

PRESIDENT'S COUNCIL MEETING
Marcum Technology Center, Room 105A
November 20, 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 10-23-12-12
- 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:

01/29/13
03/26/13
04/30/13

**PRESIDENT'S COUNCIL MEETING
MINUTES**

Date: November 20, 2012

Time: 2:00 p.m.

Location: Marcum Technology Center, Room 105A

Attendees: X denotes attendance (See below chart)

Council Members	9/25/12	10/23/12	11/20/12	1/29/13	3/26/13	4/30/13
Dr. MaryLou Apple President	X	X	X			
Dr. Stone Vice President Administrative Services & IT	X	X	X			
Hilda Tunstill Vice President Business Affairs	X	X	X			
Dr. Bonny Copenhaver, Provost	X	X	Dawn Copeland Attended			
Jerry Tunstill Vice President Student Affairs	X	Regina Burden Attended	X			
Laura Jent Affirmative Action Officer	X	X	X			
Dr. Ward Harder- Chair Faculty Council	X	X	Not Present			
Michelle Cox- Chair Support Staff Council	X	X	X			
Cammie Stafford Chair Administrative Council	X	X	X			
Karen Hill President Student Government Association	X	X	X			
Brenda Cannon Director of Student and Campus Relations	Regina Burden Attended	X	Not Present			

President's Council Minutes

Approval of Minutes

A motion was made by Mr. Jerry Tunstill and seconded by Mrs. Hilda Tunstill to approve the minutes of the President's Council Meeting held October 23, 2012.

Academic Affairs- Ms. Dawn Copeland

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.

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

Dr. Harder was not able to attend. He will schedule a meeting with Dr. Apple to report Faculty Council items.

Support Staff Council- Ms. Michelle Cox

Ms. Rhonda Cotham met with the Support Staff on November 8, and guided them through the My Motlow GPS. The training provided will allow staff to better assist students with questions. Members of the Support Staff and Administrative Councils decorated the Christmas tree for the Christmas luncheon scheduled December 13.

Administrative Council- Mrs. Camilla Stafford

The Administrative Council met on Friday, November 17, and discussed professional development ideas for the Support Staff and Administrative Council members during the spring. Brenda Cannon and other members of the council will be working on Red Day to support heart health awareness in February.

SGA- Karen Hill, SGA President

The SGA has been very busy at all four campuses. The SGA at the Smyrna Campus gathered canned food goods and distributed them to two local food banks. Five members of SGA attended the TN Inner Collegiate Leadership Forum in Nashville November 15-18, 2012. The SGA at the McMinnville Campus conducted a FlashMob that was most entertaining and may be viewed on YouTube and Motlow's Facebook. Mr. and Miss Motlow interviews were held, with Laura Hudgins selected as Miss Motlow and Blake Skeets selected as Mr. Motlow. The Buck BBQ was successful, with over 600 plates served. SGA provided thank you cards for students to sign. The cards were delivered to veterans at local nursing homes and the VA Hospital in Murfreesboro. On November 12, 2012, Sonya Hood, Dr. Ward Harder, Mike Russell, and Gary

Winton provided leadership training to SGA members. Discover Motlow was held November 10, 2012, with many positive comments received from students and parents. Members of SGA provided guided tours to future Motlow students and their guests.

Affirmative Action- Ms. Laura Jent

IT has written a Surveillance Policy that will be posted on the MSCC website beginning January 2013.

Student and Campus Relations- Ms. Brenda Cannon

- The International Art Show is planned November 26-27.
- A Fall Concert is slated November 29, with a reception prior to the event at 6:15 PM.
- The Bookstore Faculty/Staff Appreciation Reception is planned December 3.
- Final exams are scheduled December 7-13.

Student Success- Mr. Jerry Tunstill

The Student Success Committee is doing some reading and investigation of early alert initiatives and will decide how to approach it, possibly through a pilot program.

Institutional Research- Mrs. Sylvia Collins

A successful Strategic Planning Session was held on November 9. The first draft of the Fifth Year Report has been sent out for review, with the final draft due the end of summer 2013. The report looks great. Dr. Apple encouraged the group to review it and make enhancements.

