

PRESIDENT'S COUNCIL MEETING
Marcum Technology Center, Room 105A
January 31, 2012
2:00 p.m.

HOW WILL OUR DECISIONS PROMOTE AND ENHANCE STUDENT LEARNING AND
SUCCESS?

AGENDA

- 1 Approval of minutes –President's Council Meeting-10/25/11
- 2 Updates (20 minutes)
 - Vice Presidents
 - Provost
 - Student Affairs
 - Business Affairs
 - Information Technology and Administrative Services
 - Council Presidents
 - Faculty
 - Support
 - Administrative
 - SGA President – Ashley Greer
 - Affirmative Action Officer – Laura Jent
 - Student and Campus Relations- Brenda Cannon
 - Student Success- Rhonda Cotham
 - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items (20 minutes)
- 4 Good News/Accomplishments (5 minutes)
- 5 President's Comments (10 minutes)
 - Future President Council Meetings
 - March 20
 - April 17
6. Agenda Items for Next Meeting (5 minutes)

**PRESIDENT'S COUNCIL MEETING
MINUTES**

Date: January 31, 2012

Time: 2:00 p.m.

Location: Marcum Technology Center, Room 105A

Attendees: X denotes attendance (See below chart)

Council Members	9/20/11	10/25/11	11/22/11	1/31/12	3/20/12	4/17/12
Dr. MaryLou Apple President	X	X	X	X		
Dr. Stone Vice President Administrative Services & IT	X	X	X	X		
Hilda Tunstill Vice President Business Affairs	X	X	X	X		
Dr. Bonny Copenhaver, Provost	X	X	Scott Cook attended	Dr. Cook attended		
Jerry Tunstill Vice President Student Affairs		X	X	X		
Laura Jent Affirmative Action Officer	X	X	Lisa Lee Attended	X		
Dr. Ward Harder- Chair Faculty Council	X	X	X	X		
Cindy Jackson- Chair Support Staff Council	X	X				
Sherry Mason Chair Administrative Council	X	X	X	X		
Ashley Greer President Student Government Association	X	X	X	X		
Brenda Cannon Director of Student and Campus Relations	X	X		X		

President's Council Minutes

Approval of Minutes

A motion was made by Dr. Ward Harder and seconded by Mrs. Hilda Tunstill to approve the minutes of the President's Council Meeting held November 22, 2011.

Academic Affairs- Dr. Scott Cook

All significant items were included in the report submitted with the agenda.

Student Affairs- Mr. Jerry Tunstill

The traffic violation fee increase at Motlow has been approved and was effective January 29. The fee for the first and second violations is \$10. Each violation thereafter is \$20 in an academic year. DegreeWorks is moving along and should be ready for implementation with full time faculty the beginning of March 2012.

Business Affairs-Mrs. Hilda Tunstill

All significant items were included in the report submitted with the agenda.

IT and Administrative Services- Dr. Eddie Stone

At the request of Faculty Council at the last meeting, the computer center has expanded the Help Desk hours to include availability on Saturday 1-5 PM and Sunday 1-6 PM. This will be evaluated in a couple of weeks to ensure we are meeting the needs of students. If any changes are needed, adjustments will be made to the schedule.

Faculty Council- Dr. Ward Harder

Dr. Harder attended Faculty Sub Council on January 20. Two major items on the agenda were:

- The proposed change to the common calendar effective fall 2013- Dr. Harder will survey faculty to see if majority wish to take the fall break in October, as it currently is, or add the two days in the week of Thanksgiving. There would be no classes the Wednesday prior to Thanksgiving; therefore, faculty and students would have the entire week of Thanksgiving off. All community colleges will be required to have the same common calendar,
- Enlarging the definition of academic freedom and shared governance- Dr. Harder read the proposed change to the policy. Faculty Sub Council did endorse the change. The policy is working its way through the TBR approval process.

Support Staff Council- Mrs. Cindy Jackson

There were no items to report.

Administrative Council –Sherry Mason

Members of the Administrative Council have agreed to serve on the following committees: Scott Ulm, Safety Committee; Cammie Stafford and Sheri Mason, Faculty Excellence Committee. Both councils are combining funds and efforts to host an event after Spring Break in March or May.

SGA- Ashley Greer, SGA President

Individuals elected at each campus as “Mr. and Miss Motlow” participated in their local Christmas parades. Homecoming is scheduled February 11, with activities scheduled to begin at 12:30 PM. A blood drive will be held February 15 at the Moore County Campus, and flu shots will be available that day also at no cost.

