



**Academic Affairs
Status Report for
August 1, 2019**

VPAA

Dr. Larry Bailey

Projects/Activities Accomplished Since Last Report (June 18, 2019)

- Continued 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

Projects/Activities Planned

- Participate in inservice week activities
- Provide update to mayors in Paris
- Hold division meetings with Division of Business/Industry, Division of CIT/Health Sciences, Division of Communication/Humanities, Division of Math/Science, Division of Nursing, and Division of Social/Behavioral Sciences during inservice week.
- Provide opportunities for training for the TBR DEI during inservice week.
- Continue to work on
 - SACSCOC Fifth Year Report
 - Implementation of Adult Education Grant
 - Implementation of TBR DEI
- Meetings/Activities
 - President's Cabinet, August 1, 2019
 - Respiratory Care Pinning, August 1, 2019
 - Health Science Faculty Interviews, August 5, 2019
 - Meeting with Mayor Greer and Mayor Gerrell, Paris, August 6, 2019
 - THEC General Education Summit, MTSU, August 7, 2019
 - Paramedic Graduation, August 9, 2019
 - Academic Council - SLO Retreat, August 13, 2019
 - Call to Discuss Health Science Position, VIA Phone, August 13, 2019
 - Call with THEC Concerning NC-SARA Renewal, August 14, 2019
 - Accessibility Task Force, August 14, 2019
 - DEI Update, VIA Phone, August 15, 2019
 - Inservice Week, August 19-August 23, 2019
 - Health Science Division Meeting, August 19, 2019
 - Math/Science Division Meeting, August 20, 2019
 - Social/Behavioral Science Division Meeting, August 20, 2019
 - Business/Industry Division Meeting, August 21, 2019
 - Communication/Humanities Division Meeting, August 21, 20-19
 - Adjunct Inservice, August 21, 2019
 - Fall Convocation, August 22, 2019
 - Academic Affairs Meeting, August 22, 2019
 - Meeting with Faculty Council Executive Committee, August 22, 2019
 - Nursing Division Faculty Meeting, August 23, 2019
 - Call with TBR (Treva Berryman) Concerning AAS in Gen Tech, August 26, 2019
 - Welcome Back Bash, August 29, 2019
 - Meeting with Business/Industry Faculty Concerning Stackable Credentials, August 30, 2019
 - Executive Council, September 4, 2019
 - Accessibility Task Force, September 4, 2019
 - DEI Discussion, September 5, 2019

- Academic Council, September 5, 2019
- SEM Zoom Call with AACRAO Consultant, September 6, 2019
- Meeting Concerning JSCC Small Business Development Center, September 10, 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 – Second Summer Session Contracts
- Monitor DEI Entries
- Processing various late withdrawal requests

Projects/Activities Planned

- Assist with registration for fall 2019 semester
- Work on FLAC contracts for fall 2019 semester
- Continue to monitor DEI entries

Jennifer Cherry

Projects/Activities Accomplished Since Last Report

- Approved several TAF purchases
- Met with and advised several students
- Served as a gap advisor for several dates/times in the Registration Center
- Served as an advisor for several GE sessions
- Presented at West Tennessee Healthcare regarding the Adult Ed grant
- Completed the catalog and worked with Victor to update pictures and upload to web as well as minor editing
- Interviewed Adult Ed staff
- Meeting with Adult Ed staff at the Humboldt Center
- Conducted Adult Ed inventory at the American Job Center and United Way
- On vacation July 5-12
- Cleared up some faculty credentials in eCampus
- Completed the TBR TAF plan
- Assisted several schools with questions regarding Dual Credit processes
- Completed building lead compliance training
- Set up Dual Credit training for July 31st and August 1st—emailed all high schools the information
- Met with Robin, Ruthea, Victor, and Sonny regarding creating an online submission tool for Dual Credit
- Participated in a two-day Adult Ed training session
- Worked with Melissa sorting files in the basement of the Science Building
- Created Adult Ed Student I.D. badges for library/AAC usage
- Verified adjunct credentials for second Summer term
- Cleared several new adjuncts for Fall

Upcoming Projects/Activities

- DW updates (ongoing)
- Dual Credit training
- Prepping for adjunct inservice
- Dual Credit MOUs for 19/20

- More GE sessions
- JCM ECH registration for schedule changes/few new students

Will Shull

Projects/Activities Accomplished Since Last Report

- 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 July and August
- Helped organize Great Expectations from the registration and advising side
- Helped during the extended hours in Registration Center
- Attended Banner meeting
- Worked with Robin Marek on PIN system
- Helped Meredith Hoffman prepare for TENNAIR presentation
- Helped organize Escape Rooms for COL 1030 for Summer and for QUEST Orientation

