

PRESIDENT'S COUNCIL MEETING
Marcum Technology Center, Room 105A
April 17, 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-3/20/12
- 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)
6. Agenda Items for Next Meeting (5 minutes)

Date: April 17, 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	X	X
Dr. Stone Vice President Administrative Services & IT	X	X	X	X	X	Mrs. Cindy Logan Attended
Hilda Tunstill Vice President Business Affairs	X	X	X	X	X	X
Dr. Bonny Copenhaver, Provost	X	X	Scott Cook Attended	Dr. Cook Attended	Dr. Cook Attended	X
Jerry Tunstill Vice President Student Affairs		X	X	X	X	X
Laura Jent Affirmative Action Officer	X	X	Lisa Lee Attended	X	Lisa Lee Attended	X
Dr. Ward Harder- Chair Faculty Council	X	X	X	X	X	X
Cindy Jackson- Chair Support Staff Council	X	X			X	X
Sherry Mason Chair Administrative Council	X	X	X	X		X
Ashley Greer President Student Government Association	X	X	X	X	X	X
Brenda Cannon Director of Student and Campus Relations	X	X		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 March 20, 2012.

Academic Affairs- Dr. Bonny Copenhaver

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

Student Affairs- Mr. Jerry Tunstill

All significant items were included in the report submitted with the agenda. We are concerned about summer enrollment.

Business Affairs- Mrs. Hilda Tunstill

All significant items were included in the report submitted with the agenda. A Budget Committee meeting will be held Friday, April 20. The meeting will be broadcast to off campus locations through ITV. At this point, the TBR has allowed us to project a 3% fee increase next year, and we have also built in a 2.5% across the board salary increase.

IT and Administrative Services- Mrs. Cindy Logan

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

Faculty Council- Dr. Ward Harder

Dr. Harder expressed the faculty's to Dr. Apple for approving the request to pay full time faculty at the 1/32 rate for two courses during the summer. Dr. Apple requested the council presidents to ask their constituents for suggestions on enrollment and retention. Dr. Harder shared the suggestions of the Faculty Council. (See attachment)

Support Staff Council- Mrs. Cindy Jackson

The results of the Support Staff Council elections are as follows: Michelle Cox, Chair; Brenda Swift, Co-Chair and Allison Barton, Secretary. Ms. Jackson read suggestions for enrollment and retention offered by the members of the Support Staff. (See attachment)

Administrative Council- Sherry Mason

Mrs. Mason shared suggestions for enrollment and retention from the Administrative Council. (See attachment)

SGA- Ashley Greer, SGA President

Several students have expressed concern over the costs of classes and are worried about their jobs. Summer classes do not allow for students to work 30-40 hrs. per week as they do other semesters because of the short period. Others are trying to cram classes in so they can graduate. The SGA has been very active at all campus locations and many activities are planned through April.

Affirmative Action- Ms. Laura Jent

All significant items were included in the report submitted with the agenda. There is an anticipated 4% increase in insurance effective January 1, 2013.

Student and Campus Relations- Ms. Brenda Cannon

Student Recognition Day will be held April 18. The Moore County Campus will host the following events on April 19:

1. Student Art Exhibit and Reception
2. Honors Symposium and Technology Exp.
3. Spring Concert
4. MP3 Reception (Jay Gilmore will be the guest speaker)

Commencement services will be held May 5, 2012 at 10 AM and 2:00 PM at the Moore County Campus. Approximately, 500 students will be graduating.

Student Success- Ms. Rhonda Cotham

Mrs. Cotham was not present.

Institutional Effectiveness- Sylvia Collins

Mrs. Collins distributed information regarding substantive changes and reviewed the policy.

Good News/Discussion Items

- Faculty Excellence Awards were held April 13.
- *Carrie's War* was outstanding.
- The college will host a Groundbreaking Ceremony for the Smyrna Center Expansion on Tuesday, June 5, 2012 at 10 AM. We anticipate ground work to begin the first part of July. We are continuing to fundraise and hope to complete construction in one year.
- The PTK International Convention was held April 12-14 in Nashville, TN. Dr. Apple was one of twenty college presidents/campus CEOs nationwide receiving the 2012 Shirley B. Gordon Awards of Distinction for her outstanding support of the PTK chapter and the organization as a whole.

President's Comments

- Dr. Apple expressed her gratitude to the councils for suggestions on enrollment and retention.

There being no further business, the meeting adjourned at 2:48 p.m.

Respectfully submitted,

Christy Glenn

To: Dr. Apple, President
From: Dr. Ward Harder, Faculty Council Chair
Date: April 17, 2012
Subject: Suggestions on Enrollment and Retention

The ideas that have been suggested are listed below:

1. Financial aid for summer school students.
2. We should offer more activities for our students (intramural sports, needle arts, debate club, cycling club). We should try to make Motlow a "fun" place to be.
3. The drop date should be two weeks before the semester ends.
4. The Department Chairs that teach face to face classes should establish focus groups with their students this semester to determine why students are not returning for the Fall and Summer semesters.
5. We should advertise more in the Davidson county market (99.7, 104.5, and 650 a.m.) Does advertising cost or pay for itself? Do we know?
6. We should attempt to increase enrollment in MTEC center in Shelbyville. We need to determine why we are not attracting the Bedford county students to the center. Are guidance counselors aware of the opportunity in Shelbyville?
7. Are we utilizing faculty when we visit high schools? This could help. We can educate our faculty about their role in this process.
8. Faculty need to see their majors during the enrollment period, and advise them during their time at Motlow. We have lost the personal touch with our current procedure. I did not see one student during the spring period. At one time a student could not register until the advisor was seen. Students need to make a connection with their advisors and professors. This is one of the assets of the Motlow College.
9. We need an update at Fall Assembly on our recruitment process and marketing plan.
10. We need more full-time faculty teaching evening courses. We need to place the needs of the college above personal preferences in scheduling classes. Department chairs should make this happen.