Affirmative Action- Ms. Laura Jent

Since the President’s Council meeting held November 22, 2011, editorial changes were made to the following policies:

1:06:00:00	Organizational Structure
3:02:00:01	Student Disciplinary Policy, Part 1
3:02:00:02	Student Disciplinary Policy, Part 2
3:02:00:03	Student Disciplinary Policy, Part 3
3:02:00:04	Student Disciplinary Policy, Part 4
3:02:00:05	Student Disciplinary Policy, Part 5
3:02:00:06	Student Disciplinary Policy, Part 6
5:02:02:30	Faculty Promotion
5:02:03:00	Academic Freedom, Responsibility and Tenure
6:10:00:16	Student Affairs Committee
6:10:00:34	Student Behavioral Intervention Committee (SBIC)

The following are new policies:

1:07:01:00	Animals
1:10:10:00	Support Services Plan for Tennessee Technology Centers (TTC’s)

Student and Campus Relations- Ms. Brenda Cannon

In celebration of Black History Month, Motlow will have a special guest speaker at each campus. The campus will host an art show reception on February 23 for alumnus, Jared Prigel. Sophomore Recognition Night will be February 25. Baseball games will begin February 2. Softball games will begin February 29.

Student Success- Ms. Rhonda Cotham

Student success is focusing on advisement. DegreeWorks will be implemented the first of March for full time faculty and advisors to begin training. Preregistration begins April 2, and advisors will be utilizing the program. DegreeWorks should be available for freshmen orientation. Students will be able to utilize the product in the fall.

Institutional Effectiveness- Sylvia Collins

There were no items to report.

Good News/Discussion Items

- Mrs. Carol Horn, Follett Bookstore Manager, expressed her appreciation to IT and the Business Office personnel. Students were able to charge text books for the first time beginning spring 2012 semester. Text book rental was also available to students. It appears that students were very pleased with the new services.
- All campuses will have homecoming activities the week of February 6.

President's Comments

- Judge Vanessa Jackson has agreed to be our commencement speaker at both the 10:00 AM and 2:00 PM services on May 5, 2012. We do not have a commitment from any TBR Board members at this time.
- The TBR Community College President's Retreat was held January 18-19, 2012, with the topic of discussion centering on the Complete College Act. The group considered ways of making the community colleges as a whole to look more unified as far as policies, procedures, marketing plan, fees, applications, etc. As part of the community college group, each college would still maintain their individual identity and website. The community colleges will have set fees determined by the TBR so that all community colleges are charging the same. Some community colleges would like to have dorms that are outsourced available for students. Some community colleges would like to be able to offer bachelor's degrees in high demand areas such as applied sciences. We are still in the process of migrating over to the formula funding. Capping tuition remains to be a topic of discussion.
- Future dates of President's Council meetings are as follows:
 - March 20
 - April 17

There being no further business, the meeting adjourned at 2:40 p.m.

Respectfully submitted,

Christy Glenn

**Business and Technology Department
Activities Report for November - December 2011**

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>
Shelbyville Central High School (December 12)	Dual Enrollment Program
Warren County High School (December 13 & 14)	Dual Enrollment Program
<u>Development/Ongoing Activities</u>	
Continuing to coordinate with the Dean of the College of Lifelong Learning, Dean of the School of Business and Technology and Director for Graduate and Professional Studies at Trevecca Nazarene University.	Working to develop 2 + 2 and 1 + 1 programs in business; programs to be presented on MSCC campus.
Industry/Educator/Workforce Partnership, Lincoln County	Continuing to work with the Industry/Educator/workforce Partnership, Lincoln county.

Chairing the TBR RODP Criminal Justice Sub-Committee	Continuing to chair the sub-committee and collaborating with other TBR institutions to develop an RODP online A.S. and two A.A.S. programs in Criminal Justice. Work has been completed on the AA/AS programs and work is now underway on the two AAS programs, one in Law Enforcement and one in Corrections.
TBR TTC-CC Lumina Grant Team	Continuing to work with the TBR, other community colleges and the TTCs to develop linkages and pathways for TTC graduates to attend a community college in the program areas of Business Management and Computer Information Systems/Computer Information Technology.
TBR Lumina Grant Business Management Team	Continuing to work with the TBR and other community colleges to develop a cohort-based accelerated AAS degree in Business Management.
Perkins IV	Continuing to serving as Perkins IV Grant Coordinator; continuing to work on dual credit agreements from past grant, as well as the current grant dealing with AAS advisement.
Perkins IV Grant (AAS Advisement)	Continuing to work on the Perkins IV Grant to improve AAS student retention and graduation rates.
Departmental Advisement and Mentoring System	Continuing to implement a department advisement and mentoring system to improve retention and graduation rates of business and technology students.
Dual Credit/Credit by Assessment meetings with service area high school CTE Directors and TTCs.	Continuing to serve as the Dual Credit Coordinator; coordinating MSCC dual credit program with service area high schools and TTCs.
<u>Partnership Update</u>	

Dept. you Consulted/	<u>Related to Strategic Goal</u>	Follow Up
Business & Technology Department, Local HSs & MSCC		
Business & Technology Department, Local HSs & MSCC		
Business & Technology Department, MSCC & Trevecca		
MSCC; Business & Technology Department; Lincoln County Businesses & citizens		

**Business and Technology Department
Activities Report for November - December 2011**

TBR RODP/MSCC		
Business & Technology Department; MSCC; TBR community colleges; TTC.		
Business & Technology Department; MSCC; TBR		
Business & Technology Department; MSCC		
Business & Technology Department & MSCC		
Business & Technology Department & MSCC		
Business & Technology Department; MSCC ; TTCs; local HS.		