Projects/Activities Planned for Next Month

- Help during Open House and extended hours as able
- Attend Convocation
- Continue to help advise students at GE, over email, in the Registration Center, and over the phone

Cindy Werner

Projects/Activities Accomplished

- Met with and advised several students
- Contacted students about attendance issues by phone, email, and face-to-face
- Monitored all English, Math, and Reading/College Success registrations for Summer 2019 and Fall 2019
- Contacted students with LS registration issues
- Assisted with GAP Advising
- Assisted with Great Expectations at Jackson, Humboldt, Lexington, Paris, and Savannah locations
- Prepared Great Expectations Orientation Sheets for Learning Support requirements for all Orientations
- Entered Grades for Learning Support Summer 1st Session courses
- Created Grading Spreadsheets for Summer 2019 LS Courses 2nd Session
- Attended Accessibility and Universal Design Training
- Attended Nursing Information Session
- Attended Adult Education Interviews
- Assisted with the AMT luncheon and registration/orientation session

Upcoming Projects/Activities

- Continue to monitor all English, Math, and Reading/College Success registrations for Fall 2019
- Continue to assist with Dual Credit verification
- Continue to assist with GAP advising
- Continue to assist with Great Expectations at Jackson, Humboldt, Lexington, Paris, and Savannah locations

- Will collect and enter Summer 2019 LS 2nd Session final grades for all READ 0010 and ENGL 0010
- Continue to prepare Great Expectations Orientation Sheets for Learning Support requirements
- Assist with In-service sessions as needed

Academic Support Division

Projects/Activities Accomplished Since Last Report

Patrick Davis

- Interviewed Instructional Librarian candidate
- 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 Physical Plant to discuss summer temporary operations move due to H-VAC project.
- Attended Academic Council meeting
- Attended Online Quality Council meeting

Accessibility/ Universal Design Initiatives Update

- Attended TBR Accessibility Campus Chairs conference call with Dean Linda Nickell
- Conducted campus Accessibility Workshop with guest, Judy Lowe, AVP from Chattanooga State Community College
- Participated in videoconference call with Cengage
- Course Development Meetings
- AGRI -1020 (Sara Youngerman)
- COMM-2025 (Kim Warren-Cox)
- INFS-1010 (Stacey Hendren)

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

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
- Academic Support departments in the Library will relocate temporarily:
- AAC – L09

- Library – C01
- Writing Center – NUR 224
- Dean of Academic Support – NUR 210
- 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:
 - Sent survey request to JSCC and eCampus students who used AAC resources
 - Sent email to LPN students to inform them a tutor is available to assist in their coursework
- Aiding AAC staff with technology:
 - Compiled survey responses for General Purpose. Tutoring and Testing to send to staff for review
 - Configured AAC iPad to be mobile as an AAC kiosk to be instrumental during temporary move to Nelms
 - Developed a new macro for tutoring visits vs. sessions in the Math Lab and Smart Math Center
 - Assisted a staff member in retrieving lost information
 - Attended LibGuide Training Webinar
- Working with SIT Team/Instructors – addressing student needs and concerns:
- Will serve on Athletic Committee
- Safety Drills/Training:

Jeannette Stone

- Spend time getting to know the needs of the students who visit the AAC:
- Seek out workshops, webinars, conferences and other training opportunities:
 - Participated in Webinar “Getting Ready for Zoom”
 - Participated in a LibGuides Training Webinar
- Grow and learn in my use of TutorTrac by exploring its uses for scheduling and maintaining records:
- Continue to learn and implement aspects of overseeing the Tutoring Program so that it functions efficiently and effectively:
 - Contacting other colleges regarding resources used to train their tutors
 - Working with Veronica to develop a new name for tutor/tutoring that will draw students to take advantage of the service offered
 - Prepared a list of questions to poll tutors via a survey
- Make necessary changes to the Tutor Training Handbook
 - Perused graphics from a website offered by the Printshop

Lorrel Fuller

- Attend workshops or class to improve personal and/or team skills:
- Staying abreast of the latest procedures for administering exams in the AAC:
- Encourage student success, attend activities sponsored/geared toward students:
- Update policies and procedures in the AAC’s OPM for testing:

- Revised Student Rules and Policies of Conduct by adding one regarding children
 - Sonny Davis included it on the Test Registration Website
 - Lorrel added it to the form used for walk-ins to sign

Rita Hill

- Assisting in updating tutoring procedures and forms in the AAC's OPM
- Represented the AAC and proctored exams in C128 on Friday, July 5, during the asbestos abatement in the Library