Good News/Discussion Items

At the last Strategic Planning Meeting, one area addressed was communication to Financial Aid students lacking documents for file completion. The students were an integral part of this discussion. When a student now goes to MyMotlow, there will be a pop up for financial aid items that are lacking, and a link to the document that is needed will be provided. Cindy Logan and Laura McKinnon worked diligently to make this happen. In addition to their Motlow email, students will see this when they log into their MyMotlow account. Dr. Apple asked the representatives of the councils to share this information with their respective groups.

President's Comments

- Dr. Apple expressed her gratitude to Debbie Zimmerman, who has 30 theatrical productions to her credit, as she plans to retire. Over 4,000 attendees saw the Wizard of Oz Production, and over 160,000 people have attended productions through the years at MSCC. Mrs. Zimmerman expressed her appreciation to the Vice Presidents that attended, as it mean a great deal to the students.
- Dr. Apple asked all faculty and staff to encourage students to stay focused and finish the term strong.
- All faculty and staff should take the Harassment Prevention Online Training prior to the end of the semester.
- The Smyrna construction is going very well. The existing building will be renovated. Motlow will be hiring individuals in the spring to open the new building. Sylvia Collins is working on the billboard advertisements for the Smyrna Campus

- Over 200 people attended the “Battle of Chosin,” a film documentary by Curtis Hice based on a battle in the Korean War. This was part of our recognition of Veterans, and it was a very successful event.
- It was announced that Jonah Bradley, an MSCC student, was involved in a car wreck and passed away.

Future Meetings:

01/29/13

03/26/13

04/30/13

There being no further business, the meeting adjourned at 2:20 p.m.

Respectfully submitted,

Christy Glenn

Business and Technology Department
Activities Report Date: October 2012

				Follow Up N=No Y=Yes DTR
<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>	
Leadership Team Meeting (Oct. 5)	Academic Affairs projects.	MSCC		
TTC Academic Audit Group (Telephone meetings, Oct. 8, 9)	Initiating Academic Audit of the General Technology Program. Collecting information from TTCs as to the viability of the program of study and what can be done to make it better.	MSCC/TTC's		
Riverdale High School Career and Technical Education Advisory Committee (Oct. 9)	Reviewed various programs of study and early college credit program-Dual Credit.	MSCC/Riverdale HS		
Employer Focus Group (Oct. 15)	Working with local employers concerning job placement info.data.	MSCC		
TTC-MSCC Council Meeting (Oct. 25)	Collecting information for Academic Audit of the General Technology Program.	MSCC		
ROCC/RODP AAS Business Management Subcommittee. (Oct. 26)	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		
MyMotlow GPS Training	Learning more about the advisement tool.	MSCC		
Faculty Council Subcommittee (Oct. 30)	Developing a new faculty evaluation instrument.	MSCC		
Online instructor Refresher Training (Oct. 31)	Improve online instruction skills.	MSCC		