**Career Readiness Department
Activities Report for November - December 2011**

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will impact	<u>Related to Strategic Goal</u>	N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
<u>Development Activities</u>						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Education Department
Activities Report for November - December 2011

**Dept. you
Consulted/ Dept. it
will Impact**

Impact on Institution/ Continuous Improvement

Meetings Attended

Ready2Teach Meeting at TBR (11/8; Coffey, Hix)
ECD Meeting (11/9; Coffey)
Presentation at CAEL Conference in Chicago about ACE Program (Nov 9-11; Coffey, Pujol)
Dual Enrollment Info Night at MTEC (11/14; Coffey)
PLA Meeting at THEC (11/15; Coffey)
Rutherford County Education Luncheon at Smyrna Campus (11/18; Coffey)
Distance Ed Committee Meeting (11/21; Coffey)
President's Council (11/22; Coffey)
PRESTO Meeting (11/22; Coffey)
Dual Enrollment Information Session at THS (11/22; Coffey)
Academic Affairs Committee Meeting (12/2; Coffey)
THS Dual Enrollment Meeting (12/2; Coffey)

Development Activities

Speaker at Flat Creek Community Club about the need for STEM education in our nation (11/5; Hix)
Taught at the 3D Academy teacher training at Lincoln Co. (11/7; Hix)

Conducted a star party at St. John's Catholic School in Huntsville (11/10; Hix)
Attend the TN Science Teacher Association's (TSTA) science conference in Murfreesboro, attend many science sessions, receive award as TSTA Science Educator of the Year for Higher Education (11/11; Hix)

Attend an astronomy training session at the Von Braun Astronomical Society in Huntsville (11/12; Hix)

Education Department

Activities Report for November - December 2011

Attend and participate as student at the 5-week 3D Academy training in Lincoln Co. (11/14; Hix)

Lunch with Julie Rigsby & Chad Maxson, Trevecca Off-Site Manager/Coordinator (11/14; Coffey)

Attend Ingram Open House (11/20; Coffey)

Visit with business person in hopes s/he will consider giving to a scholarship for education students (11/21; Hix)

Attend THS Freshman Dual Enrollment Program (11/22; Coffey)

Last session of the 3D Academy in Lincoln Co. (11/28; Hix)

Attending the TN Education Technology Conference (TETC) in Nashville (12/1 & 12/2; Hix)

Partnership Update

Achievement/Accomplishment

Upcoming Events

DegreeWorks training (12/5; Coffey)

Dual Enrollment meeting with Cascade HS reps (12/8; Coffey)

Department Chair Meeting (12/9; Coffey)

Issues/Concerns

Recommendation/Suggestions

Updates

Education Department
Activities Report for November - December 2011

Follow Up

N=No Y= Yes

DTR

Related to Strategic Goal

Education Department
Activities Report for November - December 2011

**Humanities Department
Activities Report for November - December 2011**

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follow Up</u> N=No Y= Yes DTR		
Course Resolution meeting Jan 10, 2012 Humanities Dept. meeting Jan 5, 2012 Meeting with Speech faculty to discuss SPCH 1010 QEP	Helped establish the classes for Spring 2012 Helped prepare faculty for Spring 2012 Created handouts for all speech faculty for Spring 2012	AA Humanities Humanities	No QEP and Assessment QEP and Assessment			
<u>Development Activities</u>						
Staff development meetings for all faculty and staff Jan5, 2012	Provided information and updates of work and changes	All				
<u>Partnership Update</u>						
Set up meeting with Franklin Co. through Mike Russell to discuss Dual Credit in Mass Comm	Possible start of dual credit in FCHS media classes	Mike Russell				yes
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						
QEP was successfully completed for ART 1030 and THEA 1030 for fall 2011	Results were given for improvement of QEP modules SACS	IE and Humanities	QEP			

Languages Department
Activities Report for November - December 2011

<u>Meetings Attended</u>	<u>Impact on Institution/Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up N=No Y= Yes DTR
Participated in Learning Support meeting with Dr. Copenhaver Participated in DOL meeting				
<u>Development Activities</u>				
<u>Partnership Update</u>				
Assisted in Faculty Appreciation Days				
<u>Achievement/Accomplishment</u>				
<u>Upcoming Event</u>				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

