

PRESIDENT'S COUNCIL MEETING  
Marcum Technology Center, Room 105A  
October 23, 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 9-25-12
- 2 Updates (20 minutes)
  - Vice Presidents
    - Provost
    - Student Affairs
    - Business Affairs
    - Information Technology and Administrative Services
  - Council Presidents
    - Faculty
    - Support
    - Administrative
  - SGA President – Karen Hill
  - 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)

Future Meeting Dates:

11/20/12  
01/29/13  
03/26/13  
04/30/13

**PRESIDENT'S COUNCIL MEETING  
MINUTES**

**Date: October 23, 2012**

**Time: 2:00 p.m.**

**Location: Marcum Technology Center, Room 105A**

**Attendees: X denotes attendance (See below chart)**

<b>Council Members</b>	<b>9/25/12</b>	<b>10/23/12</b>	<b>11/20/12</b>	<b>1/29/13</b>	<b>3/26/13</b>	<b>4/30/13</b>
Dr. MaryLou Apple President	<b>X</b>	<b>X</b>				
Dr. Stone Vice President Administrative Services & IT	<b>X</b>	<b>X</b>				
Hilda Tunstill Vice President Business Affairs	<b>X</b>	<b>X</b>				
Dr. Bonny Copenhaver, Provost	<b>X</b>	<b>X</b>				
Jerry Tunstill Vice President Student Affairs	<b>X</b>	<b>Regina Burden Attended</b>				
Laura Jent Affirmative Action Officer	<b>X</b>	<b>X</b>				
Dr. Ward Harder- Chair Faculty Council	<b>X</b>	<b>X</b>				
Michelle Cox- Chair Support Staff Council	<b>X</b>	<b>X</b>				
Cammie Stafford Chair Administrative Council	<b>X</b>	<b>X</b>				
Karen Hill President Student Government Association	<b>X</b>	<b>X</b>				
Brenda Cannon Director of Student and Campus Relations	<b>Regina Burden Attended</b>	<b>X</b>				

## **President's Council Minutes**

### **Approval of Minutes**

A motion was made by Dr. Bonny Copenhaver and seconded by Dr. Ward Harder to approve the minutes of the President's Council Meeting held September 25, 2012.

### **Academic Affairs- Dr. Bonny Copenhaver**

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

### **Student Affairs- Mrs. Regina Burden**

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

### **Business Affairs- Mrs. Hilda Tunstill**

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

### **IT and Administrative Services- Dr. Eddie Stone**

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

### **Faculty Council- Dr. Ward Harder**

The Faculty Council recommended delaying implementation of the revised Faculty Evaluations until the 2013-2014 academic year. Dr. Randall Bartley is heading the committee that will be revising the faculty evaluation process, and they expect to have the task completed by end of spring semester 2013. The Faculty Council at TBR approved the common calendar and recommended to keep fall break in October. The final decision will be made by the TBR. Faculty Council will meet October 26 and will discuss enrollment and retention ideas.

### **Support Staff Council- Ms. Michelle Cox**

The Support Staff Council met on October 18. The Support Council is sponsoring the Competition of Fall Decorating in the Courtyard and will also assist SGA with the Buck BBQ on October 24. Motlow has seen a decline in enrollment the past two years. Dr. Apple asked the councils to review the problem and to generate ideas of intervention. The Support Staff Council suggestions were reviewed. (See attachment 1)

### **Administrative Council- Mrs. Camilla Stafford**

Mrs. Stafford reviewed suggestions for enrollment and retention from the Administrative Council. (See attachment 2)

### **SGA- Karen Hill, SGA President**

Ms. Hill conducted a survey among students and found that 90% of them did not know about My Motlow GPS. The survey showed that 85% of freshmen students are familiar with My Motlow GPS. It was suggested that we concentrate on making sophomore students aware of graduation planning system. In addition, Ms. Hill suggested the financial aid website be simplified for freshmen students so that choices that do not apply to them are eliminated, thus preventing confusion. The SGA has scheduled activities at all campuses. Mr. and Miss Motlow

interviews will be held on Thursday, October 25, 2012. The McMinnville site will have a Halloween scavenger hunt and flash mob on October 31.