To: Dr. Apple
From: Cindy Jackson
Date: April 17, 2012
Subject: Suggestions on Enrollment and Retention

The following are suggestions from the Support Staff Council for enrollment and retention efforts:

1. Make it mandatory for a student to see an advisor before registering for any classes.
2. Go into the high schools more often for recruiting.
3. Send someone to share a personal experience about a family member going to Motlow during a recruiting at the high schools.
4. Have a Junior/Senior day at Motlow just to promote Motlow.
5. Have a designated day set aside each week in the summer for students to come and tour campus and talk with an advisor.

Thanks,

Cindy Jackson, CAP

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To: Dr. Apple, President

From: Sheri Mason

Date: April 17, 2012

Subject: Suggestions for Enrollment and Retention

Below is the list of suggestions as I received them from the Administrative Council members:

- Provide transportation from a central location in town to campus
- Provide transportation from one campus to another
- Freeze tuition
- Allow students to have entire semester to pay tuition
- Utilize ITV during EVERY class hour at all 4 locations
- Provide daycare
- Create network of professionals representing all professions that students can speak to about being successful, challenges, career opportunities, etc...
- Huge marketing campaign emphasizing the difficult economy and explain the value of an economical education at Motlow
- Host Parent events/Impress the parents
- Highly promote Honors/On line/2+2 programs/etc.
- Design New Student Orientation for nontraditional students
- Some TBR institutions have Spanish versions of their websites
- Offer additional classes at the high schools right after 3:00 p.m.
- Increase HS visits & offer info about admissions and financial aid
- Invite parents to orientation
- Provide small emergency loans throughout the semester
- Provide renewable energy classes into curriculum; promote renewable/green energy; install solar voltaic panels to supplement energy needs of the college
- Additional classes on environmental issues
- Motlow employees visit the HS's and talk with classes and promote the college
- Motlow employees who are Alumni visit the HS's and promote the college
- Utilize Miss/Mr. Motlow's from each campus to visit HS's/middle schools monthly and promote the college
- Elementary school guidance counselors could be contacted and set up visits to talk with those children about careers and Motlow
- Utilize academic service students (especially 2nd year) to promote Motlow at their HS and in the community; Motlow students are our best recruiters
- Set up Motlow info tables at HS athletic events

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Dr. Apple
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- Ask HS's and middle schools to set up Motlow info tables at their parent/teacher conferences and other events parents/students attend
- Place "Where Do I Start" flyers in the hands of all junior and senior high school teachers' hands for their students (how can we get them to parents?)
- Host a "Parent Day" once a month on all campuses
- Highlight a HS athlete at each of Motlow's athletic events (example: Joe Smith, center at Shelbyville Central, is Motlow's HS athlete of the week) invite him, family and friends and give him a certificate sometime during Motlow's BB game
- Recognize accomplishments of high school students during their junior and senior years; invite their homecoming court, year book staff, cheerleaders (they could cheer at a Motlow BB game)

Thanks,

Sheri

Business and Technology Department
Activities Report for January 6 - March 3, 2012

<u>Meetings Attended</u>	<u>Impact on Institution/ Continuous Improvement</u>	<u>Dept. you Consulted/</u>	<u>Related to Strategic Goal</u>	<u>Follow Up</u>
TBR ROCC/RODP Curriculum Committee	Serving as the MSCC representative on the committee.			
Presentation to Personal Finance class at Moore County High School concerning MSCC programs and Dual Credit.	Dual Enrollment Program		II. Access	
Franklin County CTE concerning Dual Credit Program	Dual Enrollment Program		II. Access	
Technology Deans Council	Serving as the MSCC representative on the council.		I. Leadership	
TBR ROCC/RODP Curriculum Committee: Criminal Justice Subcommittee	Developing two RODP AAS concentrations.		IV. Resourcefulness	
MSCC Distance Education Committee	Revising/updating MSCC Distance Education Policy			
Franklin County High School.	Dual Enrollment Program			
Criminal Justice Departments at MTSU, TTU and TSU	Dual Enrolment Program and transfer of grades.			
TBR Lumina Grant Workshop	Development of accelerated Business Management Programs; possible creation of an Office Management Program.		II. Access	
Representative from Trevecca Nazarene University	Developing 2+2+1, 2+2, and 1+1 programs in Business Technology and Business Administration.		II. Access	
<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.		II. Access	
Industry/Educator/Workforce Partnership, Lincoln County	Continuing to work with the Industry/Educator/workforce Partnership, Lincoln county.			
Chairing the TBR RODP Criminal Justice Subcommittee	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.		I. Leadership	
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.		II. Access	
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.		II. Access	
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.			

Education
Activities Report January- March 3

	<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>				
Education Department meeting (12/13/11)				
Spring Assembly (1/5/12)				
Meeting w/ Drs. Copenhaver and Cook regarding weekend accelerated program (1/6; Coffey)				
PLA meeting at THEC (1/20; Coffey)				
Gainful Employment Meeting (1/23; Coffey)				
Meeting w/Kelley Pujol regarding possible presentation at upcoming Adult Learning Conference (1/23; Coffey)				
Meeting w/TSU about 2+2 in Early Childhood Education (2/1; Coffey & Hill)				
Academic Affairs Committee meeting (2/3& 2/7; Coffey)				
Employer Survey Focus Group Meeting (2/6; Coffey)				
AST & ECED Lumina Grant Meeting at TBR (2/9;Coffey)				
Embedded Remediation Lumina Grant Meeting at TBR (2/10; Coffey)				
Access & Diversity Committee Meeting (2/14; Hill)				
Distance Ed Committee Meeting (2/21; Coffey)				
Promotion & Tenure Committee Meeting (2/24; Hix)				
<u>Development Activities</u>				
Attend New Year's reception at Dr. Apple's house (1/3; Coffey; Hill; Hix)				
Attend Legislative Breakfast (1/6; Coffey)				
Meeting with Karen Moody at the TDOE to work on STEM projects (1/11; Hix)				
Attend Soup in the Library (1/9; Coffey; Hill; Anderson)				
Spring ACE Orientation (1/10; Coffey; Anderson; Cook; Copenhaver; Zimmerman; Bowlby; Graham; Leech)				
Meeting at MTSU to finish up TV script for an astronomy in the classroom show to be recorded in late January (1/13; Hix)				
Film TV show "Astronomy in the Classroom" at MTSU to support STEM				
Support a film director about backgrounds of a night sky as they filmed a country music video (1/21; Hix)				
Meet with ACE cohort to complete ITG forms (1/17; Coffey)				
Guest speaker at First Baptist Church in Wartrace about the star and our need to understand STEM careers and attend college. Afterwards, one mother indicated her daughter had changed her mind about going to MTSU & she was now going to attend MSCC in fall. (1/22; Hix)				

