



**Academic Affairs  
Status Report for  
June 18, 2019**

**VPAA**

**Dr. Larry Bailey**

**Projects/Activities Accomplished Since Last Report (April 20, 2019)**

- Continued to work on:
  - Adult Education Grant
  - Budget for 2019-2020
  - Implementation of TBR DEI Project
  - Revision of Co-requisite Learning Support Courses
- Attended end of year ceremonies – graduation, awards ceremony, pinning ceremonies
- Participated in interviews for faculty, library, and adult education positions.
- Participated in SACSCOC Off-site Review in Atlanta
- Participated in meetings concerning JSCC SACSCOC Fifth Year Report
- 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 20<sup>th</sup> 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
- JSCC Foundation Board Meeting, June 13, 2019
- DEI Taskforce meeting with Follett, June 13, 2019
- SACSCOC Fifth Year Compliance Certification, June 13, 2019
- Henry County Chamber of Commerce Annual Meeting, Paris, June 13, 2019
- THEC Textbook Convening, Nashville, June 17, 2019

### **Projects/Activities Planned**

- Continue to work on
  - SACSCOC Fifth Year Report
  - Implementation of Adult Education Grant
  - Implementation of TBR DEI
- Participate in faculty interviews
- Attend TBR Sub-council meetings
- Attend SACSCOC Institute on Quality Enhancement and Accreditation
- Meetings/Activities
  - Director of Development Interviews, June 18, 2019
  - President's Cabinet, June 18, 2019
  - President's Open Forum, June 18, 2019
  - SACSCOC Fifth Year Discussion, June 19, 2019
  - Executive Council - Performance Evaluation Retreat, June 19, 2019
  - Library HVAC Planning Meeting, June 19, 2019
  - Director of Development Interviews, June 19, 2019
  - Academic Council, June 19, 2019
  - EMT-Paramedic Faculty Interviews, June 24, 2019
  - Adult Education Staff Interviews, June 25, 2019
  - Meeting with JSCC Staff – Adult Education Grant, June 26, 2019
  - EMT-Paramedic Faculty Interviews, June 26, 2019
  - Literacy Roundtable, Jackson-Madison Public Library, June 2, 2019
  - Academic Support Division Meeting, June 27, 2019
  - TBR Maps Training, Southwest CC, June 27, 2019
  - Meeting with Adult Education Staff, June 28, 2019
  - THEC Convening – TCAT Articulation, June 28, 2019
  - Meeting with Adult Education Staff – Humboldt Center, July 1, 2019
  - Librarian Interviews, July 2, 2019
  - Adult Education Training, Nashville, July 8 – 9, 2019

- TBR Academic Affairs Sub-council, Franklin, July 15-16, 2019
- Meeting with Adult Education Staff, July 17, 2019
- Business Faculty Interviews, July 18, 2019
- Academic Council, July 19, 2019
- SACSCOC Institute on Quality Enhancement and Accreditation, Dallas, July 21 – July 26, 2019
- JSCC Fall Open House, July 27, 2019
- Debriefing Concerning JSCC Exit Exam – July 29, 2019
- McWherter HVAC Planning Meeting, July 30, 2019
- Executive Council, July 31, 2019
- Nursing Faculty Interview, July 31, 2019

### **Melissa Lyles**

#### **Projects/Activities Accomplished Since Last Report**

- Assisted students with registration issues for summer and fall 2019 (pre-req overrides, repeats, etc.)
- Completed FLAC - Maymester contracts for May payroll and Summer 1 and Full 10 Week Summer contracts for June payroll
- Monitor DEI Entries
- Provided Gear Up Match information to Robin Marek (instructor costs)
- Attended SACCOC Fifth Year Compliance Meeting
- Processing various late withdrawal requests

#### **Projects/Activities Planned**

- Complete Second Summer Session Contracts in FLAC
- Continue to monitor DEI entries

### **Jennifer Cherry**

#### **Projects/Activities Accomplished Since Last Report**

- Approved several TAF purchases
- Met with and advised several students
- Attended First Ladies Luncheon at the Fairgrounds
- 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.
- Updated DegreeWorks with new rubrics for MLAB, OTAP, PTAT, RADT and corrected some issues
- Participated in several conference calls regarding the Adult Ed (GED) grant
- Attended Advising Process training
- Provided two training sessions for faculty and staff regarding Advisor Trac/DegreeWorks/ LS changes
- Chaired TAF committee meeting; collected ballots and presented TAF plan to the President
- Met with Principal of Bruceton High School regarding Dual Credit
- Assisted several schools with questions regarding Dual Credit processes
- Represented JSCC at the Paris Fish Fry
- Proctored several exit exams
- Attended DREAM meeting
- Attended Banner committee meeting
- Attended President's Forum in April
- Met with Dr. Bailey and Will Shull regarding GAP advising
- Attended Nursing Pinning
- Attended Graduation
- Spent several days at JCM ECH registering graduating seniors for summer/fall; rising seniors and rising juniors
- Served as a gap advisor for several dates/times in the Registration Center
- Attended PIE breakfast at the county club

- Served as an advisor at several GE sessions
- Verified summer contracts
- Nearly completed catalog update—will give to Victor for pictures and web upload by end of week
- Processed 3,210 dual credit applications since last report

#### **Upcoming Projects/Activities**

- DW updates
- Processing Dual Credit forms
- Finalize catalog
- Dual Credit MOUs for 19/20