**Affirmative Action- Ms. Laura Jent**

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

**Student and Campus Relations- Ms. Brenda Cannon**

November will be a busy month at all campus locations. Each campus will host an International Day. The athletic department is beginning to make preparations to host the TCCAA Region VII Basketball Tournament March 4-8, 2013.

**Student Success- Ms. Gina Burke**

The focus of student success this month is on study engagement and early intervention tools, some that possibly tie into BANNER. The first of four faculty advising sessions began October 23, 2012, at the Moore County Campus location. There will be a faculty advising session at each campus. Ms. Rhonda Cotham coordinated a complete binder of information on advising, and has been well received by faculty.

**Good News/Discussion Items**

- The Children's Play will have performances November 1,2,7,8 and 9.
- Staff members have been attending many meetings with much discussion surrounding the funding formula.
- The sports program has started again, with the Motlow Bucks Athletic Association promoting their MBAA membership.

**President's Comments**

- Dr. Apple expressed her appreciation to all councils for the recommendations brought forward as a means of intervention of student retention and enrollment.
- Expectations are that Governor Haslam will reveal his plan for education in Tennessee in January 2013.

There being no further business, the meeting adjourned at 2:50 p.m.

Respectfully submitted,

Christy Glenn

Business and Technology Department  
Activities Report Date: September 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>
Leadership Team Meeting (Sept. 7, 14 & 28)	Academic Affairs projects.	MSCC	I. Leadership	
Academic Audit Training TBR (Sept. 18)	Initiating Academic Audit of the General Technology Program.	MSCC	I. Leadership	
TBR ROCC/RODP Curriculum Committee (Sept. 21)	ROCC/RODP	RODP/MSCC	I. Leadership	
ROCC/RODP AAS Business Management Subcommittee. (Sept. 21)	ROCC/RODP established a new subcommittee to develop an AAS program of study in Business Management--selected to co-chair of the subcommittee..	ROCC/RODP & MSCC	I. Leadership	
Academic Audit Meeting TBR	Initiating Academic Audit of the General Technology Program.	MSCC	I. Leadership	
<b><u>Development/Ongoing Activities</u></b>				
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 + 1, 2 + 2 and 1 + 1 programs in business; programs to be presented on MSCC campus.	Business & Technology Department, MSCC & Trevecca		
Chairing the TBR ROCC/RODP Criminal Justice Subcommittee	Continuing to chair the subcommittee 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 RODP/MSCC	I. Leadership	
Co-chairing the TBR ROCC/ RODP Business Management Subcommittee	Co-chair of the subcommittee; collaborating with other TBR institutions to develop an RODP online A.A.S. programs in Business Management.	Business & Technology Department; MSCC; TBR	I. Leadership	
TBR TTC-CC Lumina Grant Team (Has been inactive)	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.	Business & Technology Department; MSCC; TBR community colleges; TTC.		
TBR Lumina Grant Business Management Team (Has been inactive)	Continuing to work with the TBR and other community colleges to develop a cohort-based accelerated AAS degree in Business Management.	Business & Technology Department; MSCC; TBR		
Dual Credit/Credit by Assessment meetings with service area high school CTE Directors.	Continuing to serve as the Dual Credit Coordinator; coordinating MSCC dual credit program with service area high schools and TTCs.	Business & Technology Department; MSCC ; TTCs; local HS.	I. Leadership II. Access	
TBR ROCC/RODP Curriculum Committee	Providing RODP courses/programs for MSCC students.	TBR RODP & MSCC		
TBR Distance Education Committee	Coordinating distance education opportunities for students, faculty and staff.	TBR & MSCC	I. Leadership	
<b><u>Partnership Update</u></b>				
<b><u>Achievement/Accomplishment</u></b>				
<b><u>Upcoming Events</u></b>				
<b><u>Issues/Concerns</u></b>				
<b><u>Recommendation/Suggestions</u></b>				
<b><u>Updates</u></b>				