**Mathematics Department
Activities Report for November - December 2011**

**Dept. you
Consulted/ Dept. it
will Impact**

Impact on Institution/ Continuous Improvement

Meetings Attended

Math Chairs (TCCCM) Meeting at MTSU (Nov 4/5; Arman)
Meeting with Jim Kelley from Pellissippi State re STEM Hub
proposal and teacher ed science courses (11/9; Wurst)
Attend International Festival (11/16; Arman, Wurst, Anderson)
Distance Ed Committee Meeting (11/21; Arman)
President's Council Meeting (11/22; Arman)
Academic Affairs Committee Meeting (12/2; Arman)

Development Activities

TMAYTC Math Contest (11/14; Arman)

Partnership Update

Achievement/Accomplishment

Upcoming Events

Department Chair Meeting (12/9; Arman)

Issues/Concerns

Recommendation/Suggestions

**Mathematics Department
Activities Report for November - December 2011**

Updates

Mathematics Department
Activities Report for November - December 2011

Follow Up

N=No Y= Yes

DTR

Related to Strategic Goal

Mathematics Department
Activities Report for November - December 2011

Natural Science Department
Activities Report for November - December 2011

Impact on Institution/ Continuous Improvement

Dept. you
Consulted/ Dept. it
will Impact

Meetings Attended

ADA session presented by Ann Satkowiak, Director of Services for Students with Disabilities at Pellissippi State Community College (11/7; Forde, Parks)

Meeting with Jim Kelley from Pellissippi State re STEM Hub proposal and teacher ed science courses (11/9; Gregory, Mayo, Harris-Young)

Set up display & move display for International Festival (11/16)

Meeting w/ Smyrna architects to discuss science needs (11/18; Gregory)

Distance Ed Committee Meeting (11/21; Gregory)

Academic Affairs Committee Meeting (12/2; Gregory)

Development Activities

Science Club meeting (11/9; Parks)

Completed an *Atom's First Approach* online chemistry tutorial review for McGraw-Hill Publishers (Parks)

Partnership Update

Achievements/Accomplishments

Received 2011 Alumna of the Year Award from UAB School of Public Health (11/18; Harris-Young)

Upcoming Events

DegreeWorks training (12/5; Coffey)

Department Chair Meeting (12/9; Gregory)

**Natural Science Department
Activities Report for November - December 2011**

Issues/Concerns

Recommendation/Suggestions

Updates

**Natural Science Department
Activities Report for November - December 2011**

Follow Up

N=No Y= Yes

DTR

Related to Strategic Goal

Natural Science Department
Activities Report for November - December 2011

**Nursing Department
Activities Report for November - December 2011**

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follow Up</u>		
				N=No	Y= Yes	DTR
12/4 SACS Conference in Orlando, FL- Amy Huff			I. Leadership			
12/8 Meeting with Karen Ward at MTSU for dual enrollment with Motlow and MTSU (Karen or anohter MTSU advisor will come to Motlwo this Spring for one day to specifically advise current nursting students wishing to continue their education at MTSU			III. Quality			
			II. Access			
<u>Development Activities</u>						
EMS accreditation conference in Atlanta- Attended by Stacy Johnson			I. Leadership			
			III. Quality			
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
Received a letterfrom Deerfield Elementary School in Manchester regarding SNA's recent participation in the Backpack Program. Principal Bill Bryan addressed the letter to Motlow's Student Nurses.						
<u>Upcoming Event</u>						

**Nursing Department
Activities Report for November - December 2011**

Issues/Concerns

Recommendation/Suggestions

Updates

Social Science Department
Activities Report for November - December 2011

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up N=No Y= Yes DTR		
<u>Development Activities</u>						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Fayetteville
Activities Report for November - December 2011

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
Huntsville Business Expo (11/1/11)	Provided opportunity to showcase Motlow College to the Madison County, Alabama area	High school counselors, Motlow faculty/staff				
Counselor's Breakfast (11/2/11)	Discussed issues important to area high schools and their student's college transition	High school counselors, Motlow faculty/staff				
SGA Meeting (11/2/11)	Discussed upcoming events, including Veteran's Day	Fayetteville Campus				
Mr. and Ms. Motlow Interviews (11/8/11)	Interviewed student applicants. Increase opportunities for student involvement and retention	Fayetteville Campus				
SGA Meeting (11/9/11)	Discussed upcoming events, including Veteran's Day and finals week	Fayetteville Campus				
Veteran's Day Celebration (11/10/11)	Celebrating Veteran's Day	Fayetteville Campus				
PSLI Meeting (11/11/11)	Reviewed video taped mock job interviews of the Presidential Student Leadership Institute	HR, Student Services				
International Festival (11/17/11)	Provided opportunity to acquaint students with various international cultures	HR, Student Services				
Alabama Agriculture and Mechanical University Visit (11/30/11)	Provided opportunity for students to discuss programs offered at nearby A&M University	Fayetteville Campus				
<u>Development Activities</u>						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

