PRESIDENT'S COUNCIL MEETING Marcum Technology Center, Room 105A September 26, 2013 2:00 p.m.

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

AGENDA

- 1 Approval of minutes President's Council Meeting 9-26-13
- 2 Updates (20 minutes)
 - Vice Presidents
 - -Provost
 - -Student Affairs
 - -Business Affairs
 - -Information Technology and Administrative Services
 - Council Presidents
 - -Faculty- Keith Claxton
 - -Support- Michelle Cox
 - -Administrative- Jan Rogers
 - SGA President Michaela Fulkerson
 - Affirmative Action Officer Laura Jent
 - Student and Campus Relations- Brenda Cannon
 - Student Success- Rhonda Cotham
 - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items (5 minutes)
- 4 Good News/Accomplishments (5 minutes)
- 5 President's Comments (10 minutes)
- 6. Agenda Items for Next Meeting (5 minutes)

Date: September 26, 2013

Time: 2:00 p.m.

Location: Marcum Technology Center, Room 105A Attendees: X denotes attendance (See below chart)

Council Members	9/26/13	10/23/12	11/20/12	1/29/13	3/26/13	4/30/13
Dr. MaryLou Apple President	Х					
Dr. Stone Vice President Administrative Services & IT	Х					
Hilda Tunstill Vice President Business Affairs	Х					
Dawn Copeland, Interim Vice President of Academic Affairs	Х					
Jerry Tunstill Vice President Student Affairs	Х					
Laura Jent Affirmative Action Officer	Х					
Keith Claxton Chair Faculty Council	Х					
Michelle Cox- Chair Support Staff Council	Х					
Jan Rogers Chair Administrative Council	Х					
Michaela Fulkerson President Student Government Association	Х					
Brenda Cannon Director of Student and Campus Relations	Х					

President's Council Minutes

Approval of Minutes

A motion was made by Laura Jent and seconded by Hilda Tunstill to approve the minutes of the President's Council Meeting held April 30, 2013.

Academic Affairs- Mrs. 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. In addition, as of September 26, 2013, Early Alert has been utilized by approximately 47 faculty members, all of which had very positive comments about the program.

Business Affairs- Mrs. Hilda Tunstill

All significant items were included in the report submitted with the agenda. The Revised Budget Guidelines and instructions have been received from the TBR. The Revised Budget must be submitted to the TBR by October 18. A Budget Committee Meeting is tentatively scheduled October 4.

IT and Administrative Services- Dr. Eddie Stone

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

Faculty Council- Mr. Keith Claxton

The Faculty Council will meet on Friday, September 27. The following is a brief synopsis of the business and discussion from the TBR Faculty Sub-council meeting of July 19, 2013:

- The state is considering changing the "moonlighting" rule, or the 20% rule. Presently, full time faculty may work part time at institutions other than their full time institution as long as the income from part time work does not exceed 20% of the faculty's full time salary. The proposed change would abolish the 20% condition. Instead, full time faculty would be limited to 2 courses per semester (or quarter) of part time work. The sub-council will be asking for input at the next meeting on October 18, 2013. Either way, faculty must have such employment approved by the appropriate officers or supervisors in advance.
- The Faculty Sub-council voted to recommend to the TBR that domestic partners be eligible for benefits thru their state employed partner. In other words, domestic partners should be treated the same as spouses regarding employment benefits.
- Tristan Denley became the new Vice Chancellor for Academic Affairs. He replaces Dr. Paula Short.
- "Coursera" will be piloted and probably used by RODP. This is a "platform" for developing courses and is not content oriented.

- The Sub-council passed a recommendation to the TBR that the wording of TBR Policy 5:02:03:30 concerning academic freedom and responsibility be changed. Basically, the new wording specifies that teaching, research, and the publication of research should be consistent with any and all policies pertaining to these practices. The new wording also says that academic freedom applies to teaching, research, and faculty participation in institutional governance.
- Schools can no longer deny transfer credit simply because the sending institution is not accredited. The specific course must be reviewed.
- The state's goal is that 55% of Tennessee's adult population will have a post-secondary degree by 2025.

Support Staff Council- Ms. Michelle Cox

The Support Staff met on September 24. The following individuals will represent various departments on the Support Staff Council: Allison Barton, Amanda Slayton, Andrea Walters, Bob Shine, Brenda Swift, Camilla Daniel, Cindy Jackson, Dawn Anderson, Debbie Finney, Estelle Davis, Gay Davis, Karen Cunningham, Melanie Anglin, Phyllis Daniel, Sharon Bateman, Sherian Oakley, Tammy Foust, Veronica King, and Vicky Crews.