Education  
Activities Report Date: September 2012

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<b>Follow Up</b> N=No Y= Yes DTR
<b><u>Meetings Attended</u></b>				
Smarthinking Overview Webinar (Hill)				
Leadership Team Meeting (9/14) (Coffey)			I. Leadership	
Meetings on ECED Accreditation (Coffey; Hill)				
<b><u>Development Activities</u></b>				
DJE Meeting at Cannon Co. High School; meeting at McMinnville TTC (9/19) (Coffey)			I. Leadership II. Access	
Center visits with faculty, adjuncts & students: Fayetteville (9/17); McMinnville (9/19); Smyrna (9/25)				
TACTE Fall Conference in Nashville (Sept 20, 21) (Coffey; Hix; Hill)			I. Leadership	
PLA Training (9/27) (Coffey)				
Parent Night Presentation at Coffee County Central HS (DJE & Accelerated Schedule) (9/20) (Coffey)				
Teacher Assessment Training (9/28) (Coffey; Hill; Hix)				
TN STEM Summit at AEDC and UTISI (9/5 & 9/6) (Hix)				
Spoke to student council at Bedford Co. about careers (9/7) (Hix)				
Spoke at the American City Bank Board of Directors (9/18) (Hix)				
Started training & kick-off of LEGO robotics at Lincoln Co. (for grades 3-6) (9/18) (Hix)				
<b><u>Upcoming Events</u></b>				
McMinnville DJE School Visits (Oct. 3, 4) (Coffey)				
Planetarium show at Thomas Magnet School (10/5: Hix)				
Fall Star Party at HOSC (10/6; Hix)				
WHET Conference (October) (Coffey)				
LEAD Conference in Nashville (Hix)				
Celebrate science night (follow up for summer STEM camps) at Lincoln Co. HS (for grades 5-8) (10/19; Hix)				
NAEYC Conference in Atlanta (November) (Coffey; Hill)				
TACHE Conference in Nashville (November) (Coffey)				
iPods in Math - new program at Lincoln Co. schools (10/29: Hix teaching)				
Presentation with Air Force Planetarium at Flintville School (10/2; Hix)				
<b><u>Partnership Update</u></b>				
<b><u>Achievement/Accomplishment</u></b>				
<b><u>Upcoming Events</u></b>				
<b><u>Issues/Concerns</u></b>				
<b><u>Recommendation/Suggestions</u></b>				

Education  
Activities Report Date: September 2012

<u>Updates</u>				



Humanities  
Activites Report Date:

	<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
<b><u>Meetings Attended</u></b>						
E. Seal and D Zimmerman/ Academic Affairs committee 9/21	Curriculum improvement					
D. Zimmerman/ Leadership Meeting/ 9/21	Organizational updates and improvement		I. Leadership			
J. Brown /Attended TnCis meeting/ 9/21,22	Study Abroad involvement		I. Leadership			
C Williams attended Student Success Committee 9/21	Student retention and advisement					
E. Seal, D. Zimmerman, D Bethea, B Robinson faculty Council/ 9/21	Faculty policy updates					
<b><u>Development Activities</u></b>						
Worked for Yo Soy Latina 9/20	Advancement of the QEP					
Adjunct communication/ McMinnville 9/13	Better communication with off campus faculty					
Adjunct communication/ Fayetteville 9/27	Better communication with off campus faculty					
Adjunct communication/ Smyrna 9/18	Better communication with off campus faculty					
<b><u>Partnership Update</u></b>						
<b><u>Achievement/Accomplishment</u></b>						
<b><u>Upcoming Event</u></b>						
Art Show reception 10/31	Culture					
Leadership Meetings 10/5,19,26	Organizational improvement					
<b><u>Issues/Concerns</u></b>						
<b><u>Recommendation/Suggestions</u></b>						
<b><u>Updates</u></b>						



Mathematics  
 Activies Report Date: September 2012

	<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> N=No Y= Yes DTR
<b><u>Meetings Attended</u></b>				
Excel Training (9/12) (Arman)			I. Leadership	
Leadership Team Meetings (Sept. 14, 21, 28) (Arman)				
D2L Workshop (9/17) (Arman, Keel, Wurst)				
Distance Ed Refresher Course (9/18) (Arman)				
Cheating in the Online Enviroment Webinar (9/20) (Arman)				
Academic Affairs Committee Meeting 9/21 (Nelson; Arman)			I. Leadership	
9/26 Faculty Forum (Arman)				
9/27 iPad Webinar (Arman)				
<b><u>Development Activities</u></b>				
<b><u>Partnership Update</u></b>				
<b><u>Achievement/Accomplishment</u></b>				
<b><u>Upcoming Events</u></b>				
LEAD Conference in Nashville (October) (Arman)			I. Leadership	
Hosting TMATYC Conference (April 2013)				
<b><u>Issues/Concerns</u></b>				
<b><u>Recommendation/Suggestions</u></b>				
<b><u>Updates</u></b>				