McMinnville
Activities Report for November - December 2011

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up N=No Y= Yes DTR
<u>Development Activities</u>				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
<u>Upcoming Event</u>				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

President's Council Report for Advancement

Date: 1/31/12

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended: 11/22- TACC Coffee at Southern Community Bank, Tullahoma; 12/2-Worked at TACC Christmas Parade; 12/6-MACOC Monthly meeting/luncheon; 12/6 FC Chamber annual banquet with Brenda Cannon; 12/7 TACC board meeting; 12/9 Motlow Foundation Board meeting and Holiday Reception; 12/14 Lunch meeting with prospective Board Trustee, Barbara Parker, Director of Schools in Cannon County; 12/15- White County Chamber After-hours held at Bank of White County with Trustee Lisa West; 12/16- Held Gala planning meeting with volunteers securing silent auction items; 12/20 TACC Coffee--co-chaired with President Eugene London; 1/6 Legislative Update at Motlow; 1/10 Bedford Co Chamber Coffee at Heritage Medical Center; 1/21 TACC annual Celebration Banquet with Dr. Apple	General Public Relations for fundraising	Various	Yes	No		
Development Activities :11/18- Sent internal campaign solicitation letters to all staff and faculty; 11/29- Hosted reception at Smyrna campus with Dr. Apple for elected officials, city and county Mayors, Aldermen and Council Members to update on expansion project; 12/1-Jerry Cooper and I met with Sec. of State Tre Hargett and Rep. Mike Sparks at Smyrna campus to update on expansion project; 12/2-contacted Franklin Co. Finance dept about their donation; 1/11 with Dr. Apple, met with RC Mayor Ernest Burgess and Jeff Jordan, Chair of Health and Education committee regarding Smyrna Expansion; 1/18 Tullahoma Women's club..spoke about MLP5; 1/24 with Dr. Apple--met with RC Health and Education committee to present request of \$200,000 for Smyrna Expansion	Fund Raising	Various	Yes	Yes		
Partnership Update						
Achievement/Accomplishment: Have received donations for our Campaign To Sustain our High Quality Nursing Program and our Transitional Scholarship						
Upcoming Event: RC Budget Committee meeting 2/9; Investment Committee 2/15; RC Full Commission meeting 2/16 Motlow Gala 3/3; Spring Chari-Tea 3/8						
Issues/Concerns						
Recommendation/Suggestions						
Updates: Extended the deadline date for applying for Foundation Scholarships from 10/15/11 to 12/15/11 to aid with our "retention" initiative	Student Retention	Various	Yes	No		

President's Council Report for Business Office

Date: 1/31/12

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended Business Office: Met with all three TTC's about administrative procedures 12/16; Meeting with Bookstore, Financial Aid & IT about Bookstore charges project 12/14	Student Retention	TTC Staff, Financial Aid, and Bookstore Manager	Yes	No		
Development Activities						
Partnership Update						
Achievement/Accomplishment Business Office: Worked with Bookstore to offer students with a financial aid credit balance ability to charge books to student's account for the first time; W-2's processed in January; Quarterly Contract Report submitted in January; Lead Institution Policy with the TTC's updated in December.	Student Retention and Federal Requirements	TTC Staff, Financial Aid, and Bookstore Manager	Yes	No		
Upcoming Event Business Office: TAACCCT Grant Quarterly report due 02/15, Senate Ways & Means Contract and Grant Reports due 01/30; Student Activity Fee Meeting 01/26, TAACCCT Grant Training 01/25; Direct Deposit Student Refund TBR Meeting 01/24; Procurement Training session at TBR 02/08; 1099's and 1098t's due by 01/31	Federal Requirements and Enhanced Efficiencies					
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for Financial Aid

Date: 1-31-12

Financial Aid	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meetings Attended:						
11/1/11 TBR meeting on SAP						
11/2/11 Fayetteville Counselors Meeting						
11/2/11 Procurement Card Training						
11/2/11 FERPA Webex						
11/3/11 Banner FA Conf. Call						
11/3/11 SBIC Meeting						
11/4/11 Scholarship Meeting						
11/8/11 Bookstore Charge Meeting						
11/8/11 Student Success Meeting						
11/9/11 TBR GPA Transfer Sub-Committee Meeting						
11/10/11 Moore Co. Counselors Meeting						
11/11/11 EMS/Financial Aid Meeting						
11/11/11 Student Success Committee Meeting						
11/14/11 TASFAA/TSAC fall training Workshop						
11/15/11 Risk Assessment Meeting						
11/15/11 SBIC meeting						
11/16/11 Two meetings on FERPA						
11/27 to 12/2/11 FSA Conference						
12/8/11 Access and Diversity Committee Meeting						
12/9/11 IR Meeting						
12/14/11 Bookstore Charge Meeting						
12/19/11 TBR Banner Governance Working Group Meeting						
Development Activities:						
Partnership Update:						
Achievement/Accomplishment:						
Upcoming Event:						
1/24/12 Degree Works Training						
1/26/12 Fayetteville High School Financial Aid Program						
1/29/12 College Goal Sunday						
3/24 to 30/12 SunGard Summit 2012						
4/25 to 27/12 TBR DiversityConf.						
Issues/Concerns:						
Recommendation/Suggestions:						
Updates:						