Career Readiness
Activities Report Date: October 2012

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

Education
Activities Report Date: October 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
<u>Meetings Attended</u>				
Leadership Team Meetings (Coffey)				
President's Council (10/16; Coffey)				
Employer Focus Group Meeting (Coffey)				
Attend GPS training (Hill, Hix, Nichols, Raby-Gentry)				
Counselors' Breakfast at Fayetteville (10/18; Coffey)				
<u>Development Activities</u>				
McMinnville DJE School Visits w/Melody Edmonds (Coffey)				
Conduct adjunct classroom observations (Coffey)				
Meet with MTSU rep at MTEC (10/8; Coffey)				
WHET Conference at Cumberland University (Oct. 11-12; Coffey)				
MLPS Fall Coffee at Smyrna (10/16; Coffey)				
TTU AST Meeting (10/26; Coffey)				
Meet with ACE classes to complete Intent to Graduate forms (Coffey)				
Recruiting at weekend tournaments and inviting potential athletes for on-campus visits (Raby-Gentry)				
Meeting at AEDC regarding STEM and using their Planetarium (10/1; Hix)				
All day program at Flintville Elementary (Lincoln Co.) with Planetarium (10/2; Hix)				
All day program at Thomas School (Bedford Co.) with Planetarium (10/5; Hix)				
Star Party at the HOSC (10/6; Hix)				
LEAD Conference in Nashville (10/9; Hix)				
All day program with Kindergarten classes at South Side Elementary (Bedford Co.) (10/12; Hix)				
Celebrate science night with Lincoln Co. schools (10/19; Hix)				
National Astronomy Day celebration at the VonBraun Astronomical Society (Hix)				
STEM meeting with Air Force at AEDC (10/22; Hix)				
Talk radio show in McMinnville about education (10/25; Hix)				
Opening of STEM center with Air Force at AEDC (10/27; Hix)				
iPod training in math with Lincoln Co. schools (10/29; Hix)				
TVASS program in Nashville (10/30; Hix)				
Counselor's Breakfast at Moore Co. (10/30; Coffey)				
Education students & instructor working on campus with students from Learning Way Elementary School (Shelbyville) - opportunity to practice the concepts and principles taught in class (Hill)				
<u>Upcoming Events</u>				
NAEYC Conference in Atlanta (11/6; Coffey and Hill)				
2+2 Meeting with MTSU (11/12; Coffey)				
<u>Partnership Update</u>				

Education
Activities Report Date: October 2012

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

Humanities
 Activites Report Date: October 2012

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follw Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Leadership Meeting	Evaluation and improvement of curriculum and Academic Affairs	All academic units	I. Leadership			
Art Show Reception	Enhance cultural atmosphere					
<u>Development Activities</u>						
My Motlow GPS Training	Enhance advising		I. Leadership II. Access III. Quality			
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
Children's Play The Wizard of Oz, Nov 1,2 7,8 & 9	Cultural event					
International Day Nov. 14	International event					
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Languages
Activites Report Date: October 2012

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follw Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Dr. Werlein participated in the Leadership meeting.			I. Leadership			
<u>Development Activities</u>						
Members of the Langauges Department attended the opening reception of the International Art Exhibit.						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Mathematics
Activities Report Date: October 2012

	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>				
Leadership Team Meetings (Arman)				
Ad Hoc Appeals Committee (Keel)				
LEAD Conference in Nashville (Arman)				
President's Council Meeting (10/16; Arman)				
Counselors' Breakfast at Fayetteville (10/18; Arman)				
Trainer for GPS group training session (10/29; Nelson)				
<u>Development Activities</u>				
LEAD Conference in Nashville (Arman)				
Visit w/faculty & students at Fayetteville and McMinnville Centers (Arman)				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
<u>Upcoming Events</u>				
TCCCM Annual Meeting @ APSU (November; Arman)				
Hosting TMATYC Conference (April 2013)				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Natural Science
Activities Report Date: October 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
<u>Meetings Attended</u>						
Leadership Team Meetings (Arman)		I. Leadership				
Science Departmental Meeting 10/19		I. Leadership				
Attend MyMotlow GPS Trainer Training (10/18; Garrison)		I. Leadership				
LEAD Conference in Nashville (Arman)		I. Leadership				
Counselors' Breakfast at Fayetteville Center (10/18; Arman)						
President's Council (10/16; Arman)						
Trainer for GPS group training session (10/29; Nelson)		I. Leadership				
Attend GPS training (Gregory)						
<u>Development Activities</u>						
Coffee County Health Council meeting as Board member and secretary (10/10; Harris-Young)						
2012 Mobilization Summit at MTSU during Fall Break (Gregory)						
Geology field trips - Mammoth Cave, KY (10/20); Tellus Science Museum in Cartersville, GA (10/27) (Mayo)						
Visit w/faculty & students at McMinnville and Fayetteville Centers (Arman)						
"Hidden in Plain Sight: The Human Passion for Living Things and the Biology Classroom" webinar held by Cengage (10/12; Forde)						
Environmental Science field trips - AEDC Wildlife Management Area (10/4); Normandy Fish Hatchery (10/11); Winchester Water Plant (10/18); Short Springs Natural Area Hike (10/25) (Wells)						
"Simulating the Experience of a Real Life Cadaver Lab: Using Real Anatomy in your Lab and Lecture" webinar held by Wiley (10/15; Forde)						
Coffee County Health Council Committee Meeting (10/29; Harris-Young)						
<u>Upcoming Event</u>						
TN Academy of Science Annual Meeting (November)						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						