Education
Activities Report January- March 3

3D Academy classes begin in Lincoln Co schools (1/30; Hix). Classes are for a select group of 20 teachers & Hix is team teaching w/ two other professionals.				
ECED meeting with TSU (2/1; Coffey, Hill)				
Spoke with Dana Simpson, Director of Special Olympics, about the future role of MSCC students & Special Olympics (2/1;Hix)				
Coffee County Leadership Class Luncheon (2/2; Coffey)				
Second of five 3D Teacher Academy Classes in Lincoln Co. (2/6; Hix)				
Met with MTSU & MTEC reps about expanding EDU collaboration (2/7; Coffey)				
Spoke to 4th grade students at Southside School (Bedford Co.) about space science (2/7; Hix)				
Judged Regional FBLA competition for area high schools (2/13; Coffey)				
Attend luncheon with Dr. Tonia Stewart (Black History Month) and act as afternoon's caperone (2/16; Hill)				
ACE Presentation at MTSU Adult Learner Conference (2/16; Coffey & K. Pujol)				
Taught professional development program to teachers in Flintville, TN in return for allowing our honor students to attend that school				
Trevecca Spring Convocation (2/27; Coffey)				
iBook authoring training by TBR at Renaissance Center (2/21; Hix)				
Third of five 3D Teacher Academy Classes in Lincoln Co. (2/27; Hix)				
TACTE Spring Conference in Nashville (2/27; Coffey)				
Career Advisor Training by CAEL at THEC (2/29; /Coffey)				
Advisement & Faculty Evaluations at Smyrna (3/1; Coffey)				
STEM Camp for TDOE (Mar 2&3; Hix)				
<u>Partnership Update</u>				
TTU AST luncheon and meeting (1/5; Coffey)				
<u>Achievement/Accomplishment</u>				
Billy Hix has been selected by the Space Foundation (world's largest space advocacy group) as one of three teacher liasons to work with teachers across the country for the next two years. Training will begin at international conference in Colorado this April.				
Completed Academic Audit Report for Early Childhood Education AAS program (Hill, Coffey)				
<u>Upcoming Events</u>				
Meeting w/MTEC & MTSU (2/7; Coffey & Hix)				
Lumina Grant meeting @ TBR (2/9; Coffey)				
Embedded Remediation meeting @ TBR (2/10; Coffey)				
Judging for FBLA (2/13; Coffey)				
Adult Learning Conference @ MTSU - presenting w/Kelley Pujol re ACE program (2/16; Coffey)				

Education
Activities Report January- March 3

Academic Affairs Committee meeting (2/17; Coffey)				
Distance Ed Committee meeting (2/21; Coffey)				
PRESTO meeting (3/6; Coffey)				
DegreeWorks training (3/13; Coffey)				
TTP meeting (3/16; Coffey)				
Star Party for Science Club & Education (3/23)				
ECED Follow-up meeting with TSU, SCHRA reps (TBD)				
ECED Academic Audit (3/28)				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Humanities
Activites Report January-March 3

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Course Resolution meeting Jan 10, 2012	Helped establish the classess for Spring 2012	AA	No			
Humanities Dept. meeting Jan 5, 2012	Helped prepare faculty for Spring 2012	Humanities				
Meeting with Speech faculty to discuess SPCH 1010 QEP	Created handouts for all speech faculty for Spring 2012	Humanities	QEP and Assessment			
SBIC committee meeting 2/28	Establish guidelines for student behavior intervention		II. Access			
Academic Affairs meeing 2/3 & 2/17	Plan academic programs					
ALT meeting 2/10 & 2/24	Prepare for evaluation period for faculty					
Distance Ed committee meeting 2/21	Rewrite Distance Ed guidelines					
<u>Development Activities</u>						
Staff development meetings for all faculty and staff Jan5, 2012	Provided information and updates of work and changes					
EP Training Tom Breece 2/13	Prepare for Mus1030 QEP module					
D2L training Cherie Williams and Brian Robinson 2/20	Training for creation of online courses	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		II. Access			
Met with FCHS to discuss high school credit in Mass Comm	Help prepare courses for credit		II. Access			
<u>Achievement/Accomplishment</u>						
Cultural Events Committee helped sponsor Dr. Tonia Stewart as guest speaker.	Provide cultural activity	Mike Russell	II. Access III. Quality	yes		
<u>Upcoming Event</u>						
April 12-15 "Carries War" Student production	Cultural event					
April 19 MSCC concert	Cultural event					
March 16- Apri 13 Art Show Glenn Merchant (reception 3/16)	Cultural event					
April 16-May 4 Student art show	Cultural event					
<u>Issues/Concerns</u>						

Humanities
 Activites Report January-March 3

<u>Recommendation/Suggestions</u>				
<u>Updates</u>				
QEP was successfully completed for ART 1030 and THEA 10	Results were given for improvement of QEP modules S	IE and Humanities	QEP	