Michelle Cox will serve as Chair of the Support Staff for the next fiscal year. Theresa Sheppard Chair-elect
Billie Joe Vaughn- Secretary

The following members of Support Staff Council have volunteered to participate on campus committees:

Dawn Anderson- Safety Committee Theresa Sheppard – Library Committee Cindy Jackson – Faculty/Staff Development Committee

Staff expressed appreciation for facilities improvements.

Administrative Council- Mrs. Jan Rogers

Jan Rogers will serve as the Administrative Council Chair for the next fiscal year.

Tom Dillingham Chair-elect

Paige Hendrickson, Secretary

Other members of the Administrative Council representing various departments include: Cindy Drummond, Stuart Gaetjens, Regina Burden and Melody Edmonds.

The following members volunteered to participate on campus committees:

Cindy Drummond- Safety Committee

Melody Edmonds -Library Committee

Tom Dillingham- Faculty/Staff Development Committee

SGA President-Michaela Fulkerson

American Red Cross Blood Drive was held September 10 at Moore County Campus. SGA gave away bracelets in remembrance of 9/11. Fayetteville SGA will host the following events in October: Day of the Dead, Ping Pong Tournament and Star Gaze Night. SGA at Smyrna and McMinnville have many events planned as well. SGA will focus awareness of Breast Cancer. Students are encouraged to contact Michaela with ideas.

Affirmative Action- Ms. Laura Jent

The first part of the Affordable Care Act will go into effect on October 1. Employees will receive a letter of opportunity from health care provider. MSCC implemented an Institutional Publications policy. Significant changes were made to the Use of Campus Property and Facilities Policy and Student Activity Fee Fund Allocation Policy. Minor editorial changes were made throughout the institutional. October 1-November 1 is also charitable giving campaign.

Student and Campus Relations- Ms. Brenda Cannon

Ms. Cannon reviewed upcoming activities planned at the campus.

Institutional Research- Mrs. Sylvia Collins

The Institutional Research Office has completed the MSCC 2012-13 Fact Book. A Strategic Planning Meeting is scheduled November 8, 2013

President's Comments

- The Fast Team has achieved good results. They are very energetic and are happy to assist students.
- Academic Check-up for all freshmen has been very successful. Students have been scheduling appointments, with 22 students scheduled on one day. The students have been very complimentary.
- The Maintenance Dept. is working to complete several projects on the campus, such as the sidewalk behind Marcum. The survey of Faculty and Staff revealed everyone is interested in making Simon Hall look nice for our students.
- We are very fortunate to have employees whom have volunteered to be MP3 mentors, as they meet a great need of our students.
- We are currently conducting a search for the Vice President of Academic Affairs.
- Much work has gone into the completion of the new building at Smyrna, and we will celebrate the Smyrna Open House on October 15.
- Fall break is scheduled October 14-15, 2013.

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

Respectfully submitted, Christy Glenn Charted Activities Report for Department: Business Technology

Date: May - August 2013

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	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				
Adjunct Faculty Orientation Dr. Bartley 8/6				
Adjunct Faculty Orientation Ms. Donna McKoon 8/8, 8/13 and 8/15				
Business and Technology Department Meeting 8/21				
Academic Audit Meeting for RODP BPS-IT Ms. Donna McKoon 8/22				
Academic Audit Meeting for RODP BPS-IT Ms. Donna McKoon 8/28				
Development Activities				
SciQuest Training Donna McKoon 6/4				
Department Chair Training Donna McKoon 7/22, 7/23,7/24 and 7/26				
Economics Publisher Training Ms. Debbie Cleveland August				
RODP Summer Academy Dr. Bartley and Ms. Donna McKoon 7/10-7/12				
Advisement Coordinators Training Dr. Janice Harder, Ms. Susan Dickey and George	Ortega			1
8 hours-Fraud Dr. Ward Harder				
8 hours-2013 Tax Update Dr. Ward Harder				
4 hours-Retirement Planning for CPAs Dr. Ward Harder				
Partnership Update				
Achievement/Accomplishment				
Upcoming Event				
Issues/Concerns				
Recommendation/Suggestions				
<u>Updates</u>				