#### **Will Shall**

##### **Projects/Activities Accomplished Since Last Report**

- Presented or help present advising information session and advising software training sessions
- Attended meeting with Folett Higher Ed Manager regarding TBR's DEI
- Attended Strategic Planning Committee
- Worked with Victor Garcia on gap advising request portal
- Attended DREAM meeting
- Met or corresponded with numerous readmit and new summer students regarding advising and their admission/registration process
- Organized calendar of gap advisors staffing advising presence in Registration Center for May and June
- Helped organize Great Expectations from the registration and advising side
- Helped proctor exit exams
- Worked with IR/IE (Sara Vonderheide) on revising advising questions for next year and exit survey
- Attended TBR's ESL Institute
- Attended TBR's SEM Institute
- Helped during the extended hours in Registration Center
- Attended Banner meeting
- Met with Dr. Bailey regarding job

##### **Project/Activities Planned**

- Attend July DREAM meeting
- Continue to help advise students at GE, over email, in the Registration Center, and over the phone

##### **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 - May
- Attended DREAM meeting – May
- Contacted students about attendance issues by phone, email, and face-to-face
- Attended and assisted with JSCC Graduation
- Monitored all English, Math, and Reading/College Success registrations for Summer 2019 and Fall 2019
- Contacted students with LS registration issues
- Attended TBR ESL Academy at Nashville State – Southeast Campus May 13-14
- Assisted with GAP Advising
- Assisted with Great Expectations at Jackson, Humboldt, Lexington, Paris, and Savannah locations
- Attended the JSCC Graduation de-briefing
- Assisted with Dual Credit verification for Early College High, Milan High School, North Side High School, Clarksburg High School, South Gibson County High School, McNairy Central High School, Scotts Hill High School, and Chester County High School
- Prepared Great Expectations Orientation Sheets for Learning Support requirements for all Orientations

## **Upcoming Projects/Activities**

- Continue to Create Rosters for Summer 2019 LS Courses 2<sup>nd</sup> half
- Continue to monitor all English, Math, and Reading/College Success registrations for Summer 2019 and Fall 2019
- Continue to assist with Dual Credit verification
- Continue to assist with GAP advising
- Will attend TBR ESL Academy at Nashville State – Southeast Campus May 13-14
- Will prepare Grading Spreadsheets for Reading and English co-requisite classes
- Will continue to assist with Great Expectations at Jackson, Humboldt, Lexington, Paris, and Savannah locations
- Will collect and enter Summer 2019 1<sup>st</sup> half final grades for all READ 0010 and ENGL 0010
- Will continue to prepare Great Expectations Orientation Sheets for Learning Support requirements

## **Academic Support Division**

### **Projects/Activities Accomplished Since Last Report**

Patrick Davis

- Proctored Exit Exam
- Participated in Payroll – Leave Reporting training
- 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
- Attended DREAM meeting
- Attended Strategic Planning Committee meeting
- Attended President's Open Forum (April & June)
- Met with Sonny to discuss workflow application

### **Accessibility Initiatives Update**

- Attended TBR Accessibility Campus Chairs meeting with Dean Linda Nickell
- Attended Pearson Publishing Accessibility event at Southwest TN CC
- Attended accessibility workshop with colleagues (Leah Grey, Vivian Grooms, Jessica Reece, and Dr. Leslie West-Sands) at Chattanooga State CC

### **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
- Attended meeting with at Murray State University with VPAA and Academic Deans

### **Community**

- Attended Westar African American Leadership Conference
- 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
- Coordinate accessibility and universal design training for Distance Education staff, Academic Deans, and course developers hosted by Chattanooga State CC
- Coordinate operations technology review for the division
- Develop accessibility policy and accessibility statement

## **Academic Assistance Center**

### **Projects/Activities Accomplished Since Last Report**

#### **Jackie Barnacastle**

- Building positive relationships with all visitors to the AAC:
  - Assisted Dr. Camp by sending a report of entrance scores and essays for Summer Bridge Students
- Aiding AAC staff with technology:
  - Assembled reports to confirm and verify the accuracy of the list of potential graduates needing the Exit Exam
  - Assembled Exit Exam stats for tracking appointments
- Working with SIT Team/Instructors – addressing student needs and concerns:
- Will serve on Athletic Committee

#### **Jeannette Stone**

- Spend time getting to know the needs of the students who visit the AAC:
  - Talked to students about their experience with our Math tutors this semester during a visit to the Smart Math Center,
  - Talked to Nursing students regarding their concerns about tutors for their courses
- Seek out workshops, webinars, conferences and other training opportunities:
  - Registered for a Respondus Webinar June 25 as a refresher
  - Registered for an Ellucian Webinar June 20 to gain insight into Banner 9 system
- Grow and learn in my use of TutorTrac by exploring its uses for scheduling and maintaining records:
  - Expanded knowledge of TutorTrac at the Redrock Software Conference
    - Practiced shortcuts learned and practiced pulling reports
    - Organized a monthly report into an Excel spreadsheet with formulas to calculate total hours worked by part-time employees
  - Established a way of entering tutors' constant availability to lessen the steps of scheduling an appointment.
    - Piloting for summer to hopefully work out the glitches by fall
- Continue to learn and implement aspects of overseeing the Tutoring Program so that it functions efficiently and effectively:
  - Began researching how we could use Zoom to train tutors and possibly incorporate an online aspect to our tutoring program
  - Planning sessions for a fall tutor training using CRLA requirements and ideas from other colleges' training programs
- Make necessary changes to the Tutor Training Handbook
  - Contacted John McCommon about pictures for our revised Tutor Training Manual