Veronica Jones

- Market the Academic Assistance Center to make students aware of its existence as a resource to assist in meeting their academic goal:
 - Gathered suggestions from various sources to develop a new name for tutor/tutoring that will not be intimidating to students and will draw them to take advantage of the services offered
- 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 Dean Mechel Camp and Dean Patrick Davis to discuss acquiring basic grammar tutors for fall 2019
- Staff attendance/participation in seminars/webinars for professional development
 - Attended Accessibility Training Monday afternoon and Tuesday morning
 - Participated in a LibGuides Training Webinar along with Jeannette and Jackie to consider it as a source for building training topics for tutors
- Attend/participate in Leadership activities offered by existing Jackson State institutional memberships or external organizations
 - Viewing the Motivational Video "7 Principles to Live By For A Successful Life"

Distance Education

Project/Activities Accomplished Since Last Report

- Worked on integrate Redshelf book tool into the test instance of D2L (All)
- Responded to help tickets in DE Helpdesk System (Jessica and Renee)
- Handled incoming phone calls/walked for DE support (All)
- Conducted a partial review of Jerry Cole's PSCI 1020 course redevelopment project (Renee)
- Conducted a training session on Dropbox use for Dr. McDonald's class (Renee).
- Attended the D2L System's Administration Meeting (All)
- Attended a meeting with Nearpod representative (All)
- Created TNeCourse courses AGRI 1010 and AGRI 1050 for Sara Youngerman in Banner (Renee)
- Met with Sara Youngerman, Patrick Davis to discussed upcoming course development of AGRI 1020 (Meisha)
- Administered contract for upcoming course developments to Kim-Cox and Sara Youngerman (Meisha)
- Processed NC-Sara Application to THEC, Payment via CC to NC-Sara Site (Meisha)
- Met with Kim Warren-Cox, Patrick Davis and Dr. Camp about Kim's COMM 2025 course development project (Renee)
- Created a course development shell for Kim's COMM 2025 course (Jessica)
- Created a course development shell for Bill Fry's History ground course (Jessica)
- Attended Accessibility trainings conducted by Chattanooga State (Renee (in-person) Jessica (in-person/virtual) Meisha (one in-person, other virtual))

- Held Team Huddle meeting to discussion project, departmental operations for Summer Session II and Fall 2019 (Meisha)
- Met with Nearpod representative about training options (Meisha/Jessica)
- Met with Zoom rep about new features (Jessica)
- Worked with Monica Ray to record Nursing Admission Requirements through BlueJeans (Jessica)
- Worked with Dr. McDonald on activities to incorporate into ENGL 0010 (Jessica)
- Worked with Gwen Foxx on creating an accessible syllabus (Jessica)
- Working with Chattanooga State D2L admins on creating Dean role and Users widget for viewing student progress (Jessica)
- Reached out Toney Phifer at Chattanooga State for Adobe accessibility training documents (Jessica)
- Discussed TV displays for DL class viewing in DE office and talked with Jessica about options (Meisha)
- Meet with OIT on split screen options for Distance Learning course monitoring (Jessica)
- Assigned work for Open House, J-State Ready upcoming events (Meisha)

Projects/Activities Planned

- Continue to work on the process to verify enrollments and classes in eLearn (Renee/Jessica)
- Continue the review of PSCI 1020 (Renee)
- Provide support for COMM 2025 course development project (Renee)
- Provide support for ARG1 1020 course development project (Meisha)
- Continue Follett Bookstore testing (All)
- Represent Distance Education at Open House (Jessica)
- Represent Distance Education with for J-State Ready sessions (ALL)
- Coordinate site visits to Haywood HS, Middleton HS, Humboldt, Lexington, and Savannah (Jessica or Renee or Meisha)
- Coordinate with OIT for a site visit to Humboldt once classes begin (Jessica)
- Work with Course Developers for Fall (All)
- Represent DE department at ME3 event (Meisha or Jessica)
- Continue to prep for Fall semester operation (All)

Library

Activities/Projects Accomplished Since Last Report

Progress towards Performance Goals and Activities that have been done

- Scott has served as a Gap advisor and served as an advisor at several Great Expectations sessions.
- Scott attended several SPOL trainings sessions (one for yearend reporting and one for new objectives).
- Completed the JSCC Library annual report for 2018-19.
- Met with a candidate for the Instruction position along with Dean Davis and Vice-President Bailey.
- Initiated a new search for the Instruction librarian position.
- Provided an overview of Library services and resources to the new Radiography students.
- Will do Library orientation sessions for Physical Therapist Assistant new students and Nursing new students.
- Has done planning with the Library staff for the move August 2 to temporary facilities.
- Attended a meeting with Dean Davis, Preston Turner, Veronica Jones and Dillon Tripp dealing with the move.
- Participated in a Health and Wellness video being done on campus by using the walking trail.