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	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				
5/16/13 - Mr. John Townend with TBR to look at our curriculum	meeting to discuss mechatronics program of study and implementation statewide for uniformity		Quality, Leadership	
6/3/13 - BRAC Meeting - McMinnville Country Club	Attended local industry meeting to discuss program stratus		Access	
6/6/13 - presentation -Murfreesboro Career Center - Nashville Career	· · · · · · · · · · · · · · · · · · ·			
Advancement Center	presented to career center the developments and plans/status of mechatronics at Motlow		Leadership	
C/40/42 Tullaharra Consider Batter Const Constitut	primary speaker at Rotary to discuss and present the status of mechatronics and opportunity for women in industry		A	
6/18/13 - Tullahoma - Sunrise Rotary Guest Speaker 6/20/2013 - Governance Committee Meeting	Member of governers skill panel discussion and planning for middle tennessee education		Access Quality leadership	
6/27/2013 - Opportunity Lincoln Meeting	Inchibor of governors with partor allocation and planning for militaris termoscope databases.		Quality leadership	
January and the state of the st				
7/8/13 - Orientation - launch of the Mid TN Regional Skills Panels				
8/12/13 - Skills Panel Ed. Members Facilitated - TBR Nashville	continuation of skills panel discussion and plans			
8/15/13 - rapid Pesponse - Wilson Sproting Goods, Sparta	working with state on presenting TAA opportunities for displaced workers at Wilson Sporting Goods.		Access	
Development Activities				
5/13/13 - Dept Meeting - Schedule Discussion				
5/31/13 - Level 2 Planning with faculty started - continued every available				
Friday throughout the summer	had Friday meetings with all instructors in the summer to discuss the level 2 classes. preparation for new classes.		quality	
6/28/13 - Meeting about WCHS grant with Tracy Risinger	Worked with WCHS this summer to help develop equipment specifications for their classroom		Access	
6/26/13 - Meeting about WCH3 grant with Tracy Risinger	worked with world this summer to help develop equipment specifications for their classroom		Access	
8/1/13 - TN College of Tech - Murfreesboro w/Harold Hyatt	Meeting with TTC for continued discussion on articulation and status of mechatronics bridge to TTC's			
J. C.				
8/17 - 31/13 - Dr. Tantawi to Berlin, Siemens Institute Training Level 2	sent Dr. Tantawi to Berlin to obtain level 2 certification in Siemens training		Quality, leadership	
Partnership Update				
5/14/13 - NTMA - Custom Tool - Tour of the program and facility in				
McMinnville - Bob Young	working with state organizations to present Motlow and the program			
5/17/13 - Nissan Mini Career Fair - Smyrna Campus				
8/7/13 - PLC for Jarden - Sheri Denning	discussion of special program request for Jarden		Access	
Achievement/Accomplishment				
Achievement/Accomplishment				
MTSU Bachelors degree in Mechatronics Engineering	worked with Dr. Boles on developing the program. It was awarded this summer to MTSU. Working on articulation with MTSU			
IST Program	approved for new program of study with AAS in IST. Hired new instructor to help in development of program		Quality, Leadership	
Upcoming Event				+
				+
Issues/Concerns				
Recommendation/Suggestions				+
<u>recommendation/ Suggestions</u>				
<u>Updates</u>	1	Ī	<u>l</u>	1

President's Council Report for Education Date: May - August 2013 Activities

	Impact on Institution/ Continuous	Dept. you Consulted/ Dept. it	Related to Strategic Cool
	<u>Improvement</u>	will Impact	Related to Strategic Goal
Meetings Attended			
Education Dept end of the semester meeting (May 7; Coffey, Hix, Hill, McKinley, Raby-Gentry)			
Cascade HS DJE meetings (May 6 & 8; Coffey)			
Oakland HS Mechatronics Orientation (May 6; Coffey)			
SAILS meeting with Warren Co. (May 8; Coffey)			
Joint Meeting of TN Mathematics/TN Science for Elementary Education Conference at			
Pellisssippi State (May 14; Coffey)			
DJE/Polycom Meeting (May 9; Coffey)			
Education Sub-Committee Conference Call (May 15; Coffey)			
MSCC/TSU Child Development Partnership Conference Call (May 15; Coffey)			
IE Training/Workshop (May 17; Coffey)			
ALT Meeting (May 24, July 26, Aug 30; Coffey)			
DJE Meeting at Cleveland State (June 11; Coffey)			
Advisement sessions with Student Success (Coffey)			
PLA Task Force Webinar (July 9; Coffey)			
Distance Ed Meeting (July 10; Coffey			
IE Plans & Assessment Meeting (July 10; Coffey)			
Dual Enrollment/Dual Credit Meeting w/Raylean Henry (July 11; Coffey)			
RODP Education Subcommittee Conference Call (July 18; Coffey & Hill)			
Department Chair/Director training (July 22, 23, 24, 26; Coffey)			
MTSU 2+2 Info Meeting (July 26; Coffey)			
Interviews for Education/ECED instructor (Coffey; Hix; Hill)			
Adjunct Orientations (McMinnville/Smyrna/Moore Co.) (August; Coffey)			
MSCC/TSU Partnership Co nference Call (Aug 8; Coffey)			
DJE Orientation at Fayetteville (Aug 12; Coffey)			
ECED Conference Call Meeting (Aug 13; Coffey)			
Moore Co. HS DJE Orientation (Aug 15; Coffey)			
Emergency Preparedness meeting (Aug 16; Coffey)			
Moore Co. ACE Orientation (Aug 20; Coffey)			
Fall Assembly (Aug 21 - Education/ECED faculty)			
Education Dept. Meeting (Aug 22 - Education/ECED faculty)			
Smyrna ACE Orientation (Aug 26; Coffey)			
Development Activities			
Teacher & student program with planetarium at Stone Bridge Academy (May 2; Hix)			