#### **Lorrel Fuller**

- Attend workshops or class to improve personal and/or team skills:
  - Attended Weststar's African American Leadership Conference
- Staying abreast of the latest procedures for administering exams in the AAC:
  - Trained and proctored our first exam via Zoom for a JSCC online student in North Carolina
- To encourage student success, attend activities sponsored by students or geared toward students:
  - Volunteered for the Career and Job Fair
  - Volunteered to work Graduation

- Update policies and procedures in the AAC's OPM for testing:
  - Updated the AAC Test Policies and Guidelines Operational Manual to include the Test Administration Form and its process
  - Updated Accuplacer student handout to reflect new Placement Scores

#### **Rita Hill**

- Setting up Tutor Evaluation Sheets in TutorTrac excel form
- Posted students attending the extended week of Learning Support Math class in TutorTrac

#### **Veronica Jones**

- Market the Academic Assistance Center to make students aware of its existence as a resource to assist in meeting their academic goal:
  - Met with John McCommon for direction on creating new signage for the AAC using the New Branding Policy
    - John will text message and email students at various intervals during the semester regarding some of the signs
    - John will provide rotating spots on JTV
    - John also mentioned Facebook and the College Knowledge Publication which we already use from time to time
    - John has specifically redesigned all of the requested signs with the new JSCC logo and branding
  - Inquired about making the AAC more student friendly by using photo posters of JSCC students
    - John will seek out the best economical means for posters and framing
- 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:
  - Met with Sara Youngerman and spoke to Cheryl Smith regarding students who were eligible to participate in the extended week for Learning Support Math and the possible number of tutors needed.
- Staff attendance/participation in seminars/webinars for professional development
  - Met with Scott Cohen regarding a Lib Guides training session with the AAC staff
  - Viewing the Zoom Support Video Website shared by Jessica Reece
- Attend/participate in Leadership activities offered by existing Jackson State institutional memberships or external organizations
  - Attended the Weststar's African American Leadership Conference
  - Watched video on 10 Habits of All Successful People

#### **Distance Education**

##### **Project/Activities Accomplished Since Last Report**

Meisha Daniels

**Goal 1:** Attended Time Reporting Training with Laurie (All)

**Goal 2:** Attended TBR/D2L Sys Admin Meeting (All)

**Goal 3:** Attended Person's Accessibility Event in Memphis (Jessica, Renee)

**Goal 4:** Attended Kickoff Follett eBook Conference call with vendor and JSCC Staff (All)

**Goal 5:** Hosted and attended team meeting to discuss project updates, Summer I and Summer II start duties (ALL)

**Goal 6:** Attended TNeCampus meeting via conference call (Meisha)

**Goal 7:** Activated Equinox User Account and Attended Trainings (All)

**Goal 8:** Made correction to TNeCampus course offer per deans' request (Renee)

**Goal 9:** Run TNeCampus Enrollment report for summer (Meisha)

**Goal 10:** Assisted internal staff (AAC, Library, Faculty) with Zoom, eLearn and BlueJeans technical support/training (All)

**Goal 11:** Processed student/faculty requests via helpdesk ticketing system (ALL)

**Goal 12:** Updated DE webpages, eLearn and other portals with new Helpdesk Ticketing link (All)

**Goal 13:** Imported old file requests from old helpdesk ticketing system Kayaok (Renee)

**Goal 14:** Addressed students' requests via phone calls, walk-ins and email. (All)

**Goal 15:** Developed Phase 2 working template of the "Getting Started" pages (All)

**Goal 16:** Cancel old subscription to helpdesk ticketing system (Meisha)

**Goal 17:** Discussed with Linda Shirley and DE about install a Zoom Room in Paris (All)

**Goal 18:** Created new process to generate reports that will compare student/faculty registrations in Banner with the classes listed in eLearn. These reports will allow us to find classes and registrations that did not pass correctly from Banner into eLearn (Jessica, Renee) per director request.

## **Library**

### **Activities/Projects Accomplished Since Last Report**

#### **Progress towards Performance Goals and Activities that have been done**

##### **Scott Cohen**

- Served as the Embedded Librarian in a Maymester History class.
- Serves as the online Embedded Librarian for 1 JSCC History summer class and 1 JSCC summer Education class, as well as 2 TneCampus classes in Education.
- Attended the TBR Library Deans and Directors meeting in Nashville.
- Helped with the Faculty Reading List display by ordering the books suggested by faculty.
- Did Library Instruction for 1 College Success class this summer as well as 3 Summer Bridge Writing classes. Also provided an Library orientation for 38 LPN to RN students.
- Provided research consultations.
- Serves as a gap advisor in the Registration Center and at Great Expectations.
- Worked with Dama Cooley in the Nursing Department on research for a journal submission.
- **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.**  
The focus group occurred on April 18, 2019. There were some great suggestions which I have compiled. I will discuss them with the staff.
- **Goal: Start a Library newsletter to keep faculty abreast of resources and services of the JSCC Library**  
There were 2 newsletters in the Fall, but none in the Spring.
- **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 attended the 2019 Tennessee Library Association conference. I attended 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**

- Will attend the 16<sup>th</sup> annual Circulation Conference in Memphis.
- Has attended an Achieving the Dream meeting.
- Attended the African American Leadership Conference at the Star Center.
- Volunteered at graduation.
- Worked at a Great Expectations session.
- Attended a Women in Higher Education workshop in Memphis.
- Did research consultations.