Natural Science
Activities Report Date:October 2012

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

Social Science
 Activities Report Date: October 2012

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follw Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Heather Koller worked approximately 30 hours planning and working on the Smyrna Center International Festival on 10-31-12			I. Leadership III. Quality IV. Resources			
Heather Koller attended D2L Training on 10-26-12			II. Access			
Stephen Guerin attended meeting of International Education Committee on 10-3-12			I. Leadership III. Quality IV. Resources			
Stephen Guerin attended Academic Leadership Team meetings on 10/5, and 10/19			I. Leadership III. Quality IV. Resources			
Stephen Guerin attended Academic Affairs meeting on 10/5			I. Leadership III. Quality IV. Resources			
Stephen Guerin attended MyMotlow GPS training on 10/30			I. Leadership III. Quality IV. Resources			
Bryan Thomas participated in the Smyrna Fall Festival Participation from 10-10-12 through 10-29-12 (LRQ)			I. Leadership III. Quality			
Bryan Thomas attended Faculty Council meeting on 10-26-12			I. Leadership III. Quality			
Bryan Thomas attended MyMotlow GPS training on 10-29-12			I. Leadership II. Access III. Quality			
Bryan Thomas participated in Smyrna International Festival (door design and refreshment server) 10-3-12						
Moneda Grimes had guest speaker Sgt. Tim Higgins of Murfreesboro Police Department speak to her SOCI 1020 Social Problems class at Smyrna on 10-1-12. Topics included area crime rates, juvenile delinquency, drugs, alcohol, and gang violence.			I. Leadership III. Quality			
Dayron Deaton-Owens conducted PTK meetings on October 9, 16 & 25 and PTK Crockpot Cook-off on 10-31-12						
Dayron Deaton-Owens attended Faculty Roundtable meeting with Gina Burke on 10-25-12						
Dr. Lucy Craig and Jeannie Brown attended the TnCIS Conference on international education in Chattanooga on October 24 & 25. Ms. Brown was also a presenter at this conference.						

Social Science
Activities Report Date: October 2012

<u>Development Activities</u>				
<u>Upcoming Event</u>				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Fayetteville Center
 Activities Report Date: October 2012

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Chamber Monthly Board Meeting (10/9)	Community Involvement		I. Leadership			
WHET Conference (10/11)	Professional Development		I. Leadership			
AAFB Community Council Banquet (10/12)	Community Involvement		I. Leadership			
Chamber Membership Banquet (10/15)	Community Involvement					
PTK Bi-Monthly Meeting (10/10)	Student Involvement/Retention					
ALT Meeting (10/19)	Leadership/Communication		I. Leadership II. Access			
MyMotlow GPS Advisor Training (10/22)	Advisement					
WDRC Marketing Visits (10/22)	Advertise upcoming WDRC modules at Fayetteville Center					
Career Day for Ninth Graders Planning Meeting (10/23)	Community Involvement/Partnership					
Coffee with the President (10/24)						
SMTEC Meeting (10/24)	Partnership/Workforce Development		II. Access			
PTK Bi-Monthly Meeting (10/24)	Student Involvement/Retention					
Counselor's Breakfast (10/25)	Communication with high school					
MyMotlow GPS Goalsetting Meeting with FT Faculty and Staff (10/29)	Communication					
Presidential Debate for Students (10/20)	Student Involvement/Retention					
Student Academic Support Focus Group IE Plan FVCT-03	Institutional Effectiveness					
Day of the Dead (10/31)	Student Involvement/Retention					
<u>Development Activities</u>						
<u>Partnership Update</u>						
Mtg with Oakwood College/LEAP Program -	No update					
IDB/Educators/Industry Partnership						
Chamber interest in tnAchieves mentoring program	WDRC Fall Dates - Nov. 5, 12, 19,26					
UAH Nursing Articulation	On-going. Working with Amy Huff					
<u>Achievement/Accomplishment</u>						
Elected President of Fayetteville Lincoln County Chamber of Commerce						
Elected TACHE Middle Regional Director						
<u>Upcoming Event</u>						
International Day 11/19						
C4 Signing Days 11/19 - 11/21						
TN TACHE Annual Conference 11/7-11/9						
<u>Issues/Concerns</u>						