President's Council Report for Human Resources

Date: January 31, 2012

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended	TAACCCT Grant Meeting TBR HR Officers Qtrly. Meeting TBR Affirmative Action Officers Qtrly. Meeting Banner HR Conference Calls State Benefit Calls - weekly					
Development Activities	Legislative Breakfast TBR General Counsel ADA training					
Partnership Update	Manchester Area Chamber of Commerce Meeting					
Achievement/Accomplishment	IE Plans submitted HR IPEDS Survey complete OSHA 300A federal report complete TBR Year-end processing Access & Diversity qtrly. Report to TBR					
Upcoming Event	Annual Affirmative Action Plan CUPA Survey Performance Appraisals	ALL				
Issues/Concerns						
Recommendation/Suggestions						
Updates	Policy changes will be announced at Council meeting					

President's Council Report for V.P. Information Technology Administrative Services
Date: January 23, 2012

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
TBR Facilities Coordinators Meeting and Seminar - 11/3/2011						
Institutional Effectiveness Meeting - 11/17/2011						
Rutherford County Teaching Site Expansion Project Review Meeting - 11/18/2011						
Ingram Administration Building Open House - 11/20/2011						
Underground Piping Replacement Project Design Meeting - 12/5/2011						
TDOT Five Points Road Intersection Design Meeting - 12/20/2011						
Rutherford County Teaching Site Expansion Project Review Meeting - 12/21/2011						

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
D2L System Administrator monthly meeting 11/11/11						
D2L System Administrator monthly meeting 12/9/11						
<u>Achievement/Accomplishment</u>						
Student evaluation of faculty - 11/9-11/23						
conducted Microsoft Office 2010 workshop 11/17/11						
Set up and proctor online test - Warren County High School 12/13 & 12/14						
Fall 2011 Technology Newsletter						

President's Council Report for V.P. Information Technology Administrative Services

Date: January 23, 2012

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up N=No Y= Yes DTR
<u>Meetings Attended</u>				
11-10-11 TBR Library Directors' and Deans				
11-17-11 International Festival in Symrna				
11-16-11 International Festival Main Campus				
12-3-11 TLA Committee Meeting				
11-29-11 Support Staff Council meeting				
12-16-11 Library Staff meeting with off-campus Library staff in attendance				
<u>Development Activities</u>				
12-8-11 MP3 Dinner and Christmas Social for mentees and mentors				
<u>Achievement/Accomplishment</u>				
12/12-12/13 Library Student worker lunch				
Dec. -McMinnville's Ugly Sweater contest				
Dec. -McMinnville's "Make me an Elf" contest				
Dec. - McMinnville's SGA for" families in need"				
12-1-11 Display Cabinets featuring Nutcrackers, Angels, and Nativity Scenes				
12-20-11 Main Campus Christmas Luncheon				
<u>Upcoming Events</u>				
1-27-12 Moore County High School Senior Class Library instruction and tour of Library facilities				