Scott Cohen

- **Goal: Create a Focus Group of historically underrepresented students targeted by Achieving the Dream. The focus group will make recommendations in regards to the services and resources of the JSCC Library.**

The focus group occurred on April 18, 2019. There were some great suggestions which I have compiled. I will discuss them with the staff this summer.

- **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

- Attended the 16th annual Circulation Conference in Memphis.
- Has attended several Quest meetings.
- Spoke to the new AMT students about the Library.
- Did a presentation for new Quest mentors.
- Will be involved with Quest week from August 5-9.
- **Goal: Attend campus events and represent the JSCC Library informing students of services.**
Robyn has worked with Quest students on campus. She has talked to various tour groups who have come to the Library.

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 16th annual Circulation Conference in Memphis.

Goal: Revises the Student Assistant Training Manual.

Robyn has been working on this, but hasn't completed it.

- **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

- Working on plans for a Library inventory.
- Helped Tony Rafalowski, James Mayo, Dr. Ryan Guth and Seth Harden in obtaining research materials on interlibrary loan.
- Is in the process of withdrawing many books from Library reserve. Many of the books were placed there by teachers who no longer work here.
- **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 2nd 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

- Will attend a webinar on the usage of Hot Spots in libraries.
- Improved accessibility issues with Libguides.
- Created a Libguide for Dr. McDonald for an English Comp I assignment.
- Created a Libguide for a Modern World History class on the book Destiny of the Republic.
- Made a Library Instruction Request web form on Google Docs.
- Made a Library book request form on Google Docs for when the Library is out of the building.
- **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 attended the national ACRL conference in Cleveland Ohio.

Writing Center

Projects/Activities Accomplished Since Last Report

Student retention / recruitment focused goal.

- The Writing Center is in the process of searching for a desk worker.
- The Writing Center is in the process of deciding which materials should be brought with them on their relocation.

- Dillon is prepping computers and supplies for the temp relocation
- The Writing Center will have a representative at the GE session tomorrow (Saturday July 27)
- Dillon attended the divisional meeting regarding the relocation on the 25th

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 attended the Gibson County Workforce Development Board Meeting at the Milan Chamber of Commerce.
- Terri Messer continues conducting the Leadership Series at Teknor Apex to run each Monday, which started on May 20 and will run through October 14, 2019.
- Terri Messer attended the TN Small Business Development Center All Hands Meeting in Chattanooga, TN.
- Terri Messer and Kimberly Johnson attended President Hamilton's June 2019 Open Forum meeting.
- Terri Messer welcomed the AMT Cohort 6 students and parents during the AMT Orientation.
- Terri Messer participated in SBDC Counseling Session in Humboldt at the Humboldt Chamber of Commerce.
- Terri Messer participated in chamber visits with Joel Newman/Ron Acree.
- Terri Messer is developing a SBDC client organization plan.
- Terri Messer to contact Chamber of Commerce Directors for Humboldt, Henderson County, Decatur County and Brownsville/Haywood County.
- Kimberly Johnson attended the farewell reception for Shawn Daly at Toyota Bodine.
- Terri Messer met with Dr. Bailey to discuss workforce.
- Kimberly Johnson met with Dr. Jane David to finalize the APTA Event scheduled for Tuesday, July 16, 2019 in Ayers Auditorium.
- Kimberly Johnson met with Alex to discuss Kilgore Math classes.
- Kimberly Johnson attended the ECD Announcement in Lexington.
- Terri Messer attended Academic Council/Dean's meeting w/VPAA Dr. Bailey on June 18 and July 19.
- Kimberly Johnson attended the ECD announcement in Lexington for Bravo.
- Kimberly Johnson will be attending the THEC Contract Hour workshop hosted by TBR in Smyrna on August 20
- JSCC WFD will be providing Advanced EMT training for Gerdau to start in October.
- JSCC WFD hosting the FANUC Handling Tool Operation and Programming Class August 5-8, 2019.
- JSCC WFD concluding Benchmarking Assessments for Kilgore Flares.
- JSCC WFD began Kilgore Flares Math Skill Enhancement Course to run through August 9, 2019.
- JSCC WFD will conduct Technology Training at Kilgore Flares in August.