- **Goal: Attend campus events and represent the JSCC Library informing students of services.**  
Robyn has worked 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. She will attend the 16<sup>th</sup> annual Circulation Conference in Memphis.
- **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, Reading Promotion, Women's History Month, Gardening Joys and Black History month among others.

#### Vanessa Jones

- Attended the Tennessee Library Association annual conference and the Library Instruction Tennessee conference.
- Attended the African American Leadership Conference at the Star Center.
- Participated in the Library chat service.
- Has cataloged books and DVDs.
- Assisted in a College Success instruction session this summer.
- Did research consultations.
- **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 attended the Tennessee Library Association annual conference. She also attended the 2<sup>nd</sup> Annual Library Instruction Tennessee conference.
- **Goal: Will conduct an inventory of the Library's book collection.**  
Vanessa was to conduct an inventory in the summer, but because of the HVAC project, she will not be able to start it until later.
- **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.
- **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.

#### Sylvia Rowe

- Received a scholarship to attend the national Association of College and Research Libraries annual conference in Cleveland Ohio. She attended the conference.
- Did a webinar on Library Surveys.
- 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.

## **Writing Center**

### **Projects/Activities Accomplished Since Last Report**

#### **Student retention / recruitment focused goal**

- The Writing Center has been assisting students during the maymester and summer 1.
- The Writing Center has revised consultant hours.
- The Writing Center has begun interviews for their office administrator position.
- The Writing Center has updated their online information.
- The Writing Center is revising and determining the best handout wall options based on student needs.
- The Writing Center has met with visiting schools and potential students through the past semesters.

#### **A departmental operations specific focused goal.**

- Dillon and Tony have been accepted to the International Writing Center Conference to present their findings regarding the co-req model for class instruction.
- The Writing Center is in the process of preparing for their move to coincide with library renovations.

## **Business and Industry Division**

### **Projects/Activities Accomplished Since Last Report**

- Kimberly Johnson met with Jeff Autry at Teknor Apex to discuss different Leadership Training options.
- Terri Messer and Kimberly Johnson attended a Teknor Apex Leadership Planning Meeting in Brownsville, TN.
- Terri Messer conducted the Leadership Series at Teknor Apex to run each Monday, starting May 20 and run through October 14, 2019.
- Terri Messer and Kimberly Johnson attended a Training and Development Meeting at Kilgore Flares in Toone, TN.
- JSCC WFD will be working in conjunction with District 7 West Tennessee Adult Ed Department of Labor & Workforce Development to provide Phase I Development Plan Project Management at the Kilgore Facility - Toone, TN.
- Terri Messer and Kimberly Johnson conducted the first of three training sessions for Kilgore Flares Phase I Development Plan Project Management at the Kilgore Facility - Toone, TN.
- Terri Messer attended the Strategic Planning Meeting.
- Terri Messer attended President Hamilton's April 2019 Open Forum meeting.
- Terri Messer attended the Awards Ceremony.
- Terri Messer and Kimberly Johnson attended the AMT Banquet/Graduation Dinner at the Jackson Country Club.
- Terri Messer participated in the AMT Interviews on May 3.
- Terri Messer participated in Great Expectations Sessions.
- Terri Messer attended the Disclosure Review Committee Meeting.

- Terri Messer attended the Kingsley Regional Training at the Milan Chamber.
- Terri Messer met with Dr. Bailey to discuss workforce.
- Terri Messer attended the TBR/Follett Digital Engagement Initiative in Ayers Auditorium.
- Terri Messer conducted first day's sessions for Kolpak Leadership Series to run each Wednesday, March 20 – April 24 at their Parsons facility.
- Kimberly Johnson met with Martine McFarland to coordinate materials needed for sessions two –six of leadership training.
- Kimberly Johnson met with Kolpak Leadership Team to conclude the Leadership Series and give Certificates of Completion.
- Kimberly Johnson met with Martine McFarland at Kolpak to follow-up on recent Leadership Training and other potential training options.
- Terri Messer attended Academic Council/Dean's meeting w/VPAA Dr. Bailey on May 1, May 15 and June 5.
- Kimberly Johnson attended the Gibson County Workforce Development Board Meeting at the Milan Chamber of Commerce.
- Terri Messer and Kimberly Johnson participated in the Gibson County Technical Education Center Discussion Meeting.
- Terri Messer, Kimberly Johnson, Engineering Systems Technology Faculty and Cathi Roberts conducted the Engineering Systems Technology Advisory Committee Meeting on May 7.
- Terri Messer met with all career program's advisory committees to share the forthcoming changes with Perkins V funding requiring a comprehensive campus needs assessment.
- Kimberly Johnson attended the TNTrained Workforce Development and the 9<sup>th</sup> Annual Continuing Education Training Institute held in Nashville, TN.
- Terri Messer attended the Perkins required spring meeting in Nashville.
- Kimberly Johnson attended the Workforce Development Town Hall meeting in Tiptonville, TN.
- Kimberly Johnson attended the ECD Second Quarter Regional Partner Meeting.
- Kimberly Johnson attended the Lexington Center Birthday Event.
- Kimberly Johnson attended TN ECD Events in Lexington and Selmer announcing expansion projects coming to West TN.
- JSCC WFD provided Emergency Medical Training at Gerdau.
- JSCC WFD coordinated an Open Enrollment Excel Training at the Paris Center on May 11, 2019.
- JSCC WFD provided a FANUC Handling Tool Operation and Programming Class May 13-16, 2019.
- JSCC WFD is continuing to provide training for the KMI ISO project.
- JSCC WFD provided Advanced Train the Trainer at Owens Corning.
- Kimberly Johnson and Lynn Carpenter participated in the THEC WF HOUR FAQ review facilitated by TBR.
- Kimberly Johnson met with Owens Corning to conclude the WFD Advanced Train the Trainer course.