Fayetteville Center
Activities Report Date: October 2012

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

McMinnville Center
 Activities Report Date: October 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
<u>Meetings Attended</u>						
10/02 - P16 Meeting at Chamber			II. Access			
10/03/12 - Dual enrollment meetings at Van Buren and Boyd			II. Access			
10/04/12 - Dual enrollment meetings at Warren and DeKalb			I. Leadership			
10/05/12 - ALT Meeting			I. Leadership			
10/19/12 - ALT Meeting						
10/23/12 - President's Council Meeting						
10/24/12 - TTU College Fair						
10/25/12 - Mr. & Miss Motlow Interviews						
10/25/12 - Warren County College Fair						
10/25/12 - Dual enrollment meeting at White County			I. Leadership			
10/30/12 - Chamber Board Meeting						
<u>Development Activities</u>						
10/12/12 - WHET Conference						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

McMinnville Center
Activities Report Date: October 2012

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President's Council Report for Advancement Office Date: 11/20/2012

	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: 11/6 Manchester Chamber meeting; 11/27 Woodbury Chamber of Commerce monthly coffee with Gina Burke; 11/2 TACC Coffee; 12/4 Franklin County Chamber of Commerce Annual Awards Banquet; 11/12 TACC Board meeting; 12/14 Foundation Board meeting and Holiday reception	Public Relations for future fundraising	various	yes	yes		
Development Activities : 10/24 Met with Foundation Trustees Les Enoch and Brenda Cantrell to discuss plan of action for fundraisng calls to health care providers in DeKalb County; 10/25 first "Bucks at the Bank" event held at First Vision Bank, Tullahoma; 10/26 Met with Bob Berry and other members of the ISJDC; 11/13 Meeting with Gay Dempsey and Laura Monks regarding solicitation of donors for "gap" scholarships for Lincoln County students; Helped start the Motlow Basketball Athletic Association (Jerry Nichols)	Fundraising	various	yes	yes		
Partnership Update						
Achievement/Accomplishment: \$5000 donation from Harton Regional Medical Center for our Nursing Campaign; \$20,000 donation from the CIC Foundation (\$65,000 received previously); \$1000 donation from ISJDC for Moore County "gap" scholarships; Donations for MBAA in the amount of apx \$5100.00 to date	Funds raised for student needs	various	yes	no		
Upcoming Event: Gala March 2						
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
Meeting Attended Business Office: Heartland Implementation Call 10/25; Sciquest Conference Call 10/26; Sciquest Training 10/30; Regions Bank Meeting 10/30; Annual Strategic Planning Meeting 11/9; Heartland Conference Call 11/12						
Development Activities						
Partnership Update						
Achievement/Accomplishment Business Office: TAACCCT Grant Quarterly Report 11/15;						
Upcoming Event Business Office: TN Rx Grant Meeting 11/13; TTC Training Session 11/15; International Festival 11/14;						
Issues/Concerns						
Recommendation/Suggestions						
Updates:						