Natural Science  
 Activities Report Date: September 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
<b><u>Meetings Attended</u></b>				
Leadership Team Meetings (Arman)		I. Leadership		
9/21 Academic Affairs Committee Meeting (Arman; Palmer)		I. Leadership		
9/21 Faculty Council Meeting (Gregory)				
9/26 Faculty Forum (Arman; Gregory)				
9/27 iPad Webinar (Gregory; Arman)				
<b><u>Development Activities</u></b>				
9/28 Study Abroad Symposium @ Lincoln Lane Community College (L. Young)				
<b><u>Partnership Update</u></b>				
<b><u>Achievements/Accomplishments</u></b>				
<b><u>Upcoming Events</u></b>				
<b><u>Issues/Concerns</u></b>				
<b><u>Recommendation/Suggestions</u></b>				
<b><u>Updates</u></b>				



Nursing  
Activities Report Date: September 2012

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Smyrna Center  
Activities Report Date: September 2012

	<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
<b><u>Meetings Attended</u></b>						
9-6-12 Smyrna Rotary 11:30-1:00						
9-10-12 Construction Mtg 3:00-4:00						
9-11-12 Smyrna Rotary Board 11:30-1:00						
9-13-12 Smyrna Rotary 11:30-1:00						
9-14-12 Academic Leadership Team Mtg 10:00-12:00			I. Leadership			
9-20-12 Smyrna Rotarty 11:30-1:00						
9-21-12 Academic Affairs Mtg 8:30-9:30						
9-21-12 Academic Leadership Team Mtg 10:00-12:00			I. Leadership			
9-24-12 Construction Mtg 3:00-4:00						
9-25-12 Presidents Council Mtg 2:00-3:00						
9-27-12 Smyrna Rotary 11:30-1:00						
9-28-12 Academic Leadership Team Mtg 10:00-12:00			I. Leadership			
<b><u>Developmental Activities</u></b>						
9-6-12 Student Workshop-Time and Stress Mgt 1:50-2:50						
9-10-12 Student Workshop-Using the T-84/T-85 Calculator						
9-11-12 Focus Group Feedback Sessions (All Day)						
9-18-12 National Weather Service Training 3:00-4:30						
<b><u>Partnership Updates</u></b>						
9-8-12 Smyrna Fish Fry-Volunteered 4:00-8:00pm						
<b><u>Achievement/Accomplishment</u></b>						
<b><u>Upcoming Event</u></b>						
10-10-12 Smyrna Fall Festival						
10-11-12 Bridgestone/Mechatronics Open House						
10-16-12 Ladies Philanthropic Mtg						
10-30-12 Fire Drill						
10-31-12 International Day						
<b><u>Issues/Concerns</u></b>						
<b><u>Recommendation/Suggestions</u></b>						
<b><u>Updates</u></b>						