### **Communication and Humanities Division**

#### **Projects/Activities Accomplished Since Last Report**

- Attended DEI Meeting with Follett representative
- Conducted full- and part-time faculty evaluation interviews
- Met with Dean Grooms regarding classroom needs
- Attended Supporting Sexual Violence Survivors Program
- Attended Lexington Center anniversary celebration
- Attended Innovation Ensemble concert
- Attended Awards Banquet
- Attended Strategic Planning Committee meeting
- Continued staffing for summer/fall

- Attended *Spilled Ink* Reception
- Attended PTK Induction Ceremony
- Attended Honors Dinner
- Teleconference with Dr. Bailey and Dr. Myracle, JMCSS, regarding dual credit of ENGL 0899
- Attended President's Forum
- Created Handbook for PLA ENGL 0899 and met with JMCSS Faculty and staff
- Met with Jessica Macey and JSCC staff and faculty regarding Summer Bridge Program
- Traveled to Murray State with Dr. Bailey and Deans regarding articulation
- Attended Web-Ex TN-Service Learning Consortium meeting
- Met with potential adjunct faculty for fall classes
- Met with DEI Taskforce confirming fall planning
- Attended SACSCOC Fifth Year Compliance Meeting Kickoff

#### **Projects/Activities Planned**

- Meet with Dean Grooms, Dr. Esquivel, Prof. Prater regarding adjunct faculty recognition program
- Attend SPOL training
- Complete 2018/19 TBR International Education Annual Report
- Review fall book list for submission to Follett
- Meet Judy Evans at Lexington center regarding possible dual credit of ENGL 0899 pilot
- Finalize/record attendance and grades for study abroad students by end of July
- Continue staffing fall schedule
- Update/finalize 2018/19 SLO reports

#### **Health Sciences and CIT Division**

##### **Computer Information Technology**

#### **Projects/Activities Accomplished Since Last Report**

- TBR has approved the fourth certificate program (Cyber Security Technician) and the new Cisco CCNA Concentration.
- Randy Callahan attended the CISSE (Colloquium of Information Systems Security Education) Conference during the second week of June in Las Vegas.

#### **Projects/Activities Planned**

- Lisa Matlock will be attending the annual Cisco Academic Support Center Meeting in Toronto during the third week in June.

#### **EMS Programs**

##### **Kenneth Oxford, Program Director**

Kenneth is on annual leave all this week, so no report is available.

#### **Healthcare Technician Certificate Program**

##### **Sherry Channel, Health Sciences Coordinator**

#### **Projects/Activities Accomplished Since Last Report**

- We currently have nine students completing EKG Class in Jackson. We have 11 students registered for the EKG class in Savannah who will be starting class in July.
- We also have 12 students currently taking phlebotomy in Jackson and 12 students taking phlebotomy on the Savannah campus. These students will begin clinical in July.
- We have two new clinical options for our phlebotomy students. The new facilities are Hardin Medical Center and Henry County Medical Center. I have also contacted Magnolia Regional Health Center in Corinth, Mississippi and they are interested in hosting students in future semesters.

- Our fall Jackson campus phlebotomy classes are full and there are just 7 spaces left in the Lexington phlebotomy class.
- There are just two seats left in the fall Jackson EKG classes and the Lexington EKG class has 6 seats left.
- The fall CMA classes are also filling up quickly with some of them filling within the first two weeks of registration.
- I am currently completing the process to get all the phlebotomy students approved for clinical placement.

#### **Projects/Activities Planned**

- This fall will be our first semester with the new 7-week format for the healthcare technician classes. I hope that this will help the students to be more successful in the classes and on their certification exams.
- I am currently working on staffing the fall Healthcare Technician Classes while also looking ahead to the spring 2020 semester.
- I am offering NHA certification testing for our students on a frequent basis due to the large number of students completing our classes.

#### **New Issues**

- We have new instructors again this semester, which adds more of a burden on me to have them prepared for what they need to do.