Languages
Activites Report January-March 3

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follw Up</u>		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Conducted faculty Meeting.						
Participated in Student Affairs Committee Meeting.						
Participated in Career Readiness Meeting.						
Participated in Resolution Meeting.						
Participated in Learning Support Webinar.						
Participated in President's Council Meeting.						
Attended Student Success meeting.						
Attended ALT meeting						
Attended Academic Affairs meeting						
Attended Distance Education meeting						
<u>Development Activities</u>						
We are in the process of purchasing calculators and dictionaries for the learning support labs.						
An iformation sheet was composed for the Learning Support web page to answer questions about Learning Support.						
Conducted a Learning Support meeting in Smyrna.						
<u>Partnership Update</u>						
Dr. Werlein conducted a seminar on Plato's "Apology".						
Participated in "Creating a Successful College Readiness Program" webinar.						
<u>Achievement/Accomplishment</u>						
Nova Ford, a former Smyrna Honors graduate currently majoring in English at MTSU, won a PECK Award for English majors at the end of last semester.						
Ms. Annette Graham reported that her father's surgeon and nurse were her former students at Molow.						
Rooms for Learning Support have been chosen on the McMinnville and Smyrna campuses.						
<u>Upcoming Event</u>						
Learning Support training sessions have been planned (in March) at the McMinnville and Smyrna campuses.						
<u>Issues/Concerns</u>						

Languages
Activites Report January-March 3

<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Mathematics
Activities Report January-March 3

	<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>				
Fall Assembly (1/5/12)				
Mathematics Discipline Meeting (1/5)				
Course Resolution Meeting (1/10; Arman)				
ALT Meeting (1/27; Arman)				
Learning Support Meeting (1/27; Arman)				
President's Council (1/31; Arman)				
Academic Affairs Committee Meeting (2/3; Arman; Nelson)				
ALT Meetings (2/10 & 2/24 Arman)				
Academic Affairs Committee Meeting (2/17 & 3/2; Arman)				
Student Success Committee Meeting (2/17; E. Robinson)				
Cengage textbook presentation to discipline & brief meeting (2/17)				
Distance Ed Committee Meeting (2/21; Arman)				
Meeting with Provost & AVPAA (2/22; Arman)				
Promotion & Tenure Committee Meeting (2/24; E. Robinson)				
Pearson textbook presentation to discipline & brief meeting 2/24)				
<u>Development Activities</u>				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
ALT Meeting (2/10: Arman)				
Academic Affairs Committee Meeting (2/17; Arman)				
Distance Ed Committee Meeting (2/21; Arman)				
Completed last class for MBA; will receive degree in May (McShea)				
<u>Upcoming Events</u>				
TMATYC Conference in Chattanooga (March 30-31; Arman)				
Degree Works training (3/13; Arman)				
Math Discipline Meeting (3/16)				
Learning Support Trainings at McMinnville (3/22) and Smyrna (3/27; Arman)				

Mathematics
Activities Report January-March 3

<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Natural Science
Activities Report January- March 3

	<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>				
Fall Assembly (1/5/12)				
Natural Science Discipline Meeting (1/5/12)				
Course Resolution Meeting (1/10; Gregory)				
Chemistry Fume Hood Meeting w/ Dr. Copenhaver & David Britton (1/20; Gregory; Parks; Griswold)				
Science Club meeting (1/25-Parks; 1/26-Wells)				
ALT Meeting (1/27; Gregory)				
Meeting with architect at Smyrna re cabinets in science labs (1/30; Griswold & K. Fitch)				
President's Council (1/31; Gregory)				
Academic Affairs Committee Meeting (2/3; Gregory)				
Science Club Meetings (2/8 & 2/22)				
ALT Meetings (2/10 & 2/24; Gregory)				
Academic Affairs Committee Meetings (2/17 & 3/2; Gregory)				
Student Success Committee Meeting (2/17 & 3/2; Parks & Garrison)				
Distance Ed Committee Meeting (2/21; Gregory)				
Meeting with Provost & AVPAA (2/22; Gregory)				
Pearson "Mastering" platform presentation for Natural Science (2/24)				
Promotion & Tenure Committee Meeting (2/24; Harris-Young)				
<u>Development Activities</u>				
Travel to Belize, C.A. to observe a class in Environmental Science as a possibility for the Study Abroad Program at Motlow (Jan 3-8; Harris-Young & Garrison)				
Attend 13th Biennial Southwest Symposium presented by the University of New Mexico (Jan 14-15; Mayo)				
Attend New Year's Reception at Dr. Apple's house				
Web Class Design Workshop at Smyrna (2/20; E. Fitch)				
Vanderbilt EMS Management, HIPPA certification & CPR instructor's certification (Palmer)				
Continents Collide: The Appalachians and Himalayas workshop at UTK (2/18; Mayo)				
<u>Partnership Update</u>				
<u>Achievements/Accomplishments</u>				
<u>Upcoming Events</u>				
Science Club Meeting (2/8-Parks & 2/9)				
ALT Meeting (2/10; Gregory)				
Academic Affairs Committee Meeting (2/27; Gregory)				

Natural Science
Activities Report January- March 3

Distance Ed Committee meeting (2/21; Gregory)				
Pearson Presentation for Natural Science (2/24)				
Star Party for Science Club & Education (3/23)				
Science Club trip to Atlanta (CDC; Body Exhibit; Georgia Aquarium), March 30-31				
Smyrna Biology Club Earth Day Hike to Savage Gulf Natural Area (4/12)				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Nursing
Activities Report January-March 3

	<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>						
1/5/2012 Faculty Spring Assembly- 3 sessions available for all faculty						
1/17/2012 Spoke with the administration at Heritage Medical to set up appt with DON for potential clinical site for Motlow nursing and EMT Students			II. Access			
1/23/2012 Faculty Meeting						
2/10/2012 Phone interview with Potential Director of Nursing Candidate.						
2/13/2012 Nursing Career Day for all Nursing Students						
2/22/2012 Nursing Faculty Meeting						
<u>Development Activities</u>						
Amy Huff, David Palmer and Matt Ulrich attended the EMS Educators Course in Wilson County						
Tentative plans to meet with TTU's Director of Nursing to set up advisement day for those interested in RN-to- BSN and to set up an articulation agreement						
<u>Partnership Update</u>						
MTSU will be coming to advise 52 Motlow Nursing students regarding their BSN program. More details to come.						
Amy Huff and Cheryl Hyland met with representatives of the Nashville Career Advancement Center to discuss ways they may be able to assist Motlow students financially and with career skills						
<u>Achievement/Accomplishment</u>						
Official approval letter from TBON received.			I. Leadership			
<u>Upcoming Event</u>						
1/31/2012 Fall 2012 Nursing Application Deadline.						
February 13 - Nursing Career Day						
3/14/2012 MTSU School of Nursing Advisement Session with all Nursing students.						
<u>Issues/Concerns</u>						
Lack of available HESI entrance exam testing slots - spoke to Sonya Hood about potentially testing twice per year						