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Wartrace community program about education (May 4; Hix)		
Make & use Flubber with teachers & students at Blanche School (May 9; Hix)		
Film session with TJ Creamer, astronaut, for use in STEM camps (May 22; Hix)		
Help with "Dance of the Planets" at the US Space & Rocket Center (May 26; Hix)		
Keynote speaker at Pellisssippi State STEM program (May 30; Hix)		
Assist with Gov. Haslam's Teach TN program for teachers (June 7; Hix)		
Community star program for Bedford Co., sponsored by First Community Bank (June 28; Hix)		
Teacher for Gov. Haslam's Teach TN program (July 5; Hix)		
Speak to lead teachers about STEM in Lincoln Co. (July 19; Hix)		
Speaker at Monte Sano Methodist Church in Hunstville (July 21; Hix)		
Meeting w/Westwood Middle School (Manchester) teachers to plan a STEM & Stars program		
for March 2014 (July 30; Hix)		
Speak to Air Force STEM meeting about location education in TN (Aug 1; Hix)		
Keynote speaker to Lincoln Co. schools' first day of in-service (Aug 2; Hix)		
Edmodo training for Lincoln Co. schools as they start one-to-one computer laptop program		
(Aug 5 & 7; Hix)		
Edmodo training in Lincoln Co. (Aug 15; Hix)		
Speaker at Southwest Community College's STEM program (Aug 20; Hix)		
Keynote speaker to Southwest Community College's fall forum (Aug 21; Hix)		
Teaching 5th grade standards about space & planetarium show in Bedford Co. schools (Aug 30;		
Hix)		
STEM Camps - three in Bedford Co. (June); AEDC (June); East Lincoln Elem (June); Lincoln Co.		
(July) (Hix)		
Partnership Efforts		
Trevecca Convocation (Aug 22; Coffey)		
Expanded Dual Enrollment programs (Coffee County; LaVergne & Oakland high schools)		
Achievement/Accomplishment		
remerement/recomplishment		
Upcoming Events		
Planetarium visits; Star parties; STEM programs; WeDo Robot program (Hix)		
MTEC Open House (Sept 17; Coffey)		
TACTE Conference, Nashville (Sept 26-27: Coffey; Hill)		
RODP/EDU Subcommittee Meeting (Oct 4; Coffey)		
TECTA Open House (Oct 7; Coffey)		
South Central Curriculum Committee Meeting (Oct 21; Coffey)		
ECED/TTP Meeting (Oct 24; Coffey)		

President's Council Report for Education Date: May - August 2013 Activities

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	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			I. Leadership	
Ed Tech Academy 2013- May 13-14 Roane State- Brian Robinson				
Development Activities				
Jeannie Brown taught Theater Appreciation in Cape Town, South Africa with TNCIS				
May 5-30, 2013				
Jeannie Brown developed a project for Service Learning at AL. Noor Orphange		1		<u> </u>
Center in Cape Town, South Africa				
Jeannie Brown travled to San Juan , Puerto Rico and visited an art school				
Emily Seal taught Speech in Scotland with the TNCIS May 5-30, 2013				
Emily Seal shadowed London program with TNCIS in June 2013				
Eric Claunch recommended 7 book requisition for the Library				
David Bethea performed at Table Talk Performance Series, Tullahoma July 14				
David Bethea Summer Concert Series Perfomer , Tullahoma July 24				
David Bethea Summer Concert Series Perfomer , Tullahoma August 14				
Emily Seal has cast the Childrens Play "Alice in Wonderland. Rehersals and set				
design is in progress				
Partnership Update				
Achievement/Accomplishment				
Upcoming Event				
Eric Claunch Art Exhibition TBA				
<u>Issues/Concerns</u>				
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Recommendation/Suggestions				
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	Impact on Institution/Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follw Up N=No Y= Yes DTR
Meetings Attended				
Wes Spratlin attended the Distance Education Committee meeting 7/10.				
Wes Spratlin conducted 6 interviews for the Reading Instructor position				
and hired Elizabeth White to a six-year temporary full-time position				
July22-26.				
Nick Bush was part of ateam of Smyrna Motlow faculty who took students to the				
Phi Theta Kappa Regional Conference at Union University May).				
<u>Development Activities</u>				
Wes Spratlin attened the I.E. Plan Update Seminar May17				
Wes Spratlin attended Department Chair Training Aug. 22-26				
Partnership Update				
Achievement/Accomplishment				
The Languages Dept. completed it's revision of Freshman Composition courses by				
placing new syllabi online for fall 2013 classes (completed in July).				
Wes Spratlin created a Languages Department Handbook that contains all course				
policies/syllabi, MSCC policies, assessment prodeures, etc. for all ENGL classes.				
The Handbook is in PDF format and can be accessed via the Languages				
department web page (completed in July).				
Jenna Caviezel (temp full-time) published a short story in Kestrel and				
participated in a writer's workshop at Fairmont State University				
Upcoming Event				
Wes Spratlin will attend TBR Auditor Training at the board with the MSCC Auditor				
team (Sept.)				
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Updates				