- JSCC WFD coordinated BLS Heartcode Courses for incoming JSCC nursing students.
- JSCC WFD is partnering with KMI Group to provide additional ISO 9000 Training.
- JSCC WFD is providing Train the Trainer courses at Kilgore Flares.
- JSCC WFD is currently enrolling students in the Real Estate Licensure course to begin in September.
- JSCC WFD will be offering an open enrollment course in Basic Excel in late August.
- JSCC WFD is working with the Humboldt Chamber and SBDC to host a Quickbooks class at the Humboldt Chamber in August.

Communication and Humanities Division

Projects/Activities Accomplished Since Last Report

- Attended SPOL training
- Completed 2018/19 TBR International Education Annual Report
- Reviewed fall book list for submission to Follett
- Met Judy Evans at Lexington Center regarding possible dual credit of ENGL 0899 pilot at Riverside High School
- Attended regularly scheduled meetings (Online Quality Council, Academic Council, President's Forum, GE advising, etc.)
- Attended interviews for Adult Education leaders
- Attended Leaders are Readers meeting at Public Library
- Met with new adjunct faculty interviewees
- Met with Dean Patrick Davis and Veronica Jones regarding the need for grammar tutors for fall
- Attended some of the accessibility training offered by Chattanooga State
- Attended overview meeting with Dean Patrick Davis, Prof. Kim Warren-Cox, and Renee Clark regarding redevelopment of online speech course

Projects/Activities Planned

- Meet with Dean Grooms, Dr. Esquivel, Prof. Prater regarding adjunct faculty recognition program
- Finalize/record attendance and grades for study abroad students
- Continue staffing fall schedule
- Update/finalize 2018/19 SLO reports
- Complete SPOL goal information for 2018/19 and prepare goals for 2019/20
- Update/revise content for ENGL 0010 and 0899 labs and ENGL 1010 e-textbook
- Meet with Renee Clark regarding accessibility training to share with division
- Meet with Quest regarding Programs of Excellence
- Attend Saturday Open House for Programs of Excellence and advising
- Clone classes for division online sections
- Schedule training for ENGL 0899/0010 adjunct faculty, COL 1010/READ 0010 adjunct faculty, ENGL 1010 adjunct faculty

Health Sciences and CIT Division

Projects/Activities Accomplished Since Last Report

- Tom Pigg will be attending the Community College Cyber Security (3CS) Conference in Shreveport, Louisiana, July 29 – August 1.

Projects/Activities Planned

- None to report.

New Issues

- None to report.

Old Issues

- None to report.

Other Items/Dates/Activities

- None to report.

EMS Programs

Projects / Activities Accomplished Since Last Report

- Positive results from the Educational Quality Improvement Audit. Minimal recommendations made with efforts being made to implement those recommendations into the program.
- Interviews were conducted for a full time instructor for the program. The applicant that was recommended, declined the offer due to medical reasons. Job description will be revised and application process will begin again.
- 15 registered EMT students for Fall 2019 day class.
- 6 registered EMT students for Fall 2019 night class.
- 5 registered AEMT students for Fall 2019 class.
- 10 Paramedic students were accepted into the Fall 2019 Paramedic Program.

Projects / Activities Planned

- Applications are being accepted for a full time instructor.

New Issues

- Response to CoAEMSP findings letter to be submitted by September 1, in preparation for CAAHEP November meeting.

Old Issues

- Still working on a partnership with Medical Center EMS for an EMT class to meet their need.

Other Items / Dates / Activities

- Paramedic Psychomotor Exam scheduled for August 6, 2019. Will be conducted in coordination with DSCC Paramedic program, with DSCC to host.
- Paramedic Class graduation, August 9 at 7 p.m.

Healthcare Technician Certificate Program

Projects/Activities Accomplished Since Last Report

- Our Savannah EKG students are completing their last week of class and will be eligible to take the EKG certification exam in August.
- Our summer phlebotomy students are also completing their last week of clinical and will be eligible to take their certification exam in August.
- Some of our fall Healthcare technician students did not pass their learning support classes in the spring/summer semester so this opened up some seats in the fall classes. We have basically refilled these classes on the Jackson campus. There are just a few seats left in some of the EKG and phlebotomy classes.

- Next week I start orientation sessions for the fall phlebotomy classes then I will begin the approval process for clinicals.
- I have finished staffing the fall Healthcare Technician Classes and will soon schedule the orientation session for our faculty and lab assistants.

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 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.

Old Issues

- None to report.