Social Science  
Activities Report Date: September 2012

	<b>Impact on Institution/ Continuous Improvement</b>	Dept. you Consulted/ Dept. it will Impact	<b>Related to Strategic Goal</b>	<b>Follow Up</b>		
				N=No	Y= Yes	DTR
<b><u>Meetings Attended</u></b>						
Heather Koller participated in Smyrna campus International Day planning						
Dayron Deaton-Owens participated in PTK Club Week September 4, 5, & 6						
Dayron Deaton-Owens participated in Citizens for Progress Scholarship meeting 9-10-12						
Dayron Deaton-Owens participated in PTK Advisors Meeting 9-11-12						
Dayron Deaton-Owens participated in PTK Meeting on 9-13-12						
Bryan Thomas supported Smyrna SGA bake sale on 9-13-12						
Dayron Deaton-Owens participated in Student Success Meeting on 9-21-12						
Dayron Deaton-Owens participated in PTK Inductions on 9-23-12						
Dayron Deaton-Owens participated in Faculty Forum Meeting with Dr. Copenhaver on 9-26-12						
Dayron Deaton-Owens participated in PTK meeting 9-27-12						
Dayron Deaton-Owens participated in Relay for Life meeting 9-27-12						
Dr. Lucy Craig attended NCHERM/ATIXA Title IX Investigator Training September 10—13, 2012 in Orlando, FL						
Dr. Stephen Guerin attended Academic Leadership Team meeting on 9-14-12, 9-21-12, and 9-28-12			I. Leadership			
Drs. Lucy Craig, Scott Cook, Donald Cheatham and David Bowlby gave presentations at annual Constitution Day program on Moore county campus on 9-17-12			I. Leadership			
Bryan Thomas completed <i>Unlawful Harassment Prevention for Higher Education Faculty</i> and <i>FERPA for Higher Education Training</i> on 9-17-12						
Dr. Stephen Guerin attended refresher D2L training with Dr. McCoy on 9-18-12						
Dr. David Bowlby and HIST 1110 class attended <i>La Soy Latina</i> program on 9-20-12						
Bryan Thomas attended refresher D2L training with Dr. McCoy on 9-21-12						
Bryan Thomas attended Faculty Council meeting 9-21-12						
Dr. David Bowlby attended Faculty Council Meeting on 9-21-12						
Dr. Lucy Craig attended TnCIS Faculty/Director training for Summer 2013 study abroad at TSU on 9-22-12						
Drs. Guerin, Cook, Cheatham and Bowlby met with Provost on 9-18-12 to review political science credentialing issue (Masters of Public Administration degree)						
Dr. Scott Cook met with Norton rep to discuss upcoming edition of <i>America: A Narrative History</i> on 9-20-12						
Dr. Stephen Guerin completed <i>Unlawful Harassment Prevention for Higher Education Faculty</i> and <i>FERPA for Higher Education Training</i> on 9-26-12.						



Social Science  
Activities Report Date: September 2012

Dr. David Bowlby attended Faculty Forum with Dr. Copenhaver on 9-26-12				
<b><u>Development Activities</u></b>				
<b><u>Partnership Update</u></b>				
<b><u>Achievement/Accomplishment</u></b>				
<b><u>Upcoming Event</u></b>				
<b><u>Issues/Concerns</u></b>				
<b><u>Recommendation/Suggestions</u></b>				
<b><u>Updates</u></b>				

Fayetteville Center  
 Activities Report Date: September 2012

	<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
<b><u>Meetings Attended</u></b>						
ALT Meeting 9/7			I. Leadership			
EMS Marketing Plan meeting with Stacy Johnson 9/11			I. Leadership			
PTK Advisors Monthly Conference Call 9/11			II. Access			
Chamber of Commerce Fair Booth rep 9/12						
MyMotlow GPS Training 9/17						
IE Plan Student Academic Success Focus Group - 1st Meeting of Term 9/18						
ALT Meeting 9/21			I. Leadership			
Chamber of Commerce Retreat for New Members 9/24						
PTK Orientation for new members 9/26						
Fayetteville Center Staff Meeting 9/26						
International Fair Planning Mtg with J Brown 9/27						
ALT Meeting 9/28			I. Leadership			
<b><u>Development Activities</u></b>						
MLPS Coffee 10/16						
<b><u>Partnership Update</u></b>						
Mtg with Oakwood College/LEAP Program -	No update					
IDB/Educators/Industry Partnership	WDRC Fall Dates - Nov. 5, 12, 19,26					
NEST-TN	Meeting in October					
UAH Nursing Articulation	On-going. Working with Amy Huff					
<b><u>Achievement/Accomplishment</u></b>						
Elected President of Fayetteville Lincoln County Chamber of Commerce			I. Leadership			
Elected TACHE Middle Regional Director			I. Leadership			
<b><u>Upcoming Event</u></b>						
Project Inductor Automotive Site Visit Presentation 10/10						
Chamber of Commerce Membership Banquet 10/15						
WHET Annual Conference Oct. 11 - 12						
MLPS Coffee 10/16						
International Day 11/19						
Day of the Dead PTK/International Event 10/31						
C4 Signing Days 11/19 - 11/21						
TN TACHE Annual Conference 11/7-11/9						
<b><u>Issues/Concerns</u></b>						
<b><u>Recommendation/Suggestions</u></b>						