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal
Meetings Attended			
Distance Education Committee Meeting (July 8; Arman)			
Regional SAILS training at Vol State (July 11; Arman, Mitchell)			
Department Chair Training (July 22, 23, 24, 26; Arman)			
Motlow SAILS Training (July 30; Arman)			
D2L Online Maintainer Training (Aug 1; Arman)			
Fall Assembly (Aug 21 - all Mathematics faculty)			
Mathematics Discipline Meeting (Aug 21 - all Mathematics faculty)			
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Development Activities			
Attend Joint Meeting of TN Mathematics/TN Science for Elementary			
Education Conference in Pellisssippi (May 14; Arman, Nelson)			
ACE Orientation (Aug 20; Arman)			
Faculty Advisement Coordinator Training (July 24 & 25; Nelson)			
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Partnership Update			
Achievement/Accomplishment			
<u>Upcoming Events</u>			
<u>Issues/Concerns</u>			
Recommendation/Suggestions			
<u>Updates</u>			

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	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact
Meetings Attended		
Department Chair Training (July 22, 23, 24, 26; Palmer)		
Attend Ed Tech Academy at Roane State Community College (May 14 & 15; Gregory)		
Attend Summer Summit: Teaching with Techology at Cleveland State (June 4-5; Gregory)		
Fall Assembly (Aug 21; Science faculty)		
Natural Sciences Discipline meeting (Aug 21; Science faculty)		
<u>Development Activities</u>		
Tellus Museum Geology Field Trip (April 27; Mayo)		
201st 2YC3 Conference, Part 2 - online conference on the effectiveness of web-based		
homework programs in chemistry courses (May 1; Griswold)		
Attend presentation by David George Haskell (2013 Pulitzer Prize Finalist and author) at UTC		
(May 3; Wells, Forde & Mayo)		
Serve as science instructor for Bel-Aire Elementary School's 5th grade Career Exploration Day		
(May 15; Mayo)		
Completed online course development w/S. McCoy (July 31; Palme, Forde, E. Fitch)		
Attend F.A.S.T. training for freshman student orientation (June 14; Griffith)		
Attend freshman orientations (Griffith)		
Attend faculty advisement coordinator training (July 24-25; Griffith)		
Attend Phi Theta Kappa regional convention (Aug 1-3; Griffith)		
Participate in South Jackson Goes Country, fundraiser for the arts community in Tullahoma (August; Griffith)		
Interview Michael Griffith with his involvement with Work Force Development about		
Motlow's involvement in the work force (Aug 5; Griffith)		
Interview Alicia Weddington at the McMinnville COC about Motlow's involvement in the work force (Aug 6; Griffith)		
Participate in the "Smoking in McMinnville" charity event representing Motlow (Aug 8-10);		
Griffith)		
Conduct Etiquette Class at Enrichment Fellowship Home School Cooperative (Aug 16, 23, 30;		
Forde)		
Achievements/Accomplishments		
Hiring of Chemistry/Physical Science instructor for Smyrna (Nicole Speelman)		
<u>Upcoming Events</u>		

Hosting TAS (TN Academy of Science) Annual Meeting in November 2013	
<u>Issues/Concerns</u>	
Recommendation/Suggestions	
<u>Updates</u>	