Nursing
Activities Report January-March 3

No applicants for Director				
<u>Recommendation/Suggestions</u>				
Paramedic -to- RN program				
<u>Updates</u>				

Smyrna Center
Activities Report January-March 3

	<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>						
January 5-Smyrna Rotary 12pm						
January 6-Legislative Briefing 8-9:30am						
January 9-PGI Grant Meeting 1-4pm						
January 10-Smyrna Rotary Board 11:30-1pm						
January 12-Smyrna Rotary 12pm						
January 19-Asst Director Student Success Interviews 9-4pm						
January 20-Asst Director Student Success Interviews 9-4pm						
January 25-Secretary Interviews 8:30, 10, 1:30						
January 25-PGI Grant Conference Call 3pm						
January 26-Secretary Interviews 10, 1:30						
January 26-Smyrna Rotary 12pm						
January 27-Academic Leadership Team Meeting 1-3pm						
January 31-Workforce Investment Meeting 11am						
January 31-Presidential Council 2pm						
February 2-Smyrna Rotary 12pm						
February 3-Mechatronics 1pm						
February 9-Smyrna Rotary 12pm						
February 10-Academic Leadership Team Meeting 9-11						
February 10- PGI Grant Conference Call 3pm						
February 14-Smyrna Rotary Board 11:30-1pm						
February 23-Smyrna Rotary 12pm						
February 24-Academic Leadership Team Meeting 9-11						
February 21 & 22-Permanent Part Time Advisor Interviews						
<u>Development Activities</u>						
February 1-Smyrna West High School 11-1						
February 16-Adult Learner Conference -All Day						
February 17-Adult Learner Conference-All Day						
<u>Achievement/Accomplishment</u>						
Incorporation of Learning Support, Accelerated Gen Ed & Accelerated Business						
Mgt Programs into Fall Schedule (in addition to Honors, Hybrid , 16 Wk & Online Courses)						
<u>Partnership Update</u>						
We are currently reaching out to area high schools regarding Dual Enrollment to ascertain their need.						
<u>Upcoming Event</u>						

Smyrna Center
Activities Report January-March 3

<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Social Science
Activities Report January-March 3

	<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>						
All department faculty members attended Spring Convocation in-service training sessions and department meeting on 1-15-12.			I. Leadership II. Access III. Quality IV. Resourcefulness			
Dr. Craig addressed all departments regarding Title IX reporting procedures 1-5-12						
Dayron Deaton-Owens attended Citizens for Progress meeting 1-9-12			I. Leadership			
All faculty worked advisement from their respective locations during the first two weeks of January.						
Dayron Deaton-Owens conducted Club Days on the McMinnville campus January 18 & 19. PTK food sales on 1-25-12			I. Leadership III. Quality			
Dr. Guerin attended the AALT meeting on 1/27/12						
Dr. Craig attended a day long training seminar on "Discrimination, Harrassment, and Conducting Investigations," presented by TBR legal staff			I. Leadership			
2/3/12 Dayron Deaton-Owens attended Citizens for Progress (CFP) Scholarship Motlow Meeting						
2/6/12 Dayron Deaton-Owens attended CFP Meeting.						
2/7/12 Dayron Deaton-Owens attended Student Behavior Intervention Committee (SBIC)						
2/8/12 Dayron Deaton-Owens attended PTK meeting.						
2/15/12 Lucy Craig prepared and submitted to TnCIS a new course proposal for a Terrorism class to be taught in their "Great Capitals of Europe" program, Summer 2013.						
2/15/12 Stephen Guerin attended Dr. Tonea Stewart presentation in Powers Auditorium.						
2/21/12 Stephen Guerin attended Distance Education Committee meeting.						
2/21/12 Stephen Gueri attended International Education committee meeting.						
2/22/12 Dayron Deaton-Owens attended PTK meeting.						
2/24 & 25/12 Stephen Guerin, Bryan Thomas, and Allison Gunne attended the Southeastern Teaching of Psychology conference in Atlanta, GA.						
2/27/12 Dayron Deaton-Owens attended D2L Training on Main campus for online course development.						
2/27/12 Dayron Deaton-Owens attended Habitat for Humanity meeting for PTK.						

Social Science
 Activities Report January-March 3

2/28/12 Dayron Deaton Owens attended SBIC meeting.			I. Leadership III. Quality	
<u>Development Activities</u>				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
Dr. David Bowlby had book published. Garden and the Wilderness: Church and America to 1789 was published by Lexington Books. MSCC bookstore had a book signing on 2/7/12				
<u>Upcoming Event</u>				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Fayetteville Center
Activities Report January-March 3