Fayetteville Center  
Activities Report Date: September 2012

<u>Updates</u>				



McMinnville Center  
Activities Report Date: September 2012


	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follw Up		
				N=No	Y= Yes	DTR
Meeting Attended: Various meetings with potential donors; Manchester and Tullahoma Chamber lunch meetings; 10/3 - Foundation Executive Committee Meeting; and 10/11 - Open House for Mechatronics Program at Bridgestone	Public Relations for future fundraising	various	yes	yes		
Development Activities :						
Partnership Update						
Achievement/Accomplishment: 10/16 - MLPS Coffee at Smyrna Campus	Funds raised for student needs	various	yes	no		
Upcoming Event: 11/9 - Strategic Planning Meeting						
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
<b>Meeting Attended</b> Business Office: TAACCCT Grant Site Visit 9/24 and 9/25; TBR Council of Buyers Meeting 9/26; TTC Quarterly Meetings; BPMS Initial Conference Call 9/26;						
<b>Development Activities</b>						
<b>Partnership Update</b>						
<b>Achievement/Accomplishment</b> Business Office: Revised Budget done and submitted to TBR;						
<b>Upcoming Event</b> Business Office: TN Summit 10/15 and 10/16; Heartland Conference Call 10/18; Annual Strategic Planning Meeting 11/9; TTC Training Session 11/15;						
<b>Issues/Concerns</b>						
<b>Recommendation/Suggestions</b>						
<b>Updates:</b>						

President's Council Report for Financial Aid

Date: 10-23-12

Financial Aid	Impact on Institution/ Continuous Improvement	Dept. you Consulted/	Related to Strategic Goal	Follow Up		
		Dept. it will Impact		N=No	Y= Yes	DTR
<b>Meetings Attended:</b>						
9/12/12 BPM Call with TBR						
9/13/12 TBR Conf. Call with Legal on "Eligibility Verification for Entitlement Act"						
9/18/12 13-14 Verification Web Cast						
9/19/12 Cap X meeting on Scholarship Software						
9/27/12 NASFAA Webinar - COA						
9/28/12 Planning Meeting on Call Center Proposal						
10/4/12 Financial Aid TBR Conf. Call						
10/4/12 Conf. Call with BPMS Coordinator at TBR						
<b>Development Activities:</b>						
<b>Partnership Update:</b>						
<b>Achievement/Accomplishment:</b>						
<b>Upcoming Event:</b>						
10/15 -16/12 TN Summit 2013						
10/16/12 Fin. Aid TBR Advisory Committee Meeting						
10/19/12 Student Success Comm. Meeting						
10/25/12 Fayetteville Counselors Meeting						
10/26/12 Meeting with EDScholars Rep.						
11/2/12 Student Success Comm. Meeting						
11/16/12 Student Success Comm. Meeting						
11/26 - 30/12 FSA Conference						
<b>Issues/Concerns:</b>						
<b>Recommendation/Suggestions:</b>						
<b>Updates:</b>						



### **Meetings Attended**

D2L System Administrator Web Meeting - 9-12-12  
iPads in the Classroom - Webcast - 9-27-12

### **Development Activities**

D2L Help for Students - 9-6-12  
D2L Help for Students - 9-10-12  
Smyrna Campus Visit - 9-12-12  
McMinnville Campus Visit - 9-19-12  
Fayetteville Campus Visit - 9-26-12  
D2L Workshop - Moore County - 9-18-12  
D2L Workshop - Moore county - 9-19-12  
D2L Workshop - Smyrna - 9-21-12

### **Partnership Update**

### **Achievement/Accomplishment**

### **Upcoming Event**

Evaluation of Online Courses 10-17-12 through 10-31-12

### **Issues/Concerns**

### **Recommendation/Suggestions**

## Updates

**Impact on Institution/ Continuous Improvement**



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

**Related to Strategic Goal**



**Follw Up**

**N=No Y= Yes DTR**





### **Meetings Attended**

Rutherford County Teaching Site Expansion Project Review Meeting - 8/13/2012  
MSCC American Disabilities Act Project Review - 8/13/2012  
American Paper and Twine Contract Meeting - 8/15/2012  
Building Foundation Repairs Project OYI Meeting - 8/22/2012  
Rutherford County Teaching Site Expansion Project Review Meeting - 8/27/2012  
Smyrna Campus Detention Basin Development Meeting - 9/10/2012  
Rutherford County Teaching Site Expansion Project Review Meeting - 9/10/2012  
MSCC/Bridgestone Mechatronics Meeting - 9/14/2012  
Rutherford County Teaching Site Expansion Project Review Meeting - 9/24/2012  
MSCC TCCAA Region VII Basketball Tournament Meeting - 9/28/2012