Related to Strategic Goal	Follw Up N=No Y= Yes DTR

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Meetings Attended	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follw Up N=No Y= Yes DTR
	Rx TN Interviews for Data Clerk			
5/7/13	SPEP/ Curriculum Meeting-Full Faculty			
5/13/13	NLNAC(now ACEN) Standards Meeting			
5/20 & 5/23	Rx TN Interviews for Completion Coach			
5/20-5/23	HURST NCLEX-RN Review			
5/21/13	LPN to RN Student Orientation			
5/25/13-5/29/13	Cathy Simpson attended the National Institute for Staff and Organizational Development Conference- Austin, TX			
5/29/13	Generic Student Orientation			
7/20/2013-7/28/13	Nursing Faculty Interviews			
	Make-up Orientation for Generic Students			
	Pat Hendrix visited with Tullahoma High School's HOSA class			
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Development Activities				
Development Activities				
				
Partnership Update				
Partnership Opuate				
Achievement/Accomplishment				
Upcoming Event				
<u>Issues/Concerns</u>				
Recommendation/Suggestions				
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Meetings Attended				
Relay for Life			Leadership, Quality, Resourcefulness	
Fall Convocation				
Access to Success			Access	
Distance Education			Access, Quality, Resourcefulness	
Sociology Club			Access	
Faculty Advisement Coordinators (x4)	Provides students with an assigned advisor		Leadership, Access, Quality Resourcefulness	
PTK Chamber of Commerce				
Adjunct Orientations (x4)	Familiarizes new and existing part-time employees with changes/additions to Motlow policy/goals			
IE and Gen Ed assessment			Quality	
Development Activities				
FAST Team (x23)			Leadership, Access, Quality Resourcefulness	
New Student Orientations (x17)			Leadership, Access, Quality Resourcefulness	
Faculty Advisement Coordinator Training			Leadership, Access, Quality Resourcefulness	
Department Chair Training			Leadership, Quality Resourcefulness	
Completion of Post-graduate coursework (x2)			Quality	
Partnership Update				
Achievement/Accomplishment				
IE and GE assessments and plans submitted to Research and Planning	Faculty will attend appropriate D2L trainings, Gen Ed assessment tools monitored, web course offerings increase			
Departmental Syllabi Updated	Students have access to course layout, instructors have a template for outline development, textbook information current		Resourcefulness	
Formed academic audit team	Evaluate, modify the University Parallel academic path		Leadership, Quality	
Upcoming Event				İ
Class Schedule for Spring 2014				İ
Issues/Concerns				
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	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				
05/2 - Chamber Meeting				
5/3 - Sci Quest Training				
5/25 - ALT Meeting				
6/6 - Chamber Meeting				
6/11 - DJE Consortium Meeting - Cleveland State				
6/17 THEC - SAILS Interviews for Regional Coordinators				
6/20 - Lincoln County Industry Appreciation Day				
6/27 - Opportunity Lincoln				
7/8 - MTSU/MSCC AGR Breakfast Club Speaker WEKR/WYTM				
7/8 - Chamber Meeting				
7/11 - Mtg. with Dr. Raylean Henry - DJE				
7/19 - Chamber Golf Tournamnet				
7/23 - Department Chair Training				
8/1 - Meeting with Sarah Wallace, New Principal LCHS		1		
8/1 - Chamber Meeting		1		
8/15 - Student Advisory Board Guest Speaker		+		
8/15 - Student Advisory Board Guest Speaker 8/21 - Fall Assembly		 		
8/27 and 8/28 - Gattis Leadership				
Development Activities				
5/17 Motlow Lincoln County Golf Tournament				
Partnership Update				
MTSU AGR - Work in Process to Advertise AGR programs				
Achievement/Accomplishment				
Chosen to represent Lincoln County - Gattis Leadership				
Past President - Chamber of Commerce				
rast Fresident - Chamber of Commerce				
Upcoming Event		1		
Opportunity Lincoln 9/24		1		
Counselor's Breakfast 10/29				
Day of the Dead PTK/International Event 10/31				
C4 Signing Days TBA		1		
TN TACHE Annual Conference 11/13 - 11/15				
Issues/Concerns				
Recommendation/Suggestions				
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	Impact on Institution/ Continuous Improvement	Dept. it will Impact	Related to Strategic Goal	N=No Y=Yes DTR
Meetings Attended				
05/01 - SAILS Conference				
05/03 - SciQuest Training				
05/03 - TTU 2+2 Graduation Celebration				
05/06 - Directors Scheduling Meeting				
05/08 - SAILS Meeting with Warren County High School				
05/28 - Meeting with UT Representative regarding articulation				
05/28 - Chamber Board Meeting				
05/29 - Met with County Executive in Smithville				
05/30 - Great West Retirement				
06/03 - Willowbrook Golf Tournament				
06/24 - Industry Appreciation Day				
06/25 - Chamber Board Meeting				
07/02 - PreK Board Meeting				
07/11 - Dual Enrollment/Dual Credit Meeting with Raylean Henry				
07/16 - Foundation for Education Meeting	4			
07/17 - Perkins Grant Meeting	4			
07/23 - Department Chair Training	4			
07/30 - Chamber Board Meeting	4			
08/06 - Meeting with Warren Co High School regarding SAILS grant	4			