**Chartered Activities Report for Department: Office of the Provost
November - December 2011**

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	<u>Dept. you Consulted/ Dept. it will Impact</u>	<u>Related to Strategic Goal</u>	<u>Follow Up</u>		
				<u>N=No</u>	<u>Y= Yes</u>	<u>DTR</u>
Nov 2 - MOU Signing with MTSU			I. Leadership II. Access III. Quality			
Nov 3 - Spent the day at Fayetteville campus			I. Leadership			
Nov 4 - Academic Affairs Meeting			I. Leadership III. Quality			
Nov 7 - Community College Marketing Plan Meeting			I. Leadership			
Nov 8 - Shelley McCoy training meeting			I. Leadership III. Quality			
Nov 8 - MOA conference call			I. Leadership			
Nov 8 - QEP meeting			I. Leadership III. Quality			
Nov 9 - Economic development meeting			I. Leadership II. Access III. Quality IV. Resourcefulness			
Nov 9 - IE & QEP meeting			I. Leadership III. Quality			
Nov 11 - Spent the day at McMinnville campus			I. Leadership			
Nov 14 - Dept. of Labor meeting			I. Leadership			
Nov 15 - Inclement weather meeting			I. Leadership			
Nov 16 - International festival/judging			I. Leadership			
Nov 16 - Spring assembly meeting			I. Leadership III. Quality			
Nov 16 - International concert			I. Leadership			
Nov 17 - Substantive Change Workshop			I. Leadership III. Quality			
Nov 18 - Faculty Staff Development meeting			I. Leadership III. Quality			
Nov 18 - Architect meeting			I. Leadership III. Quality			
Nov 29 - Conference call			I. Leadership			
Nov 29 - Relaxation program			I. Leadership			
Nov 29 - TBOB visit with administration			I. Leadership			
Nov 30 - TSU signing			I. Leadership II. Access III. Quality			
Dec 1 - Christmas tree and ugly sweater judging, McMinnville			I. Leadership			
Dec 2 - Academic Affairs Meeting			I. Leadership III. Quality			
Dec 2 - Mechatronics interview			I. Leadership III. Quality			
Dec 4-6 - SACS Annual Convention, Orlando			I. Leadership			
Dec 7 - Chemistry hood meeting			I. Leadership III. Quality			
Dec 7 - Meeting with Judith Russell to discuss promotion and tenure adhoc committee			I. Leadership III. Quality			
Dec 7 - Smyrna building meeting			I. Leadership III. Quality			
Dec 8 - Dual enrollment meeting with Cascade representatives			I. Leadership II. Access III. Quality			
Dec 8 - Meeting at TBR			I. Leadership			
Dec 9 - ROCC Oversight Committee meeting, TBR			I. Leadership			
Dec 12 - Paramedic & AEMT meeting with Amy Huff and Stacy Johnson			I. Leadership III. Quality			
Dec 13 - Presidents conference call (with the Chancellor)			I. Leadership			
Dec 13 - TN Tech Dual admission signing			I. Leadership II. Access III. Quality			
Dec 14 - Data Analyst position meeting			I. Leadership III. Quality			
Dec 16 - Grant meeting			I. Leadership II. Access III. Quality IV. Resourcefulness			
Dec 19 - Student Success Committee proposal meeting			I. Leadership II. Access III. Quality			

Dec 20 - SACS conference follow-up meeting			I. Leadership III. Quality	
Dec 21 - Smyrna architecture meeting			I. Leadership III. Quality	

President's Council Report for Admissions and Records

Date: January 2012

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended - Degree Works training 11/29 - 12/1/11, Academic Affairs 12/2/11, Student Success 12/2/11, Gainful employment meeting 1/23/12, Degree Works training 1/24 - 1/26/12, Meeting with off campus directors 1/27/12, President's council 1/31/12						
Development Activities						
Partnership Update						
Achievement/Accomplishment						
Upcoming Event -Strategic Planning 9/17, Electronic transcript task force meeting TBR 9/21, Emergency preparedness meeting 9/24						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meeting Attended: Dec. 2 - Academic Affairs Mtg; Dec. 2 - Asst. Directors Mtg. to Discuss IE Plans; January 6th - Legislative Breakfast; Dec. 19 - Student Success Proposal Mtg.;				
Development Activities: November, December & January -Multiple New Student Orientations for Spring term; Jan. 11 - (S. Mason) 4 campus SGA Mtg.; 27th - PSLI Mtg. Dr. Apples Residence; (RC) DEGREEWORKS - Nov. 29, 30 & Dec. 1. Dec. 5 - Degreeworks presentation to Department Chairs; Jan. 4 - Presented DegreeWorks to Faculty at Spring Assembly; DegreeWorks Final Campus Training - January 24-26				
Partnership Update				
Achievement/Accomplishment				
Upcoming Event - Go-Live DegreeWorks - February, 2012				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