President's Council Report for Financial Aid

Date: 11-20-2012

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:						
10/3/12 EVEA Meeting at TBR						
10/4/12 Financial Aid TBR Conf. Call						
10/4/12 Conf. Call with BPMS Coordinator at TBR						
10/15 -16/12 TN Summit 2013						
10/16/12 Fin. Aid TBR Advisory Committee Meeting						
10/22/12 Entrance Conf. with TSAC Auditor						
10/23/12 Exit Conf. with TSAC Auditor						
10/23/12 Informational Meeting with Emergency Coordinator						
10/25/12 Fayetteville Counselors Meeting						
10/25/12 Heartland Implementation Meeting						
10/31/12 Meeting with TSAC Default Prevention Group Rep.						
Development Activities:						
Partnership Update:						
Achievement/Accomplishment:						
Upcoming Event:						
11/1/12 FA Monthly Conf. Call						
11/2/12 Student Success Comm. Meeting						
11/6/12 WebEX with Academic Works - Scholarship Software						
11/8/12 TASFAA/TSAC Fall Training						
11/9/12 Strategic Planning						
11/16/12 Student Success Comm. Meeting						
11/26 - 30/12 FSA Conference						
12/7/12 Student Success Comm. Meeting						
12/11/12 Financial Aid BPM Meeting at TBR						
12/19/12 NASFAA Webinar - Moving Toward Customization - Verification 2013 - 14						
2/1/13 Student Success Comm. Meeting						
2/15/13 Student Success Comm. Meeting						
2/27/13 NASFAA Webinar - Strategic Packaging						
3/1/13 Student Success Comm. Meeting						
4/5/13 Student Success Comm. Meeting						
4/7 to 11/13 Banner Summit 2013						
4/14 to 17/13 TASFAA 2013 Annual Conference						
4/19/13 Student Success Comm. 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
<p>Meeting Attended Benefits Session - 10-3 Budget Committee - 10-3 D2L System Administrator Web Conference 10-10 Mobility Summit - Murfreesboro - 10/16 Technology Advisory Task Force - 10-19</p>						
<p>Development Activities D2L Refresher for Nursing - 10-3 D2L Refresher - Smyrna - 10-26 D2 Refresher - Moore Co - 10-31</p>						
<p>Achievement/Accomplishment Campus Visits to: Smyrna - 10-2 McMinnville - 10-9 Fayetteville - 10-17 Online Course Evaluations - 10-17 through 10-31</p>						
<p>Upcoming Events Student Evaluation of Faculty - 11-7 through 11-21 D2L Refresher - McMinnville - 11-12 Excel Workshops on 11-28 & 11-29 Attend Digital Mobility Summit - 11-15 Attend GoClass Workshop in Dickson - 11-16</p>						
<p>Issues/Concerns</p>						
<p>Recommendation/Suggestions</p>						
<p>Updates</p>						

Impact on Institution/ Continuous Improvement

Meetings Attended

10/18 Support Staff Council - Roger Merritt
11/8 Support Staff Council- Roger Merritt
11/6 TBR Media Conference - Conference Call- Stuart Gaetjens

Development Activities

October Orientations - 173 students - English, Nursing, Speech Classes - Nancy Jones at McMinnville Campus; October 24- Orientation for 15 students@Fayetteville Campus;Oct. 31, Winslow Art Exhibit - Joyce, Roger, Paula, Zoe, Stuart;

October -Orientation for Van Buren High School students- Nancy Jones@McMinnville

Partnership Update

Achievement/Accomplishment

PTK Crockpot Cookoff- Nancy Jones @ McMinnville Campus; Mr. & Miss Motlow Judge at Fayetteville Campus-Debbie Logan; Oct. 31 Day of the Dead Event @ Fayetteville-Debbie Logan;Oct. 25,Go Pink event @ Fayetteville-Debbie Logan; Oct. 25, Go Pink event at Moore Co.- Joyce

Upcoming Event

11/15 TBR Library Deans & Directors Meeting - Chair, Stuart Gaetjens @TBR Office
11/16 TBR Library Deans & Directors Meeting - Chair, Stuart Gaetjens @TBR Office
11/14 International Festival - England - at Fayetteville & Moore - All Library staff
Webinar - "Mobile Technology: Key Opportunities for your institution" - Debbie Logan

12/4

Issues/Concerns

Recommendation/Suggestions

Updates

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

**Related to
Strategic Goal**

**Follow Up
N=No Y= Yes DTR**

Meetings Attended

Nisbett Building Scoreboard Meeting - 10/2/2012
National Weather Service Storm Ready Meeting - 10/3/2012
Nursing Simulation Lab Meeting - 10/3/2012
Forrester Building Student Recreation Area Renovation Meeting - 10/8/2012
Rutherford County Teaching Site Expansion Project Review Meeting - 10/8/2012
Exterior Building Repairs Project Roofs One Year Inspection - 10/22/2012
Rutherford County Teaching Site Expansion Project Review Meeting - 10/22/2012
Nisbett Building Supplemental Air Conditioning Meeting - 10/24/2012
Motlow TJCAA Region VII Basketball Tournament Meeting - 10/26/2012