08/06 - Adjunct orientation	4			
08/21 - Fall Assembly	4			
08/23 - Cannon Co High School dual enrollment				
08/29 - Meeting with Todd Herzog				
08/30 - ALT and Center Support Meeting				
09/06 - ALT scheduling meeting				
09/10 - P16 Meeting				
09/11 - Leadership McMinnville presentation				
09/12 - BRAC Meeting				
09/13 ALT Meeting				
09/17 - Presentation to Retired Teachers				
Development Activities				
Partnership Update				
SAILS class at Warren County High School				
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Achievement/Accomplishment	4			
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Upcoming Event	4			
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<u>Issues/Concerns</u>	4			
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An Action of Management of Man	July 22, 2013 - Center Director Meeting		 	
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good 1, 2013 - Anabodic state of the control of the	July 29, 2013 - Staff Meeting			
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general 2, 2013 - Montry general 2, 2013 -	August 13, 2013 - Rotary Board			
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James 27, 2013 Compression Societies Section August 22, 2013 - Rotary				
Jugor 25, 2013 - Solary Section (Assertation) Meeting (Assertation				
Section Sect				
Jacobia Science Support Team Restricts Way 2, 2013 - Center Suppo	August 29, 2013 - Rotary			
Decisional Activities	August 30, 2013 - Academic Leadership Meeting			
Are 2, 2013 - Society Conference (Section 1) Are 2, 2013 - Society				
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June 26, 2013 - Sudderly Calif & Facility Coolboard 19, 22, 2013 - Construct Facility Statistics 19, 22, 2013 - Construct Facility Statistics 19, 22, 2013 - Morrary Guard Statistics 19, 2013 - Statistics 20, 2013 - Statistic				
une 27, 2013 - Computative Sign in Process Vision R. & Cody). uly 12, 2013 - Community Study Interviews uly 12, 2013 - Secretal Faculty interviews up 22, 2013 - Mode Research up 22, 2013 - Mode Research up 23, 2013 - Mode Research up 24, 2013 - Mode Research up 25, 2013	May 14, 2013 - Computerized Sign in with Valerie Rossman and Cindy Jackson			
with 22, 2013 - Process Conference Call with 25, 2013 - Secret Careful Visitations Conference Call with 25, 2013 - Secret Careful Visitations Conference Call with 25, 2013 -	June 26, 2013 - Student, Staff & Faculty Cookout			
July 19, 2013 - Special Facility Internatives Jugost 22, 2013 - Marray Guard (David Britton Meeting and Walk Prough) Partnership Legislate Ave 5, 2013 - Ridgeston (Dakhard Parent and Student Orientation Ave 5, 2013 - Ridgeston (Dakhard Parent and Student Orientation Ave 7, 2013 - Ridgeston (Dakhard Parent and Student Orientation Ave 7, 2013 - Ridgeston (Dakhard Parent and Student Orientation Ave 7, 2013 - Ridgeston (Dakhard Parent and Student Orientation Ave 7, 2013 - Ridgeston (Dakhard Parent and Student Orientation Ave 7, 2013 - Ridgeston Conference Call July 10, 2013 - Special Ridgeston (Dakhard Parent and Student Orientation As a special Conference Call July 12, 2013 - Deem Story Faculty Internatives July 12, 2013 - Special Ridgeston Energies (National Parent and Student Conference Call July 2013 - Special Ridgeston Energies (National Parent American Conference Caul July 20, 2013 - First Annual Office Crowl Achievement/Accomptishment Jurgoning Event Jurgoning Event Recommendation/Suggestions Recommendation/Suggestions	June 27, 2013 - Computerized Sign In Process Valerie R. & Cindy J.			
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Participable Update	August 20, 2013 - YMCA Meeting			
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May 17, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 29, 2013 - Nisan Job Fat Strymac Center May 2013 - Nisan Job Fat Strym	May 6, 2013 - Bridgestone/Oakland Parent and Student Orientation			ļ
May 29, 2013 - FGI Carat Conference Call				ļ
March 2013 - MACA & ACE	May 17, 2013 - Nissan Job Fair Smyrna Center			
Specimen Street Specim	May 29, 2013 - PGI Grant Conference Call			
une 19, 2013 - David Britton Emergenry Mgt. Conference Call uly 19, 2013 - Chemistry Faculty Interviews uly 19, 2013 - Speech Faculty Interviews upust 29, 2013 - First Annual Office Crawl Achievement/Accomplishment Upcoming Event Issues/Concerns Recommendation/Suggestions Recommendation/Suggestions Recommendation/Suggestions Recommendation/Suggestions				ļ
	June 19, 2013 - Dean Boyle MTSU			ļ
Jugust 29, 2013 - Speech Faculty Interviews Achievement/Accomplishment Achievement/Accomplishment Upcoming Event Uscoming Event Issues/Concerns Issues/Concerns Recommendation/Suggestions Recommendation/Suggestions	June 19, 2013 - David Britton Emergeny Mgt. Conference Call			ļ
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Achievement/Accomplishment	July 19, 2013 - Speech Faculty Interviews		ļ	
	August 29, 2013 - First Annual Office Crawl		ļ	
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Date: 9/26/13_____

