
- Courses in DEI for summer/fall
- Upcoming:
- 4/11 West tn ffa horticulture/floriculture contest (carrie baker)
- 4/12 TAS Collegiate meeting (moved to UTM)
- 4/12 Follett DEI meeting
- 4/19 Student group tour of Union Pharmacy school and labs (Jeter/Keeton)
- 4/25 Homeschool chemistry club lab tour and hands on activities (Kappel/Meek)
- 4/24 Good bye celebration for Fore and Rhodes
- Reviewing applications for 2 biology faculty
- Budgets
- Reviewing Schedules for math and biology

Nursing

Activities and Projects Accomplished Since Last Status Report

- Planning for summer courses, including initial development of new NUR 130 Nursing Transitions I course and HSC 190 Pathophysiology course.
- Daily responses to student inquiries for program information, application assistance, and advisement.
- Assignment of advisors for newly admitted students
- Multiple program information sessions
- ANCHOR week and student advisement activities
- Hosted Open House for campus March 18th.
- Hosted nursing educational and career fair with over 20 employers and RN-BSN program recruiters April 2, 2019
- Hosted west TN regional meeting of TCPS
- Participated in an information session regarding the next generation NCLEX-RN exam
- Summer and fall clinical planning and unit requests
- Staffing of nursing information booth during JSCC hosting of CMT Education Tour April 4, 2019

- Recruitment at Dresden High School, Lexington and Savannah centers
- Faculty search committee meetings
- Articulation meeting with program director for UT Martin nursing program
- TAF and curriculum committee proposals

Projects/Activities/Goals Planned for Next 2 Weeks:

- Participate in meetings of TN Deans and Directors of Schools of Nursing and TBR nursing common curriculum
- Participate in JSCC Career Fair April 10, 2019.
- Host West TN Healthcare nurse recruitment luncheon March 18th
- Faculty search committee meetings
- Program orientation for newly admitted LPNs on April 19 and 26, 2019
- Participate in Strategic Planning and President's Forum meetings
- Course end-of-semester review/evaluation meetings
- Faculty evaluation meetings
- Participate in Advisory Committee meeting of TCAT Jackson practical nurse program
- Promise of Nursing grant reporting
- Coordinate west TN task force meetings on nursing workforce supply and demand issues for THA
- Coordinate building room use for summer Great Expectation sessions for new students

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

- **Administrative Activities**
 - Working with Late Drop/Add students to facilitate graduation;
 - Communication with division faculty on Mondays with "Monday Morning Update"
 - Scheduling faculty evaluations and organizing related items for review/goal-setting
 - DREAM team workgroups (March 28th)
 - Scheduling with focus on
 - Academic Council meetings: Minute taker, submitted minutes for review (April 4, 2019)
 - Online Quality Council meeting: Minute taker (Date: April 4, 2019)
 - Continued contacts with new adjuncts (Social Work, Geography, COL1030)
 - Organizing COL1030 and other files in anticipation of SACCSOC needs
 - President's Open Forum attendance (March 27)
 - Meeting with VPAA regarding SBS budget/other misc.
 - Attended dedication of the Softball field (April 5)
 - Met with UTM personnel regarding meeting mutual needs related to growing the SWK program
 - Student and faculty meetings related to student and faculty concerns;
 - Course equate sessions on Fridays
 - Reviewing catalog for needed changes
- **Academic Activities**
 - Teaching 2 courses;
 - Planned/attended academic advising group sessions for SBS ANCHOR Week (April 4, 5)
 - Academic advising to help with Sociology and Social Work
 - Facilitate student service learning paperwork
 - Gave the CCSSE in my course
 - Tammy Prater and Tonya Parham are attending a TBR grading event
 - Bob Raines is attending TBR General Studies Review
- **Trainings:**

- Learning some about ARGOS reports and printed for Student Awards
- Presented: COL1030 Career lab training, March 29th
- Faculty (Karen Perrin) attending On-Course conference, California (April 11)

Projects/Activities Planned

- Attend TBR General Studies review meeting April 16th to represent VPAA position
- Meet with Dean Camp regarding classroom physical/other instructional needs
- Attend Trainings: Advising trainings, Follett DEI, Equidox PDF Conversion Demo
- SBS Awards will be given in the following areas: CRMJ, HIST, PSYC, SOCI, EDU
- Review IOTA 360 results for evaluative purposes
- Attend Lexington center 20th anniversary if able
- Continue with SPOL goal updating and approval
- Continued review of Faculty Evaluation needs
- Continue assisting with advising for Fortner

New/Continuing Issues

- Faculty advising load management for CRMJ(n=79) and EDU (n=120)
- Prioritizing course redevelopment needs with limited number of funds;
- Planning for SBS digital newsletter put on hold

Off Campus Centers and Locations

Humboldt - Lisa Rojas, Director

Projects/Activities Accomplished Since Last Report

- Have been working with the City, JSCC, Career Center, and sign company to get our new sign up and going
- Townsend and Att have been out working on our phone system and fire alarm panel. For the first time since we opened, it appears we have a somewhat stable phone line.
- Attended WTSF meeting
- Hosted a caricature artist and had close to 100% participation
- Attended a dual enrollment meeting with Humboldt HS
- Spoke with HHS seniors
- Future- attending college simulation day and community clean up day

Lexington - Sandy Stanfill, Director

Projects/Activities Accomplished Since Last Report

- Attended President's Focus Group meeting
- Completion coaches visited
- Participate in new Banner training
- Hosted self-defense workshop
- Attended WS Lunch N Learn
- Hosted 6th graders from South Haven
- Hosted SHHS and LHS seniors tour
- Hosted Bethel recruiter
- Hosted Caricature event
- Hosted Voc. Rehab
- Accommodated MTSU recruiter
- Advised and assisted with registration
- Attended time management training
- Assembled field trip to DPA

- Planning of Lexington Center 20th Anniversary celebration

Projects/Activities Planned

- Speak at Public Works meeting
- Attend TCAT advisory meeting
- Attend 2 day Ayers Summit
- Attend LMS College/Career day

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

- Lifeline Blood has been on our campus.
- Monica Ray was here to meet with students interested in the Nursing Program to discuss some changes taking place in the program.
- Completion Coaches have been on our campus to talk to students. (Very good response)
- Completed graduation proposals for summer.
- Graduating students have been taking exit exams.
- Priority registration has been going well, and we have been assisting students with getting registered for summer and fall.
- Tracy Latham was on our campus to do caricatures. This is always a special fun time for our students.
- Adamsville High School Juniors toured the center.

Activities Accomplished Since Last Report

- Adamsville High School Seniors will tour our facility Friday, April 5th. (This was rescheduled)
- Zach Thompson Enrollment Counselor with M.T.S.U. will be on our campus to give students information about transferring to M.T.S.U.