### **Development Activities**

National Weather Service Storm Training - 8/29/2012

### **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**



**Follw Up**

**N=No Y= Yes DTR**





### **Meetings Attended**

9-14-12 Support Staff Meeting - Roger Merritt  
10-3 12 International Committee Meeting - Roger Merritt and Zoe Rascoe  
10-12-12 Support Staff Meeting - Roger Merritt  
9-26-12 TN Innovative Users Group Meeting -Stuart Gaetjens  
9-27-12 Tenn-Share Datafest- Nashville - Stuart Gaetjens  
9-27-12 Mentors & Mentees Meet & Greet-Joyce Bateman

### **Development Activities**

9-17-112 Constitution Day - Roger Merritt  
9-20-12 Yo Say Latina Presentation - Roger Merritt  
10-2-12 Degree Works Presentation in McMinnville - Nancy Jones  
9-27-12 IPAD Uses in the Classroom Webinar - Paula Standridge

### **Partnership Update**

### **Achievement/Accomplishment**

### **Upcoming Event**

11-14-12 International Festival  
11-15 & 16, 2012 TBR Library Deans and Directors' Meeting - TBR Office

10-22- & 10-24 Library Instruction for Nursing 1400 classes - Zoe Rascoe

**Issues/Concerns**

**Recommendation/Suggestions**

**Updates**

**Impact on Institution/ Continuous Improvement**



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

**Related to Strategic Goal**



**Follw Up**

**N=No Y= Yes DTR**





**Charted Activities Report for Department: Office of the Provost  
Sept. 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>
September 4 - STEM Reception						I. Leadership
September 5 - Weekly Meeting with AVPAA Dawn Copeland						I. Leadership
September 5 - Dual Enrollment and Dual Credit Meeting						I. Leadership II. Access III. Quality IV. Resourcefulness
September 5 - College Fair						I. Leadership
September 6 - SACS Conference call						I. Leadership
September 10 - Dual Enrollment and Dual Credit Phone Conference						I. Leadership II. Access III. Quality IV. Resourcefulness
September 11 - Promotion & Tenure Meeting						I. Leadership III. Quality
September 11 - C.C. Forum Presentation						I. Leadership
September 12 - Weekly Meeting with AVPAA Dawn Copeland						I. Leadership
September 12 - Grant Technology Meeting						I. Leadership
September 13 - McMinnville Visit						I. Leadership
September 14 - Leadership Team Meeting						I. Leadership
September 17 - Constitution Day Forum						I. Leadership
September 18 - Review of Political Science 1030						I. Leadership III. Quality
September 18 - Door Hardware Meeting						I. Leadership
September 19 - DOL Meeting						I. Leadership
September 19 - Weekly Meeting with AVPAA Dawn Copeland						I. Leadership
September 19 - Meeting with Faculty Council Chair						I. Leadership
September 19 - Emergency Management Team Training						I. Leadership
September 19 - Nursing Meeting						I. Leadership
September 20 - YO SOY LATINA Program & Luncheon						I. Leadership
September 20 - Study Abroad Meeting						I. Leadership
September 21 - Academic Affairs Committee Meeting						I. Leadership III. Quality
September 21 - Attended Faculty Council						I. Leadership
September 21 - Academic Leadership Team Meeting						I. Leadership
September 21 - DOL TAACCCT Technical Assistance Site Visit Meeting						I. Leadership
September 21 - DOL TAACCCT Grant Luncheon						I. Leadership
September 26 - Faculty Forums						I. Leadership
September 27 - Fayetteville Visit						I. Leadership
September 27 - SACS Conference Call						I. Leadership
September 28 - Seimans Delegation Meeting						I. Leadership
September 28 - Academic Leadership Team						I. Leadership