Other Items/Dates/Activities

- July 30 & 31, 2019 GAP advising in the Registration Center
- August 1, 6, 12, 13, 19, 20, 27 & 30 GAP advising in the Registration Center
- August 6, 9, 13 & 16, 2019 Advise/Assist at Great Expectations
- August 12, 13 & 15, 2019 NHA testing
- August 5, 2019 Participate on Interview Committee for Health Science faculty position
- August 8, 2019 Move Phlebotomy and EKG supplies from Savannah to Lexington

MLT Program

Projects/Activities Accomplished Since Last Report:

- The Tennessee Medical Laboratory Board approved the WTH Dyersburg and WTH – Volunteer Hospitals as a clinical training sites for the MLT Program.
- We extended the Application Deadline for MLT Program until the 24th of June.
- Held Program Interviews on July 26, 2019 and we selected 15 Students for the Fall Class
- NAACLS informed us that our self-study document is due in April of 2020 and a site visit will occur in the fall semester of 2020.

Projects/Activities Planned

- The MLT Program has recruited hard this summer to fill our class for fall.
- MLT will be featured in the VIP magazine this fall.
- MLT Program wants to reach out to our high school guidance counselors to inform them about our program/profession and to enlist their help to increase interested applicants.
- The MLT Program has been invited to visit some science classes to inform students about our program and field of study. We will focus on in house recruiting by attending these classes on “All” campuses this fall and spring.

Upcoming events:

Continuing Issues:

- Attended the Advisory Committee meeting for the UTCHS-Clinical Laboratory Sciences program on 7-25-2019. We discussed encouraging students to work toward articulating from MLT to MT or the baccalaureate level of our profession.
- Microbiology clinical sites were discussed as this is a problem of many programs now. There is a severe shortage of sites to train in microbiology. An example is WTH bought Dyersburg and Martin hospitals. They now send ALL their micro to the main WTH campus at General.
- Recruitment is a huge need for our program.

OTA Program

Projects/Activities Completed Since Last Report

- Student advising
- Assisted with development of PTA/OTA CEU course to be held in July
- Faculty meeting
- Performance Evaluation
- OTA Interviews
- Attended GE sessions
- Attended Accessibility Training
- Updated OTA web page
- Updated pass rate for class of 2019
- Assisted with hosting Teepa Snow Dementia Course
- Updated Student handbook and fieldwork manual
- Created a comparison of courses template to assist with new standards compliance and begin Interim Report
- Revised OTAP 2220, OTAP 2110, OTAP 2330, OTAP 2310 to be in compliance with new accreditation standards
- Attended SOTA meeting
- Attended meeting with Murray State
- Oversee OTAP 2210 Pediatrics Course

Projects/Activities Planned

- OTA orientation August 2, 2019
- Organize orientation materials
- 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
- Assess Fieldwork education data
- Revise OTAP 2340, OTAP 1210, OTAP 1130, OTAP 1220, OTAP 1310, OTAP 1320
- Attend Great Expectations for August dates

Upcoming events:

- **Convocation 8-22-2019**
- **Classes begin 8-26-2019**
- **Backpack Awareness Event 9-2019**
- **Fall Prevention Event with PTA 9-2019**

Program Innovation

Projects/Activities Accomplished Since Last Report

- Safe Kids Meeting
- Mental Health Collaborative meeting
- Crisis Intervention class
- Student Advising
- Fire Science recruitment
- Meeting with Fire Commission representatives
- Great Expectations
- Campus meeting with Universal Learning
- Meetings regarding Adult Education
- Suicide Bomber Prevention and Response Training
- Fire Convention/conference vendor for recruiting
- Civitan Conference

Projects/Activities Planned

- Student Advising
- Safe Kids Meeting
- Great Expectations
- West TN Emergency Conference
- Comparison of fire courses with commission courses to determine ability to give cross credit

PTA Program

Projects/Activities Accomplished Since Last Report

- Current cohort = 23 (Class of 2020)
 - All of these students have completed their first clinical experience this summer. They are completing other clinical assignments currently and I am working on their final grading.
 - First year comprehensive testing results = 21/22 students were successful. One student is yet to take due to National Guard requirements. Hope to be completed with this requirement this week.
- Final comprehensive testing for the Class of 2019 was finally completed at the end of May. Three attempts were required for all.
- The Class of 2019, who had not already tested in April, completed the National Physical Therapy Examination (NPTE) on July 9.
 - Our revised graduation (see below) numbers were 22 out of 24 (instead of 23 out of 24 has previously reported) for a **91.6% graduation rate**.
 - 20 of the 22 class members have now tested. 17 of the 20 passed. 3 did not (of these 3 2 were students who had to repeat the comprehensive final, the third one scored very low on the final). **Pass rate = 85%**. 2 reported that they did not test because of personal reasons (one of these was a student who had to repeat the comprehensive final).
 - I do not have employment information for the Class of 2019 as of yet. 6 have reported to me that they have obtained employment so far.
- One Class of 2019 student did not pass her last terminal clinical experience (that was delayed because of an unrelated back injury) and ultimately resigned from the program effective July 8 despite having an opportunity to remediate this clinical experience with Methodist-LeBonheur. I

plan to try to speak with her again about her “opportunities” to complete this experience and the program later this summer.

