

Institutional Effectiveness and Advancement

Status Report – March 13, 2018

Administration

- Attended ATD Dream conference
- Reviewed EMSI software which provides demographic, economic development, education attainment, and program analysis data down to the zip code level
- Working to secure Power BI to enhance the presentation of data reports
- Reviewing Foundation charter and by-laws
- Assisted with the WestStar Jackson-Madison County session

Institutional Research and Accountability

- Sara has completed multiple data requests from various areas.
- Sara has been assisting with the Library capital outlay project.
- Sara attended ATD Dream conference.
- Sara and Meredith attended the IR meeting at the TBR system office on March 2.
- IDEA course evaluations will begin Monday, March 12. Online evaluations went out March 8. The deadline for these is March 30.
- Sara has completed a dual enrollment data request for THEC/TBR. Some issues were identified with the academic schedule (missing or incorrect coding). This has been communicated with Melissa Lyles who shared it with the deans and their assistants.
- Meredith Hoffman will join the IR staff on March 15.
- Upcoming:
 - The Institutional Review Board will meet Friday, March 23.
 - Sara has multiple webinars coming up as part of the ongoing work for the TN Comprehensive Student Record Project.

Development and Community Relations

- Finalized the revision of the Jane and Jonas Kisber Scholarship.
- Preparing for the Chancellor's Award for Excellence in Philanthropy that will be awarded to Dr. Jerry and Mrs. Carol Cole on April 13, 2018. The event will be at 2:00 p.m. in the Science Auditorium.
- Secured Wendie Carlson, Chief Human Resources Officer with WTH, as a new trustee. She will begin in June.
- Been in communication with several Foundation Trustees regarding the subcommittees of the Board and scheduling meeting of the subcommittees.

- Researching various policies and possible needs for the Foundation, i.e., Charter revision, writing off pledges, etc.
- Researching options in Banner for the Foundation, i.e., any way to add other sources to our donation sum as reported to VSE, etc.
- Continued review of Foundation accounts.

Public Relations and Marketing

- Development of new TN Reconnect ads to include digital and video.
- Working with the Paris Post Intelligencer on a regular and consistent placement in their market.
- Developing marketing collateral for the launch of the new visual identity.
- Working on the time capsule and details to finalize the 50th anniversary.

Web Administration

- Worked on the following projected
 - Writing Center paper submission problems
 - Reconnect Ad
 - Class text notification tool
 - Assessment of administrators revision to include all VPs for everyone
- Routine maintenance and edits