#### **Other Items/Dates/Activities**

- June 18, 20, & 25, 2019 GAP advising in the Registration Center
- June 18, 21, & 25, 2019 Advise/Assist at Great Expectations
- June 21, 2019 NHA testing
- June 24-26, 2019 Participate on Interviewing Committee for EMT faculty position.
- June 27, 2019 Meet with New Phlebotomy Instructor in Lexington
- June 27, 2019 Meet with Phlebotomy students in Savannah

### **MLT Program**

#### **Peter O'Brien, Program Director**

#### **Projects/Activities Accomplished Since Last Report:**

- MLT Program has received 11 applications for the fall 2019 incoming class.
- MLT has extended the application deadline until June 24<sup>th</sup> as a result of low numbers of applications from the outer areas of the JSCC Service area.
- Presented TAF requests to help instruction in the areas of Immunology and Chemistry, and we have been accepted for TAF funds to be used in the 2019-2020 academic year.
- We have made several Radio appearances since the last report. We are focusing on adding 1 – 3 more students to the fall class as well as recruit and spread the need for MLT in our end of the state. We also are informing the community about our profession in order to generate more interest in the MLT Program.

#### **Projects/Activities Planned**

- We have made 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. □ □
- Brainstorming on methods to increase the number of applicants to the MLT Program. One idea we want to use in the fall semester is to open our Intro to Medical laboratory technician to the general student population. The class would have a total of 24 students. We want to repeat the class in the spring 2020 semester also. Our incoming class will take up some of the spots and we will have other students fill the remaining spots. This will also allow students in the AAS Health Science degree and the Healthcare Technician certificate to use the class for electives and maybe recruit some MLT students in the process.

- A continuing real problem is 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. They continue to pose frustrations to our clinical students. Ongoing work here.

**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 25<sup>th</sup> 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 ongoing.
- 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. Still making adjustments to the portal.

**OTA Program**

**Dr. Julie Bezold, Program Director**

**Projects/Activities Completed Since Last Report**

- Student advising
- Finalized grades for spring semester
- Hosted OTA Pinning
- Attended JSCC Graduation
- Completed Exit Interviews with graduates
- Attended DEI Meeting
- Constructed Pediatric course in eLearn and modified all testing to reflect curriculum design
- Met with Renee to review course and teach eLearn system
- OTA lab equipment calibration
- Assisted with development of PTA/OTA CEU course to be held in July
- Faculty meeting

**June 2019**

- June 1, participated in Splash and Dash to benefit Therapy and Learning Center with OTA students
- Printed off/reviewed OTA applications for fall 2019
- Hosted OTA interviews
- Analyzed scores/data reported from interview committee and accepted 12 students
- Faculty/staff performance evaluations

**Projects/Activities Planned**

- Autism Farm
- Dementia Course with Teepa Snow July 16, 2019
- Organize orientation materials
- Update OTA web page
- Update Student handbook and fieldwork manual
- Update strategic plan
- Meet with OTA program directors statewide to update accreditation standards to be in compliance with new standards to take place in 2020
- Program evaluation-review employer surveys, exit interviews, pass rate for national exam,
- Assess Fieldwork education data
- Organize fall semester courses
- Orientation August 2, 2019

- Attend Great Expectations
- ACOTE/Accreditation fee due in July

## **Program Innovation**

**Leah Gray, Director**

### **Projects/Activities Accomplished Since Last Report**

- Safe Kids Meeting
- Mental Health Collaborative meeting
- Crisis Intervention class
- Fire Science Advisory Committee Overview Session
- Student Advising
- Training in Universal Learning at Chattanooga State
- Fire Science recruitment
- Jackson Fire Department Training
- Great Expectations
- Completed CARE program (Active shooter)
- Meetings regarding Early Childhood Education
- Conference call on Adult Education

### **Projects/Activities Planned**

- Student Advising
- Safe Kids Meeting
- Crisis Intervention Instructor Meeting
- Crisis Intervention class
- Suicide Bomber Prevention and Response Training
- Fire Convention/conference vendor for recruiting
- Great Expectations
- Civitan Conference
- Update Fire Science courses before start of semester
- Contracts for adjuncts

## **PTA Program**

**Dr. Jane David, Program Director**

### **Projects/Activities Accomplished Since Last Report**

- Current cohort = 23
  - These students began their first clinical education experience last week. Clinical visits will occur on-site with each beginning at the end of this week.
- Four students from the Class of 2019 were incomplete for the final semester of the program: 3 because of final comprehensive testing results (they did not meet program's benchmark) and one student required clinical ed remediation
  - Testing issues were finally completed last week after 3 attempts! We have not ever had these issues before. These students' incomplete grades have now been changed.
  - The student who required clinical remediation made a critical error with patient safety during the final week of her clinical remediation and was dismissed from that clinical experience. This resulted in an F for that clinical course. I am currently evaluating one more remediation option for her with the same patient population in another facility.
- PTA application cycle is complete. Only 49 applications were received this year. 22\* students were selected from the applicant pool.
- Promoting CEU event for July. Registration has not been what we had hoped for yet.

- PTA Advisory Committee met May 3.

#### **Projects/Activities Planned for This/Next Week**

- Clinical site visits will begin Thursday.
- I will be out on vacation next week. Patty Easley will be assisting with clinical site visits for next week.

#### **New Issues (some previously noted)**

- Clinical remediation for above noted student.
- Low applicants numbers
- **\*Significant layoff by the leading therapy employer of the region occurred this week (over 40).**  
They claim that this action is in anticipation of major changes in Medicare reimbursement that will begin in October of this year and then will continue in implementation through the next few years. This company will also no longer be using PRN employees.
- U of M announced last week that their DPT and OTD programs will begin in the “next year or so.”