	<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
<u>Meetings Attended</u>						
1/6 Legislative Breakfast			I Leadership			
1/10 ACE Spring 2012 Cohort Orientation			II Access			
1/17 IDB Meeting	SMTEC Grant		I Leadership			
1/17 LCHS Meeting to Discuss Learning Support Possibilities	Better prepared freshmen		III Quality			
1/23 DJE Mtg Fayetteville City High School	Class options for fall 2012/spring 2013		II Access			
1/24 DJE Mtg Lincoln County High School	Class options for fall 2012/spring 2013		II Access			
1/24 MTSU Mtg David Gotcher - MTEC Education Program	Ease of transfer to MTSU for ACE education students		II Access			
1/25 DJE Mtg with Riverside Christian Academy	Class options for fall 2012/spring 2013		II Access			
1/26 Student Academic Success Focus Group	IE Plan		I Leadership			
1/27 Meeting with Greer Post Registration Issues	Communication		III Quality			
1/30 Dual Credit Mtg at LCHS with Keith Gill and Mike Russell	Class options for fall 2012/spring 2013		II Access			
2/1 Mtg with TSU ECED ACE Program	Collaboration with TSU and SCHRA to meet needs of students in our area					
2/1 PTK Meeting						
2/6 SBIC Meeting						
2/6 Staff Meeting						
2/7 Black History Month Festivities						
2/7 SBIC Meeting						
2/8 Chamber Meeting						
2/9 Leadership Lincoln Visit - Education Day	Awareness					
2/10 AALT Meeting						
2/14 Youth Leadership Visit - Education and Industry Day	Awareness					
2/15 PTK Meeting						
2/21 Industry Visits with IDB to promote WDRC	Promote WDRC					
2/21 LCHS Visit with IDB to promote WDRC and Project Paycheck	Promote WDRC					
2/27 Fayetteville High School DJE Information Mtg with Parents	Prepare students and parents for DJE in their junior year					
2/28 Lincoln County HS DJE Information Mtg with Parents	Prepare students and parents for DJE in their junior year					
2/28 SBIC Meeting						
2/29 PTK Meeting						
<u>Development Activities</u>						
Tablescapes Planning with Fayetteville Main Street	1/4 of money raised will be donated to Motlow for scholarships					
Gala Silent Auction Items						
<u>Partnership Update</u>						
Mtg with Oakwood College/LEAP Program -	No update					

	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: 2/1 TACC Board Meeting; 2/2 Coffee County Leadership day, afternoon at Motlow; 2/7 Manchester Chamber meeting; Motlow Foundation Investment Committee 2/15; 2/21 MTEC Committee meeting; 2/22 meeting with volunteers working at our 2012 gala; 2/22 Attended Nursing Faculty meeting and presented our Nursing Campaign; 3/2 Meeting with Marilyn and Jay Hiatt with Dr. Apple and Hilda Tunstill; 3/7 TACC Board Meeting	Public relations for future fundraising opportunities	Various	Yes	Yes		
Development Activities : 2/9 Budget Committee meeting of the Rutherford County Commission (\$200,000 proposal for Smyrna Exp); 2/16 Proposal for \$200,000 for Smyrna expansion to full RC Commission; 3/5 Met with Andy Baits regarding additional funding of the Baits Endowed Scholarship fund; 3/8 Motlow Ladies Philanthropic Society Spring Chari-Tea	Fund Raising	Various	Yes	Yes		
Partnership Update:						
Achievement/Accomplishment: 2/9 Proposal to RC commission Budget Committee passed unanimously; 2/16 Proposal to RC Commission for \$200,000 for Smyrna Exp passed 21-0; 2/21 Decision at MTEC Committee meeting resulted in funding collected to date being split between MTSU, Motlow and the MTEC center- \$2880 to Motlow Foundation; 3/3 2012 Gala projected net \$35,000 - \$40,000.	Funds Raised for various student benefits	Various	Yes	Yes		
Upcoming Event; Will start planning the Lincoln County Golf Tournament ; Meeting with Catherine Murray to discuss June Fundraiser; Addressing a Retired Teachers Luncheon about MLPS; Foundation Executive Board meeting in late March						
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 Business Office: 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; TAACCCT Grant Conference Call 3/1, Conference Call Direct Deposit Student Refund 3/9						
Development Activities						
Partnership Update						
Achievement/Accomplishment Business Office: TAACCCT Grant Quarterly report due 02/15; TAACCCT Grant Phase 1 Mechatronics Equipment ordered						
Upcoming Event Business Office: TAACCCT Grant Working Luncheon Meeting 03/14						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for Financial Aid

Date: 3-20-12

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:						
1/24/12 Degree Works Training						
1/26/12 Fayetteville High School Financial Aid Program						
1/27/12 Refund Card System Meeting						
1/29/12 College Goal Sunday						
1/31/12 IPEDS Meeting						
2/2/12 Risk Assessment Meeting						
2/3/12 Student Success Committee Meeting						
2/7/12 SBIC Meeting						
2/9/12 Webinar: Supporting Unaccompanied Youth in Accessing Higher Education						
2/13/12 Welcome Information Sub-Committee Meeting						
2/14/12 DoED USTREAM Budget Update Meeting						
2/14/12 Access and Diversity Committee Meeting						
2/15/12 Update for Asst. Dir. Student Services Meeting						
2/17/12 Student Success Meeting						
2/21/12 MTEC Shelbyville Scholarship Meeting						
2/21/12 IEC Meeting						
2/22/12 Webinar: NASFAA - Summer Aid Issues: Back to the Basics						
2/23/12 Webinar: Calculation of GE Debt Measures and Implications for Institutions						
2/28/12 Webinar: NASFAA - Federal 2013 Budget Update						
3/1/12 Conducted Financial Aid Conference Call						
3-6-12 FA Staff Meeting - New Year Form Review						
3-7-12 Joint MTSU - MSCC - TTCM'boro Meeting (Program Coordination)						
3/7/12 Product Demo - STARS On-Line (Scholarship Processing System)						
Development Activities:						
Partnership Update:						
Achievement/Accomplishment:						
Upcoming Event:						
3/14/12 DOL Grant Meeting						
3/16/12 TBR FA Advisory Committee Meeting						
3/21/2012 Webinar: NASFAA Treatment of Academic Modules in R2T4						
3/24 to 30/12 SunGard Summit 2012						
3/27/12 JD Scholarship Selection Committee Meeting						
4/13/12 Student Success Committee						
4/22 to 25/12 TASFAA Spring Conference						
4/25 to 27/12 TBR Diversity Conf.						
5/24/12 Webinar: NASFAA - Eligibility of Academic Modules in R2T4						
6/20/12 Webinar: NASFAA - Default Prevention Strategies						
Issues/Concerns:						
Recommendation/Suggestions:						
Updates:						