Development Activities

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

Charted Activities Report for Department: Office of the Provost
October 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>
Oct 1 - McMinnville Visit			I. Leadership			
			I. Leadership			
			II. Access			
			III. Quality			
Oct 1 - Nursing meeting with MTSU			IV. Resourcefulness			
			I. Leadership			
			II. Access			
Oct 3 - MyMotlow GPS meeting			III. Quality			
Oct 3 - DOL Meeting			I. Leadership			
			I. Leadership			
			II. Access			
			III. Quality			
Oct 3 - Meeting with Goodman Manufacturing			IV. Resourcefulness			
Oct 3 - Budget Meeting			I. Leadership			
Oct 4 - Smyrna Visit			I. Leadership			
			I. Leadership			
Oct 5 - SACS 5th Year Report Meeting			III. Quality			
			I. Leadership			
Oct 5 - Academic Leadership Team Meeting			III. Quality			
			I. Leadership			
			II. Access			
Oct 5 - Mobilization Meeting			III. Quality			
Oct 8-11 - SACS Visit			I. Leadership			
Oct 12 - Inclement Weather Meeting			I. Leadership			
Oct 17-20 - NCPN Conference in Richmond, VA			I. Leadership			
			I. Leadership			
			II. Access			
			III. Quality			
Oct 22 - Mechatronics and Allied Health Meeting with Vol State			IV. Resourcefulness			
Oct 23 - President's Council			I. Leadership			
Oct 25 - Fayetteville Visit			I. Leadership			
Oct 30 - Counselor's Breakfast			I. Leadership			

President's Council Report for AVPSA

Date: 11/12/12

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meetings Attended - Supported Bucks at the Bank - 10/25; TBI Training - 10/25; Direct reports' biweekly meeting 10/31; Graduation planning meeting - 11/5; Access & Diversity subcommittee - 11/6; Strategic Planning - 11/9	Support athletics and gain community support; annual training and updates for crime/security on campus; updates for areas responsible for; discuss possible changes to graduation process; discuss A&D committee structure; plan for initiatives for division	campus wide		yes, some follow-up
Development Activities - SACSCOC Conference Call 10/15, 10/22, 10/29	Discuss schools in fifth year cluster cycle			No
Partnership Update -				Yes
Achievement/Accomplishment				
Upcoming Event - SACS Conference Call - 11/13; MP3 Monthly Session - 11/16; GED Regional Meeting - 11/29; SACS Annual Meeting 12/6-11				
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: Moore Co. College App Week; Fayetteville Counselors breakfast 10/25; Moore Co. Counselors breakfast 10/30; conference call EVEA 10/30; Discover Motlow Meeting 10/30; Meeting about Graduation 11/5; Meeting with Business Office 11/7; Strategic Panning 11/09;						
Development Activities						
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
Meeting Attended-Director's Meeting-October 3; MP3 Meeting-October 4; NACADA Conference-October 4-6; WHET Conference-October 11-12; Fayetteville Counselor's Breakfast-October 25; MP3 Monthly Meeting-October 26; Moore County Counselor's Breakfast-October 30; Director's meeting-October 31		Campus wide				
Development Activities-Presentation to staff at Lincoln County High School-October 29		Campus wide				
Partnership Update-						
Achievement/Accomplishment						
Upcoming Event- Transition Fair-November 13; International Festival-November 14; Disabled Student Services Coordinators Workshop with TBR-November 16; GED meeting in Nashville-November 29		Campus wide				
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
<p>Meetings Attended: Annual High School Counselor's Breakfast on Moore County campus, Oct 30, 2012. The TN Alliance of Continued Higher Education conference in Nashville, Nov 8-9, 2012.</p>				
<p>Partnership Update: With support from Sally Pack, Assistant Director of Student Services, our office coordinated and participated in a Resume Writing workshop for students located at the McMinnville campus on Nov 1, 2012. Also, CP&ES teamed with the TN Dept of Labor, Workforce Solutions office and with the TN Career Center in McMinnville to conduct this training program.</p>				
<p>Achievement/Accomplishment: 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.</p>				
<p>Issues/Concerns</p>				
<p>Recommendation/Suggestions</p>				
<p>Updates: To support this year's Veteran's Day activities, on Saturday, Nov 17, 2012, coordinated the facility use of Powers Auditorium for the showing of a documentary film entitled "Chosin" which was one of the battles in the Korean War. Former Marine and Motlow College graduate, Curtis Hice, spearheaded this showing along with support from the local Marine Corps League.</p>				

