

## **Cabinet meeting**

**July 17, 2020**

**10:30 a.m.**

**Zoom**

Attendees:

Present:

Dr. George Pimentel, JSCC President effective 7/1/2020

Dr. Larry Bailey, Vice President for Academic Affairs

Shiloh Coleman, SGA Representative

Steve Cornelison, Director of Athletics

Dr. Anna Esquivel, Representative for Faculty

Heather Freeman, Administrative Assistant to the President

Jessica Gelinias, Representative for Classified Employees

Robin Marek, Interim Vice President for Student Services

John McCommon, Director of Marketing and Public Relations

Chrystal Pittman, Interim Internal Auditor

Will Shull, Representative for Professional Technical

Dr. Bobby Smith, Vice President for Institutional Effectiveness and Advancement

Amy West, Director of Human Resources

Absent:

Tim Dellinger, Vice President for Financial and Administrative Affairs

**Dr. Pimentel** began the meeting at 10:43 a.m.

The purpose of this meeting is to gather updates on plans for fall and student communication.

### **Updates:**

#### **Robin Marek, Interim Vice President for Student Services**

Patti Tanski-Mego is running script updates in production now. A tuition recalculation will be done as soon as the script updates are complete. Then, the list of impacted students will be available to begin notification. Dr. Pimentel asked that as many staff that are available to provide accurate information to students, begin calling.

#### **John McCommon, Director of Marketing and Public Relations**

The information on fall course types went out earlier this week. New commercials are out to coordinate with TBR's marketing push. We are doing targeted digital social media pushes and can do more. Prior to summer school, JSCC purchased a list to 3500 students to target. Those students live in our service area and returned home from schools outside our service area because of Covid-19. Robin Marek also added they are sending targeted messages to students that applied for TN Reconnect, TN Promise, dual enrollment, or filed a FASFA with JSCC listed.

## **Discussion:**

### **1. Technology needs for students and marketing loaner laptops:**

JSCC has laptops available to loan to students this fall. As students are contacted with change to classes, they will be asked about technology needs. A link to the technology survey will be available for students to complete. We will also use the loaner laptops as a marketing tool for student recruitment.

If students could access their course syllabi early, that would provide them a better understanding of expectations.

### **2. Technology and training needs for faculty:**

Deans are working with individual faculty and adjunct to determine technology needs. He will be requesting at least 150 more Zoom licenses.

Distance Learning plans to offer live Zoom and ELearn trainings for faculty/staff/students. The trainings will begin the first of August and run to start of classes.

Creativity and innovation are important with virtual learning. Not all faculty are knowledgeable about pedagogy. If resources could be provided to faculty, that would be beneficial.

### **3. Online Fees:**

Cabinet discussed waiving of the online fee if a class was originally scheduled for on-ground and moved to an online format. All were supportive of waiving the fee this fall. Dr. Pimentel is going to confirm this can be done within policy/guidelines. He did note that if it looks like we are in the same situation with Covid-19 for spring 2021 and CARE dollars run out, we will need to communicate early that classes will be online and the fee will be charged.

### **4. FLEX Courses:**

In a flex option, we need to make sure students understand they should be logged in just like a normal class, but faculty may do more with that time than just lecture. There could be an eLearn component and the class time used for group discussions, small groups, video reviews, etc.

**Dr. Pimentel** ended the meeting by stating the we are still down in enrollment, but if every person gets one person to register, we will be on the way to getting out of this situation.

## **Follow up items:**

- Dr. Esquivel will work with faculty council to see if syllabi and classes can be ready a few days early for student access.
- Amy West will work with the academic deans to gather best training videos to share with all faculty.
- Academics and Student Services will work together on communication with student impacted by schedule changes.