- Class of 2021 Orientation Day is planned for August 7. One of the 22 accepted students declined her position and an alternate has been moved into this position.
- 60 people attended our July 16 CEU event. We profited approximately \$1700.00 for the Workforce Development Office.

Projects/Activities Planned for This/Next Week

- Complete first year comprehensive testing.
- Final grading for PTAT 2492.
- Preparations for Orientation Day for the entering students.
- Program assessment

New Issues

- Testing remediation for 3 students from Class of 2019 who did not pass the NPTE on first attempt.
- Applicant quality.
- **Employment concerns continue due to pending Medicare changes that begin this fall.**

Old Issues

- U of M announced last week that their DPT and OTD programs will begin in the “next year or so.”
- FHU’s interest in developing a PTA program. They have hired a program director.
- **I continue to monitor the area’s employment market for PTAs.**
- Maintaining clinical agreements.

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).
- I have been appointed by Gov. Lee to the TN Board of Physical Therapy and will begin serving a 3 year term effective in August.
- I am working with a Task Force of area clinicians/employers to plan for continuing education efforts to more effectively and affordably meet the continuing competency needs of PTs and PTAs in our area.

Radiography Program

Ms. Benson was conducting a site visit out of state when we received the email regarding the status reports. She had been approved for annual leave today (7/29/19) before she left for the site visit.

Respiratory Care Program

Projects/Activities Accomplished Since Last Report

- The program hosted the Kettering Review Seminar July 1-3 here on campus to enhance the students’ preparations for taking the national exams post-graduation. In addition to the ten JSCC students there were nine additional attendees, including one from Michigan and one from Indiana.

- JSCC is hosted the Golden Circle Chapter of the Tennessee Society for Respiratory Care summer seminar on Monday July 8. It was well attended by the respiratory care community.
- Christie Ward attended the American Association for Respiratory Care annual educators and managers meeting July 19 - 23 at Fort Lauderdale, FL. She obtained valuable information regarding accreditation standards and changes.

Projects/Activities Planned

- The pinning ceremony for the 2019 graduates will be on Thursday, August 1 at 6:00 pm in the Ayers Auditorium.

New Issues

- None to report.

Old 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.

Other Items/Dates/Activities

- None to report.

Math and Science Division

Projects/Activities Accomplished Since Last Report:

- Attended the following:
 - Academic Council meetings
 - Great Expectations – Jackson and Lexington
 - JSCC Open House
 - Lexington Center/Henderson County Building lease meeting
 - Hiring Committee for Maintenance position – 2nd shift
 - Accessibility training
- Math Summer Bridge Program completed – Karen West instructor
- Coordinated with Adult Ed staff for office and room space.
- Hosted TBR SAILS teacher training – July 23rd
- 62 departmental microscopes were cleaned and serviced
- Completed hiring process for 2 Biology faculty positions
- Selected and entered DEI course materials
- Online course development meeting for AGRI 1020
- Met with new Biology DE faculty at TCA to go over course content

Projects/Activities Planned for Immediate Future

- Math Co-req revision meetings with adjunct faculty
- Summer and Fall Schedules
- BIOL/A&P lab reorganizations
- Accessibility audit
- Attend THEC-MTSU Gen Ed Summit – August 7

- Attend e-Campus Summer Academy at TBR– August 8-9
- Attend TNFB Commodity Advisory Board Meeting – August 9 – Franklin

Nursing

Activities and Projects Accomplished Since Last Status Report

- Development and initial offering of revised NUR 140 Nursing Transitions II course
- Development and initial offering of revised 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
- Faculty and staff participation in multiple Great Expectation sessions
- Participation in college Open House
- Fall clinical planning and unit requests for courses
- Presentation on nursing supply, demand, and educational programs for local chapter of TN Organization of Nurse Executives
- Four faculty participated in accessibility training offered by Chattanooga State Community College staff
- Search committee meeting and applicant reviews
- Participated in Academic Council and program curriculum meetings
- Fall course calendar planning, revisions of program student handbook, content outlines for NUR 120, and study packet for NUR 110

Projects/Activities/Goals Planned for Next 2 Weeks:

- Accessible nursing syllabi
- New student orientations
- Participate in Academic Council, Convocation, and other meetings
- Adjunct faculty evaluations
- Promise of Nursing grant reporting
- Universal Precautions training for RIFA staff

Other:

- Monitoring of spring 2019 graduate NCLEX-RN success is ongoing.