President's Council Report for Student Success

Date: 11/12/12

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR		
<p>Meeting Attended: Oct.15 - Mtg. with MTSU rep RE: Focus Group work; Counselor's breakfast Oct. 31; Student Affairs Staff Mtg. Oct.31; Student Success Committee;</p>						
<p>Development Activities: MyMotlowGPS Train the Trainer Events: Oct. 10;11;17; 18 & 31: Nov. 2 - SGA Retreat (all campuses); Oct. 26 PSLI Monthly meeting; Nov. 17 & 18 Tennessee Intercollegiate State Legislature</p>						
<p>Partnership Update: Dual Admission Representative from MTSU available for students Nov 5 in Center;</p>						
<p>Achievement/Accomplishment:</p>						
<p>Upcoming Event: MTSU True Blue Tour - September 13; MyMotlowGPS training (multiple dates/multiple campuses); Sept. 17 - "How To Get From Here to There" Student Success Workshop - Fayetteville;</p>						
<p>Issues/Concerns:</p>						
<p>Recommendation/Suggestions:</p>						
<p>Updates: DISCOVER MOTLOW COLLEGE a success; approximately 70 people in attendance counting potential students and parents; 100% positive feedback on evaluations;</p>						

	<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>
Meetings Attended						
Hospitality Room Planning Meeting, Thursday, November 1; Faculty/Staff Development Committee Meeting, Wednesday, November 7; Strategic Planning, Friday, November 9; Student Affairs Directors' Meeting, Thursday, November 15; Administrative Council Meeting, November 16; President's Council Meeting, Tuesday, 20, 2012; CHASCO Meeting, Friday, November 30	Supports institution's mission; keeps institution in compliance with federal regulations; strengthens student affairs unit	AVPSAA and Athletics; Faculty/Staff Development Committee which represents cross section of campus; IE, Communication, and Planning; SA Division; Administrative Council; Office of the President; CHASCo	Goals 1 and 2	Yes, continuous follow-up required		
Development Activities						
MP3 Study Halls, Mondays and Tuesdays, November 5, 6, 12, 13, 19, 20, 26, and 27; International Festival, Wednesday, November 14; Plagarism Workshops, Thursday, November 15, and Monday, November 19;	Supports student retention; supports QEP; supports student success	AVPSA; International Education Committee and all divisions; English Department and Moore County campus at-large	Goals 1 and 2	Yes, Continuous follow-up required		
Partnership Update						
Discover Motlow College Promotional Visits to Community HS, Cascade HS, Shelbyville Central, Tuesday, November 6, and Moore County HS, Wednesday, November 7; Eastside Elementary 5th Grade Class College Exploration Visit, Thursday, November 8; International Festival Door Judging, Monday, November 12; PSLI Interview, Monday, November 12; Lipscomb University Transfer Rep Visit, Thursday, November 15	Supports new student recruitment; supports K-12 partnerships; supports QEP; supports university/community college partnerships	SA Division; Student Success, Admissions and Records, Student Affairs; Education Department and Student Affairs; Athletics, Student Success and Library; Campus wide participation; PSLI Coordinators and Student Success; SA Division	Goals 1 and 2	Yes, continous follow-up required		
Achievement/Accomplishment						
Upcoming Event						
Issues/Concerns						
Recommendation/Suggestions						
Updates						