#### **Old Issues**

- No further word on FHU’s interest in developing a PTA program.
- **I continue to monitor the area’s employment market for PTAs.**
- Maintaining clinical agreements.

#### **Other Items/Dates/Activities**

- We will be celebrating the 50<sup>th</sup> 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).

### **Radiography Program**

#### **Kim Benson, Program Director**

The RADT program will not be submitting a status report on such short notice. In the midst of scheduling program interviews, teaching classes, participating in GE sessions and managing clinical, there is not time.

Thanks,

Kim

### **Respiratory Care Program**

#### **Cathy Garner, Program Director**

#### **Projects/Activities Accomplished Since Last Report**

- The Advisory Committee met Tuesday, May 14. The well-attended meeting was very positive and productive.

#### **Projects/Activities Planned**

- The program is hosting the Kettering Review Seminar July 1 -3 here on campus to enhance the students’ preparations for taking the national exams post-graduation.
- JSCC is hosting the Golden Circle Chapter of the Tennessee Society for Respiratory Care summer seminar on Monday July 8. It will be held in one of the large lecture rooms in the nursing building.
- Christie Ward will be attending the American Association for Respiratory Care annual educators and managers meeting in July at Fort Lauderdale, FL.

#### **New Issues**

- The deadline for the CoARC 2019 Annual Report of Current Status, which is usually on July 1, has been extended due to software enhancements. Cathy Garner will be notified when the open date is released and she will have 90 days to complete and submit the report.



## **Math and Science Division**

### **Projects/Activities Accomplished Since Last Report**

- Attended the following:
  - Academic Council meetings
  - Nursing Pinning Ceremony
  - Graduation
  - Online Quality council meeting
  - Great Expectations – Jackson and Lexington
  - Meeting with Murray State University Admin
- Completed Faculty evaluations
- Completed face to face interviews for 2 biology faculty positions
- Participated in SAILS math curriculum review conference call
- Submitted articulation options between JSCC and the TN School for the Deaf

### **Projects/Activities Planned for Immediate Future**

- Closing open purchase orders
- Math Co-req revisions – 2 pilot sections of hybrid format
- Complete hiring process for 2 Biology Faculty positions
- Microscope service for biology/microbiology
- Summer Bridge program – Finishes June 21 with final GE
- Coordinate SAILS teacher training at JSCC – July 23
- Summer and Fall Schedules
- BIOL/A&P lab reorganizations

## **Nursing**

### **Activities and Projects Accomplished Since Last Status Report**

- Development and initial offering on new NUR 130 Nursing Transitions I course
- Began implementation of revised NUR 140 Nursing Transitions II course
- Daily responses to student inquiries for program information, application assistance, and advisement.
- Assignment of advisors for newly admitted students
- Multiple program information sessions
- Faculty and staff participation in multiple Great Expectation sessions
- Selection and notification of fall 2019 admission cohort
- Completed audit of student clinical placement files by JMCGH
- Fall clinical planning and unit requests in TCPS
- Participated in meeting with Murray State University staff to discuss articulation
- Participated in accessibility training at Chattanooga State
- Review of applications for faculty vacancy and scheduling for search committee meetings
- Completed 20 faculty evaluations
- Participated in Academic Council, Distance Education, and President's Forum meetings

### **Projects/Activities/Goals Planned for Next 2 Weeks:**

- Development of the new HSC 190 course
- Complete outstanding purchase orders
- Participate in Academic Council and President's Forum meetings
- Adjunct faculty evaluations
- Promise of Nursing grant reporting
- Coordinate west TN task force meetings on nursing workforce supply and demand issues for THA

### **Other:**

- Of the spring graduates who have taken the NCLEX-RN exam, all report they have passed on their initial attempt.

## **Social and Behavioral Sciences Division**

### **Projects/Activities Accomplished Since Last Report**

#### **Administrative Activities**

- Faculty Support for professional travel and summer class issues
- Faculty Evaluations:
  - Review IOTA 360 results for evaluative and goal-setting purposes
  - Completed Faculty Evaluations
  - Continuing 1:1 and phone adjunct evaluations (May, June); 61 of 64 completed
- Student and faculty meetings related to advising and student and faculty concerns
- Attended Lexington center 20<sup>th</sup> anniversary
- Student advising, class assistance, late withdrawals & adds
- Course equate sessions on Fridays
- Discussions with Dual Enrollment Coordinator for high school needs
- Meet with Dean Camp regarding classroom physical/other instructional needs (April 12)
- Attended TBR General Studies review meeting to represent VPAA position (April 16)
- Lexington Dual Credit meeting at Board of Education (April 17)
- Attended Faculty Council meeting (April 19) and Faculty Council Awards luncheon (April 26)
- Attended Faculty Coffee and Summer Reading list unveiling (April 24)
- Attended AMT Graduation Dinner (April 25)
- Attend Lexington center 20<sup>th</sup> anniversary (April 25)
- Participated in ATD meeting re: COL1030 (April 29)
- DREAM team workgroup (April 29)
- Attended Strategic Planning Committee Meeting (April 30)
- Attended Nursing Pinning (May 2)
- Meeting with potential psychology and COL1030 adjunct (May 3)
- Presented at Student Awards Ceremony and attended Graduation
- Meeting re: ECD research with Dr. Pigg, Leah Gray and Nancy Hickey (May 13)
- Academic Council meetings: Minute taker, submitted minutes for review (May 1, May 15, June 5)
- Online Quality Council meeting: Minute taker, submitted minutes for review (May 15)
- Dean/VPAA visit with Murray State University staff (May 20)
- BIT
  - Co-convenor planning meeting (May 21)
  - Reviewed and updated student assist algorithm
  - BIT Meeting (May 29)
- President's Open Forum attendance (April and June)
- COL 1030
  - Meeting and application review -- prospective facilitators/faculty for fall
  - Discussed division goals with all adjuncts
  - Training for one new faculty teaching this summer
  - Ordered furniture to make classroom (C205) for COL1030 for future pilot Distance Navigation Course
- Trainings:
  - Advising trainings,
  - Follett DEI (April 12)
  - Equidox PDF Conversion Demo
  - Chattanooga State Community College, Accessibility, other!
- Distance Education
  - Online course development need review and related discussions with faculty
- Criminal Justice A.A.S. and Social Work
  - Preparation of materials for Recruitment