President's Council Report for Career Planning and Extended Services

Date: January 2012

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended- On January 12, 2012, attended the Community College Workforce Development Units' initial meeting with Dr. Warren Nichols presiding and Dr. John Townsend facilitating. The meeting was held at the TBR offices; minutes are attached in a separate document.	This is a new meeting with the other 12 Community Colleges' non-credit reps.					
Development Activities-						
Partnership Update- Continued to support requests for training at the TN Correction Academy and other Dept of Correction designated locations. On Dec 6-7, supported Jacobs Technology and Engineering in a request for CAD system software updates. During November, December and this month, worked with Jarden's Consumer Solutions and Fred Rascoe to arrange and register 25 Jarden employees in an "Introduction to Mechatronics" 60-hour non-credit training program. Employees will meet 4 hours each week for 15 weeks utilizing classrooms and the Mechatronics lab located on our McMinnville campus.						
Achievement/Accomplishment- This month, in cooperation with ITT (particularly Cindy Logan) launched a new electronically-based upgrade to the current Facilities Request form. This is a significant continuous improvement accomplishment. The ITT personnel were and continue to be extremely helpful in this re-programming upgrade. Supported the TAACCT grant by assisting the Project Manager (Ruth Lyman) with contacts and resource information. Added a new web page to the Career Planning & Extended Services site in order to begin posting "Volunteer Opportunities".	Launch of newly revised and upgraded Facilities Request electronic form.	For the Facilities Request form, we worked with ITT Services. For the new "Volunteer Opportunities" web page, we worked with the Research, Planning, and Communication department.				
Upcoming Event -						
Issues/Concerns						
Recommendation/Suggestions						
Updates- Began registration of the Spring 2012 ACT test-prep classes. Administered the Kuder career aptitude assessment survey to students and general public, as requested.						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meeting Attended-Access and Diversity Meeting-Dec 9; MP3 Meeting-Dec 8; HESI Meeting with Amy Huff-Dec 15; Spring Assembly ADA Training with Kae Carpenter-Jan 5; TN-AHEAD Meeting-Jan 6; Coffee County Youth Leadership Day-Jan 18		Campus wide		
Development Activities				
Partnership Update				
Achievement/Accomplishment				
Upcoming Event -Proctor Training-Feb 3; Coffee County Youth Leadership Day-Feb 8; Special Education Conference in Nashville-Feb 15-17;				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

President's Council Report for Student Affairs

Date: January 2012

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meeting Attended - Balancing Stress 11/29; GED observation 12/7; Access and Diversity mtg. 12/8; Faculty Assembly 1/5/12; Student Affairs Committee 1/6/12; Legislative Briefing 1/6/12;	Student Affairs committee opted to meet to have more interaction and discussion instead of email communication 1/6/12; Faculty members were provided information pertaining to individuals with disabilities and the accommodations 1/5/12;	Faculty; Students; Campus Wide		
Development Activities- SACS annual mtg. 12/2-6; Webinar A Culture of Authentic Assessment	Attended SACS annual meeting to enhance knowledge of 5th year report and changes in standards 12/2-6; To get a better understanding of different types of assessment to be used.	Professional Development; Student Affairs Unit		
Partnership Update				
Achievement/Accomplishment				
Upcoming Event - Student Activity Fee 1/26; P-080 Investigation Workshop 1/27; Homecoming 2/11; Black History Month activities-various.				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Anne Fraley, MTSU, Director of Adults Learners Program, Nov. 30; Franklin County Chamber of Commerce Membership Holiday Banquet, Dec. 6; MP3 Holiday Social, Dec. 8; Student Affairs Division IE Meeting, Dec. 11; Motlow College Foundation Holiday Social, Dec. 11; Motlow College Gala Planning Luncheon, Dec. 16; 2012 Legislative Briefing, Jan. 6; Franklin County Chamber of Commerce Monthly Mixer, Jan. 12	Continuous improvements; enrollment and retention implications; college-community partnerships; good PR	Assistant Vice President for Student Affairs; President's Office; Advancement	Goals: 1, 2, and 3	Yes, follow up required
Development Activities: Webinar: Attracting and Graduating Adult Learners, Dec. 7; CHASCO Webinar: Campus-Community Partnerships, Jan. 26	Increase student enrollment; greater retention; stronger partnerships within community	Assistant Vice President for Student Affairs	Goals: 1, 2, and 3	No, follow-up not required
Partnership Update: MTSU, Nov. 30; Moore County High School, Dec. 2; Moore County campus on-site Spring Orientation and Registration, Jan. 6; Franklin County 4-H Public Speaking Contest, Jan. 24; MP3 Mentors Recognition, Jan. 28; Tullahoma/Coffee County Adult Education GED Graduation Ceremony Tullahoma/Coffee County Adult Education GED Graduation Ceremony, Jan. 30	Continuous improvements; enrollment and retention implications; college-community partnerships; good PR	Assistant Vice President for Student Affairs; Library; Student Success; MTSU; U T Extension Offices; Coffee County Literacy	Goals: 1, 2, and 3	Yes, follow up required
Achievement/Accomplishment				
Upcoming Event - Black History Month Activities on all campuses, Fayetteville Center, Feb. 7; McMinnville Center, Feb. 15; dates to be announced for Smyrna and Moore County; Coffee County Leadership Adult Class, Feb. 2; Coffee County Leadership Youth Class, Feb. 8; Centerstone Presentation, Feb. 13; MTSU Adult Learners Conference,	Raise awareness and appreciation of diversity; enrollment potential; community partnership and PR; promotes student success	Assistant Vice President for Student Affairs; Assistant Directors of Student Services at McMinnville and	Goals 1, 2, and 3	Yes, follow-up required
Issues/Concerns				
Recommendation/Suggestions				
Updates				