President's Council Report for Human Resources

Date: March 20, 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	TBR Policy Committee Bi-weekly Access & Diversity Committee Diversity Webinar Manchester Chamber of Commerce State Benefits Call weekly Master Plan DOL Grant TBR Affirmative Action Officers					
Development Activities	Black History Month activities (3) EAP Seminar Rutherford County Chamber University employment seminar ADA webinar					
Partnership Update	Motlow Ladies Philanthropic Spring Tea					
Achievement/Accomplishment	2012 Affirmative Action Plan filed with TBR OSHA 300 filed FLSA audit submitted to TBR Quarterly Compensation Review submitted to TBR					
Upcoming Event	Annual Performance Evaluations					
Issues/Concerns						
Recommendation/Suggestions						
Updates	Budget preparation ongoing					

Charted Activities Report for Department: Center for Academic Technologies

Date: February 2012

	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						
ITAS - February 6						
Academic Leadership Team - February 10						
D2L Sys Admins - Monthly Online Meeting - February 10						
Development Activities						
Partnership Update						
Achievement/Accomplishment						
Smyrna Campus Visit - February 1						
Fayetteville Campus Visit - February 7						
McMinnville Campus Visit - February 8						
D2L - Developer Workshop Smyrna - February 20 (with Donna McKoon)						
D2L - Developer Workshop Moore Co. - February 27 (with Donna McKoon)						
Upcoming Event						
Online Course Evaluations March 14-28						
Campus visits to Smyrna, Fayetteville and McMinnville						
Microsoft Excel Workshop - March 7						
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
Meetings Attended						
2/28/12 Library Committee						
Development Activities						
1/17/12 Ingram iPage Webinar						
2/21/12 "Your library at Webscale: How Radical collaboration is redefining library management services" Webinar						
Partnership Update						
1/27/12 Moore County High School Senior Class Tour of Library						
2/12/2012 Coffee County Leadership Group Tour of Library						
Achievement/Accomplishment						
Jan. 4-5, 2012 Library staff attended New Year's Reception at Dr. Apple's						
1/9/12 Library Hosted "Soup Kitchen" for MSCC Personnel						
Jan. 17-19, 2012 Assisted with preparation of Welcome Week Refreshment Table at the Fayetteville Campus						
Upcoming Event						
3/13/12 TBR Media Consortium						
3/21-22/12 Tennessee Library Association Annual Meeting						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

**Charted Activities Report for Department: Office of the Provost
January-February 2012**

<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>
Jan 3-4 - New Year's receptions			I. Leadership			
Jan 4 - Spring Assembly meeting			I. Leadership III. Quality			
Jan 5 - Spring Assembly			I. Leadership III. Quality			
Jan 6 - Legislative Breakfast			I. Leadership			
Jan 6 - ACE Meeting			I. Leadership III. Quality			
Jan 9 - QEP/IE meeting			I. Leadership III. Quality			
Jan 9 - Site visit Murfreesboro			I. Leadership			
Jan 10 - Performance Outcome meeting			I. Leadership III. Quality			
Jan 10 - ITV meeting			I. Leadership II. Access III. Quality			
Jan 10 - Course Resolution meeting			I. Leadership II. Access III. Quality			
Jan 10 - ACE orientation			I. Leadership III. Quality			
Jan 18 - TBR Academic Affairs Sub-council pre-meeting			I. Leadership			
Jan 19 - TBR Academic Affairs Sub-councilmeeting			I. Leadership			
Jan 19 - TBR RODP Oversight Committee meeting			I. Leadership			
Jan 20 - Chemistry fume hood meeting			I. Leadership III. Quality			
Jan 25 - PGI-TN: consortia panel at the Adult Learner Conference			I. Leadership II. Access III. Quality			
Jan 26 - Distant Ed meeting			I. Leadership II. Access III. Quality			
Jan 26 - McGraw-Hill Webinar			I. Leadership III. Quality			
Jan 26 - CC Presidents and Lovell Communications Marketing Phone Conference			I. Leadership			
Jan 27 - Carnegie Learning webinar			I. Leadership			
Jan 27 - Phone conference (UT advising)			I. Leadership II. Access III. Quality			
Jan 29-31 - Legal Issues conference			I. Leadership			
Feb 1 - Nursing Director Search Meeting			I. Leadership			
Feb 2 - DegreeWorks meeting			I. Leadership III. Quality			
Feb 3 - Academic Affairs Committee meeting			I. Leadership III. Quality			
Feb 6 - Smyrna equipment budget meeting			I. Leadership III. Quality			
Feb 7 - Soul Food tasting and art show			I. Leadership			
Feb 7 - Dr. Bowlby book signing			I. Leadership			
Feb 8 - Lumina Grant project meeting			I. Leadership II. Access III. Quality IV. Resourcefulness			
Feb 10 - Promotion & Tenure meeting			I. Leadership III. Quality			

Feb 10 - MOA Grant call			I. Leadership II. Access III. Quality IV. Resourcefulness	
Feb 13 - QEP meeting			I. Leadership III. Quality	
Feb 15 - McMinnville visit			I. Leadership	
Feb 16-17 - TBR Adult Learner Conference			I. Leadership	
Feb 17 - Academic Affairs Committee meeting			I. Leadership III. Quality	
Feb 20 - Interior Finishes Meeting - Smyrna Building			I. Leadership III. Quality	
Feb 20 - QEP meeting			I. Leadership III. Quality	
Feb 21 - Smyrna Black History Month speaker			I. Leadership	
Feb 21 - Dual Admissions agreement meeting			I. Leadership II. Access III. Quality	
Feb 22 - Promotion & Tenure meeting			I. Leadership III. Quality	
Feb 23 - Smyrna visit			I. Leadership	
Feb 24 - International Studies meeting			I. Leadership II. Access III. Quality	