- Data and needs review
- **Academic Activities**
  - Teaching summer online course;
  - Keeping faculty updated on student attendees, dates and times of Great Expectation advising sessions
  - Larry Gundersen to teach and present at a conference in India; Tammy Prater returned from Greece
  - Working on online course continued improvement (PSYC 2130)

#### **Projects/Activities Planned**

- SPOL Training and Development of new SPOL goals
- GE Advising 2+ dates:
- Schedule/Plan CRMJ A.A.S. Advisory Committee meeting
  - Same for Open House
- Cornerstone Training with HR if possible
- More Banner 9 Training if available
- Classroom furniture delivery and installation
- Follow-up emails to all part and full-time faculty related to 2019-20 division goals
- Data requests related to the following areas:
  - COL1030 completion/other
  - CRMJ for SPOL goal updating
  - Social Work for planning and goal-setting needs

#### **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**

- Nothing Reported

#### **Lexington - Sandy Stanfill, Director**

##### **Projects/Activities Accomplished Since Last Report**

- Spoke at Public Works meeting
- Attended with meeting at HC Board of Ed with Vivian Grooms concerning CJ classes
- Attended TCAT advisory meeting
- Attended Lawrence County/Columbia State/ Ayers meeting
- Hosted 20<sup>th</sup> Anniversary Celebration
- Attended BLT
- Attended meeting with counselors at LHS concerning CJ classes
- Set up ACCUPLACER test dates with RHS and SHHS
- Attended meeting with counselors at SHHS concerning CJ classes
- Attended 2 day Ayers Summit
- Attended TN Workforce Development meeting
- Attended LMS College/Career day
- Administered Accuplacer test to 3 groups of local high school students
- Attended Henderson County Census Complete Count Committee (CCC)
- Attended BIT meeting
- Hosted ReConnect event
- Hosted Gear-up students and conducted GE orientation

- Work on closing PO's
- Attended Henderson County Asset Base Plan

**Paris/Dresden Locations –Shannon Mayo, Coordinator**

**Projects/Activities Accomplished Since Last Report**

- Attended meeting with Murray State
- Attended Chamber Meetings
- Attended local Workforce Meetings
- Worked with Resource Force Panel to be absorbed by the Chamber
- Spoke at Weakley County Leadership
- Presented at local women's shelter
- Presented at Huntingdon High School
- Presented at Benton County GED
- Presented to high school leadership group
- Met with Marvin Flatt- Working on CTE Dual Enrollment in Weakley County
- Met with Mark Maddox
- Recorded a radio spot
- Participated in interviews for HCHS seniors
- Held Workforce Basic Excel class
- Presented at Head Start
- Attended Governor's Luncheon
- Attended Coalition Meetings
- Attended Veteran training
- Met with several potential students
- Attended Chamber Ribbon Cuttings
- Upgraded computer lab to Zoom Room
- Attended TN Education and Workforce Maps meeting
- Attended Banner Training
- Met with Mayor Gerrell
- Attended Rotary Meeting
- Attended Dream Team Meetings
- Worked with John McCommon to produce a commercial for the Paris location
- Met with John McCommon for marketing strategies for Paris location
- Held several Great Expectations sessions
- Held ReConnect session
- Held Informational Sessions

**Projects/Activities Planned**

- Continue to hold Great Expectations Sessions
- Meet with Chamber regarding grant
- Attend Tennessee River Festival
- Work on holding Advanced Excel Workforce class
- Continue to work on marketing
- Continue to grow Resource Force Panel (to be absorbed by Chamber)

**Savannah -Meda Falls, Director**

**Projects/Activities Accomplished Since Last Report**

- Dr. Tom Pigg was on our campus to deliver the equipment for Phlebotomy and EKG. So pleased these classes made. Sherry was here also to assist with equipment and advertising.

- The Phlebotomy class is up and going. Sherry talked with Hardin Medical Center and I talked with our City Mayor so arrangements have been made for our students to do Clinicals.
- Southwest Development held a summer food program on our campus. (Norma McPeek)
- I attended the Hardin County Three Star Asset Based Planning meeting, invited *by County Mayor Kevin Davis and Beth Pippin, Hardin County Tourism Director.*
- Assisting students with advising and registration.
- Completion Coaches have been on our campus, and they are great help.
- Great Expectation sessions are being held and the Completion Coaches are a great help.
- Working with John McCommon on renewing the contract for the sign on the football field at Hardin County High School.