Social and Behavioral Sciences Division

Projects/Activities Accomplished Since Last Report

Administrative Activities

- Faculty Evaluations:
 - Continued review IOTA 360 results for evaluative and goal-setting purposes
 - Completed part-time faculty evaluations
- Classroom furniture delivery and installation in C205 for spring pilot of Distance COL1030
- Student advising, class assistance, late withdrawals & adds
- Continued work on DEI texts
- Confirmed approval for UTM McWherter site to offer Social Work Diversity course fall semester only
- Course equate sessions on Fridays

- Secured whiteboard for Paris location for SBS division needs there
- Zoom meeting with Vol State related to their use of On Course for a FYE course
- Continued moving faculty around on schedule and staffing courses
- Discussions with Dual Enrollment Coordinator for high school needs
- Attended Faculty Council meeting (July 22)
- GE Advising 2+ LS (July 16)
- Attended Gray and Associate's Zoom Informational meeting (July 9)
- DREAM team meeting (July 10)
- President's Open Forum attendance (June 18)
- Academic Council meetings: Minute taker, submitted minutes for review (June 19 & July 19)
- Communication with IR related to exam for Dual Credit CRMJ
- COL 1030 and Psychology
 - Faculty meetings and calls with new/potential faculty
 - Kevin Lester-COL1030 and PSYC 1030 online to begin with
 - Shari Wood-COL1030 in Lexington
 - Sherri Middleton—PSYC and COL1030 (Henry County area resident)
 - Leah Gray—COL 1030
- Trainings:
 - Columbia State Community College Teaching and Learning Center Coordinators meeting (July)
 - SPOL Training and Development of new SPOL goals (June 26)
 - Therapy-related Webinar: Courtney Armstrong (RECON Therapy)
- Distance Education
 - Online course development need review and related discussions with faculty continued
 - Attended some of the JSCC Access. and Universal Design training July 22-24
- **Academic Activities**
 - Presented at the Tennessee Licensed Professional Counselor's monthly 3 hour CE training: "Using Therapeutic Language to Improve Communication"
 - Teaching summer online course;
 - Keeping faculty updated on student attendees, dates and times of Great Expectation advising sessions
 - Working on online course continued improvement related to Accessibility/Other (PSYC 2130)
 - I am reading *Range* by David Epstein (relevant to career placement) and *The Uninhabitable Earth*, by David Wallace-Wells (relevant to becoming a sustainable world for as long as possible)

Projects/Activities Planned

- BIT
 - Co-convenor planning training meeting for August
- Make doodle poll for COL1030 new faculty training needs
- GE Advising 2+ date: Friday, August 9
- Schedule/Plan CRMJ A.A.S. Advisory Committee meeting
 - Need to review planning and training center desires with K. Perrin
- A good Banner 9 Training if available
- 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

- We need a (PHED) First-Aid and Safety qualified instructor for 2 full classes
- Faculty advising load management for CRMJ and EDU
- Accessibility Discussions with Faculty
- 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

- Attended Henderson County Asset Base Plan

Paris/Dresden Locations –Shannon Mayo, Coordinator

Projects/Activities Accomplished Since Last Report

- Attended Chamber Meetings
- Held Great Expectation Sessions
- Worked with Resource Force Panel to be absorbed by the Chamber
- Attended Weakley County ReConnect Session
- Attended Adult Education Training
- Attended TNTrained
- Met with Mark Maddox
- Met with several potential students
- Attended Chamber Ribbon Cuttings
- Held Testing Sessions for students
- Worked Chamber Event
- Met with different entities regarding building improvements

Projects/Activities Planned

- Continue to hold Great Expectations Sessions
- Meet with Chamber regarding grant
- Work on holding Advanced Excel Workforce class
- Continue to work on marketing
- Continue to grow Resource Force Panel (to be absorbed by Chamber)
- Work on TN Trained project
- Work on building improvements

Savannah -Meda Falls, Director

Projects/Activities Accomplished Since Last Report

Advising and Accuplacer testing

First session of summer we started the Phlebotomy Class with 15 students. It was a success. Second session we are having the EKG class and it is going really well.

Other students were taking on-line classes

June 24th Toni Stanford, John Brandt and Shelbi Landsdell held a Reconnect session.

We have had seven Orientation Sessions

Projects/Activities Planned

Orientation as needed

Continue assisting students with registration and testing for fall

Willie Logan with VA Hospital in Memphis will hold a Town Hall meeting on our campus August 6th. It is an information session for our Veterans.

Back to School Bash with Pizza; no date set.