President's Council Report for Assistant VP for Student Affairs

Date: 3/12/12

Achievement/Accomplishment	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 - 2/6 - TBR Diversity contacts conference call; SBIC Meeting (2/7 and 2/28); 2/13 - Risk Assessment; 2/14 - Access and Diversity Committee meeting; 2/22 - Testing webinar (Pearson Vue); 3/2 Academic Affairs meeting; 3/2 - Graduation meeting; 3/7-10 - TCCAA Tournament	Improve diversity on campuses; increase awareness for safe environment for college; requirements for college to become a Pearson Vue Test Center; more knowledgeable about changes in academic arena; support athletics	campus wide	1, 2, 3			
Development Activities - 2/7 -Black History Month Soul Food Tasting and Art Exhibit (Fayetteville); 2/15 - Black History Month presentation Wendy Thompson (McMinnville); 2/22 - Maxine Smith Fellows reception; 3/15-16 - Dr. Tonea Stewart's presentations and development workshops;	support college's black history month programs					3
Partnership Update						
Achievement/Accomplishment						
Upcoming Event - 3/6 - Nursing Director Interviews; 3/14- Sharepoint Software Training (SACS); 3/13 - Student Recognition Planning Meeting; 3/23 - Academic Leadership Team Meeting; 3/26 - Dr. Hazel O'Leary activity 3/27 - Tennessee College Association Conference						
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-Risk Assessment Meeting-Feb 3, SBIC Meeting-Feb 7, TN-AHEAD meeting-Feb 10, Access and Diversity Meeting-Feb 14, Special Education Conference-Feb 15-17,Pearson VUE meeting-Feb 22; MP3 meeting-Feb 24SBIC Meeting-Feb 28		Campus wide				
Development Activities-Proctor and Room Supervisor Training-Feb 3 and Feb 14; Coffee County Youth Leadership-Feb 8; Special Education Conference Presentation-Feb 17		Campus wide				
Partnership Update-						
Achievement/Accomplishment						
Upcoming Event-MP3 Meeting-March 16, TN-AHEAD meeting-March 16		Campus wide				
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for _____ Student Affairs - Admissions and Records _____

Date: 3/12/12

	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: 2/2/12 Diploma on demand meeting, 2/3/12 Academic Affairs meeting, Student success meeting, Risk meeting, 2/7/12 Mechantronics meeting with Mr. Tunstill, 2/13/12 Student Success meeting, 2/17/12 Admissions and Records meeting at TBR, 2/22/12 Student Affairs meeting,						
Partnership Update						
Achievement/Accomplishment						
Upcoming Event						
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		
Meetings Attended: Academic Affairs (Feb. 3 & 17; Mar. 2); Student Success Committee Mtgs (Feb. 2 & 17); Mechatronics Initiatives with Mr. Tunstill (Feb. 5); Asst. Directors Mtgs (Feb. 15 & Mar. 5); Statewide Advisement Mtg. at Nash. St (Feb. 29); PRESTO Mtg. (Mar 6);						
Development Activities: Tonea Stewart (Feb. 16); Art Reception for Jared Pragle (Feb. 23); DegreeWorks Training for Dept. Chairs (Mar. 13-two sessions); Faculty Training (Mar. 15 - two sessions)						
Partnership Update: Hosted Coffee County Leadership Adult Group 2/2/12						
Achievement/Accomplishment						
Upcoming Event: Student Success Committee (March 16); MTSU Advisors Day - (March 20); DegreeWorks Advisor Training (March 19 - two sessions one in Fay. One on Moore Co.; March 21 - two sessions in McMinnville; March 23 - one session in Smyrna; March 26 - one session Moore Co.)						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for Campus and Student Relations Date: March 20, 2012

	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--Risk Assessment, Feb 3; Student Affairs Staff Meeting, Feb. 22; Region VII Basketball Tournaments, Jackson, TN; March 7-11; UTK TTPs Meeting, March 16; President's Council, March 20	Continuous improvements college-wide	VP for Business Affairs; Asst. VP for Student Affairs; Athletics and Student Services; President's Office	Goals 1, 2, 3	Yes	follow up required	
Development Activities--Black History Programs: Fayetteville Center, Feb. 7, Marc Burnett and A Taste of Soul; Moore County campus, Feb. 15 and 16, Dr. Tonea Stewart; Smyrna Site, Feb. 21, Dr. Phillis Ramsby; MP3 Monthly Meeting, Career Interests Inventory, February 24; MP3 March Monthly Meeting, Decision Making Skills, March 16	Promotes understanding and awareness of others; Increases retention and helps with recruitment	Assistant VP for Student Affairs; Testing and Disability Services; Athletics; Career Placement	Goals 1, 2, 3	Yes	follow up required	
Partnership Updates--Presentation to Smyrna West School at Smyrna Site, Feb. 1; hosted Coffee County Adult Leadership, Feb 2; hosted Coffee County Youth Leadership, Feb. 8; guest on Channel 6 Local TV, Feb. 14; hosted area-wide 4H Public Speaking Contest, Feb. 16; hosted Shelbyville Club Rotary Career Day, March 7; Grundy County High School Sophomore Class visit, March 20 RECRUITMENT/TRANSFER University Visits: Lipscomb University, Feb. 21; ETSU, Feb. 23; UAH, March 15; Coffee County Drug Coalition Meeting, March 15; Region 5 South Prevention Advisory Council Meeting, March 16	Continuous improvements college-wide with enrollment implications; college/K12 partnership; good PR; strengthens college/university partnerships and college/community partnerships	Student Success/Student Services; Student Services; Testing and Disability Services; Marketing; Student Affairs; Facilities; Library; auxiliary services	Goals 1, 2, and 3	Yes	follow up required	
Achievement/Accomplishment--Homecoming 2012, Feb. 11; Sophomore Recognition, Feb. 25	Excellent PR	Student Services Division; College-wide	Goals 1, 2, and 3	No	follow-up not required	
Upcoming Event--Women's History Month Program, March 26, The Honorable Hazel O'Leary, speaker; Grundy County High School Career Fair, March 29; APSU Transfer Visit, March 29; Franklin County High School Senior Class Training, Interviewing Skills, March 30; CHASCO Meeting, March 30	Raise awareness and appreciation of diversity and the impact of women; college/ K-12 partnerships and recruiting activities; community college/university partnerships; raise awareness of social issues on campuses and collaborate with peer institutions	President's Office; Asst. VP for Student Affairs	Goals 1, 2, and 3	Yes	follow up required	
Issues/Concerns						
Recommendation/Suggestions						
Updates--Coordinated THEC's Harold Love Community Service Recognition Nominations; submitted to President's Office on March 13		Campus-wide; President's Office		No	follow-up required	