President's Council Report for AVPSA

Date: 10/15/12

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
<b>Meetings Attended</b> - Student Activity Fee Committee 9/26; Tournament Work Team Meeting 9/28; A2S Campus Lead Conference Call 10/1; Direct reports' biweekly meeting 10/3; Transfer Student meeting 10/11;	Approval of funds for classes/organizations; Planning team for TJCCA basketball tournament; closing access gap of URMs and LI students; retain transfer students	campus wide		yes, some follow-up
<b>Development Activities</b> - NACADA Annual Meeting 10/4-6; SACSCOC Conference Call 10/8; WHET 10/11-12;	Ideas to enhance advising process; Guidance for Fifth year committee evaluation process			No
<b>Partnership Update</b> - Transfer student conference call with MTSU 10/15	Discuss strategies to smooth process for students planning to transfer to MTSU			Yes
<b>Achievement/Accomplishment</b>				
<b>Upcoming Event</b> - TIBRS Training 10/25; Bucks at the Bank 10/25; Strategic Planning 11/9				
<b>Issues/Concerns</b>				
<b>Recommendation/Suggestions</b>				
<b>Updates</b>				

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR		
<p>Meeting Attended: Month of September - Asst. Directors meeting 9/10/12; National Academic Advising Association Conf. 10/2-6; Academic Affairs Meeting 9/21/12; Student Success Committee Mtg. 9/21; 10/19; Student Affairs Staff Mtg. 9/19, 10/3, 10/17; MyMotlowGPS Maintenance mtg. 10/8;</p>						
<p>Development Activities: Multiple MyMotlowGPS Student Training Sessions (all four locations) September &amp; October; MyMotlowGPS "Training the Trainer" sessions week of October 19;</p>						
<p>Partnership Update: Transfer Representative from MTSU available for students October. 11 &amp; 18 in Center;</p>						
<p>Achievement/Accomplishment:</p>						
<p>Upcoming Event: Discover Motlow College (Student Affairs) November 12; Asst. Directors Mtg. 10/29; Academic Affairs Mtg. 11/2; Student Success Committee mtg. 11/2; MTSU Transfer Representative on campus 1</p>						
<p>Issues/Concerns:</p>						
<p>Recommendation/Suggestions:</p>						
<p>Updates: Comprehensive Advisement Handbook distributed to academic advisors 10/17/12;</p>						

President's Council Report for Career Planning and  
 Extended Services Date: 10/23/12

	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:				
Partnership Update: Supported the annual MS Ride to Jack and Back on October 6 and 7, 2012. The event had 900 registered participants and, primarily due to the rain and cold weather, 680 cyclists were on the 140 mile route. In support of the TN Dept of Labor and Workforce Development, WIA Region 6, Brenda Cannon and I represented Motlow College by participating in a Career Day event for the citizens of Grundy County on September 25, 2012 from 2pm - 7pm.				
Achievement/Accomplishment: We have 4 ACT test-prep classes in progress at the Moore County, McMinnville, Smithville, and Fayetteville locations. Administered the Kuder career aptitude assessment survey to students and to the general public, as requested. Coordinated several Facilities Requests. Placed several job postings on the Job's Board located on the Career Planning & Extended Services web page.				
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: College fair 9/5/12, Focus group McMinnville 9/10/12, Business Process Model conference call 9/11/12 and 9/12/12, Academic Affairs 9/21/12, Student Success 9/21/12, Discover Motlow 9/25/12, President council 9/25/12, Degree works 9/26/12, Student Affairs meeting 9/5/12 and 9/19/12						
Development Activities						
Partnership Update						
Achievement/Accomplishment						
Upcoming Event TN Summit conference 10/15/12 and 10/16/12, A & R Community College meeting 10/15/12, Admissions and Records meeting 10/16/12						
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-Vocational Rehabilitation Meeting and Departmental Meeting-September 7; Director's Meeting-September 17; Student Activity Calendar Meeting-September 24;		Campus wide				
Development Activities-College Fair-September 5; Focus Group in Fayetteville-September 6; Bear Trace Golf Tournament-September 10; Yo Soy Latina-September 20;Presentation at Franklin County High School-September 25 and Moore County High School-September 26; MP3 Meet and Greet-September 27; Webcast of National Forum on Disability Issues-		Campus wide				
Partnership Update-						
Achievement/Accomplishment						
Upcoming Event- NACADA Conference, WHET Conference. Director's Meeting, Fayetteville Counselor's Breakfast, MP3 Meeting		Campus wide				
Issues/Concerns						
Recommendation/Suggestions						
Updates						