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	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: 8/2 Tullahoma Noon Rotary; 8/6 Manchester Area Chamber of Commerce monthly meeting; 8/7 Tullahoma Area Chamber Board meeting; 8/9 Ribbon Cutting at Praters Bar B Q, Manchester;9/14 Lynchburg Chamber monthly meeting; 8/27 Tullahoma Chamber Coffee; 8/29 Manchester Rotary Club; 9/4 Manchester Chamber Education/Workforce committee meeting; 9/9 Lunch with Trustee Daryl Welch 9/10 Coffee County Leadership Board meeting; 9/12 BRAC dinner in McMinnville; 9/17 MTEC open house, Shelbyville; 9/19 Coffee County Leadership Retreat; 9/25 Manchester Chamber monthly meeting;	Future/Potential Fundraising Opportunities	various	yes	yes
Development Activities: 8/2 Tullahoma Noon Rotary with scholarship recipient; 8/23 Visited L. Wayne Bomar, Trustee for the Henry Davis Memorial fund with scholarship recipient; 8/26 w/Dr. Apple-Lunch with Jimmy and Jane Davis of the Davis Group, Murfreesboro; 8/29 Manchester Rotary w/Dr. Applegap scholarships and Transitional Scholarship discussed; 9/5 Hosted Manchester Chamber Education/Workforce committee at McM campus for Mechatronics presentation and tour; 9/10 Sent 260 invitations to Smyrna open house; 9/10 Sent invitations to MLPS tea; 9/13 PSLI meeting; 9/20 Motlow Foundation Golf Tournament;				
Partnership Update	Future/Potential Fundraising Opportunities	various	yes	yes
Achievement/Accomplishment: Total to date for Harry Wagner Memorial \$4000; Mary Motlow Memorial \$1250; Mechatronics scholarships for OHS Students over the summer \$31,600; Donor Wall of Recognition completed at both the Moore County Campus and the Smyrna campus	Funds raised for student needs			
Upcoming Event: Foundation Golf 9/20expected proceeds \$7000-\$8000; MLPS Chari Tea 10/14; Open house for new building Smyrna Campus 10/15				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

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	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: EMT Training Meeting 8/7; TAACCCT Grant Meeting 8/15; Fall Assembly 8/21; TAACCCT Grant Follow-up Meeting 8/29; Touchnet Meeting 9/12				
Development Activities				
Partnership Update				
Achievement/Accomplishment Business Office: Annual Financial Reports done and submitted to TBR				
Upcoming Event Business Office: TBR Council of Buyers Meeting 9/25; TCAT Quarterly Meetings in early October (TBD); Motlow Budget Committee Meeting Early October (TBD); RxTN Indirect Cost Webinar 9/27; BPM Meeting with TBR 10/2 & 10/3; Preparation of Revised Budget to the State by mid October (TBD); Smyrna Open House 10/15; TN Summit 10/14 and 10/15				
Issues/Concerns New Tecta Contracts				
Recommendation/Suggestions				
Updates:				

President's Council Report for Financial Aid Date: 09-26-13

		Dept. you Consulted/	Related to	Follow Up
Financial Aid	Impact on Institution/ Continuous Improvement	Dept. it will Impact	Strategic Goal	N=No Y=Yes DTR
Meetings Attended:				
08/01/13 TBR Financial Aid Conference Call				
08/06/13 Bookstore Charge Meeting				
08/06/13 Main Campus Orientation				
08/07/13 EMT Training				
08/08/13 Financial Aid Day McMinnville Campus				
08/13/13 Main Campus Orientation				
08/20/13 Time Clock Plus Webinar				
08/20/13 Main Campus Orientation				
08/02, 08, 09, 15, 16, 22, 23, 26, 27/13 Smyrna Orientation				
09/05/13 TBR Financial Aid Conference Call				
Development Activities:				
Partnership Update:				
Achievement/Accomplishment:				
Upcoming Event:				
09/11/13 Banner Summer FA Release Webinar				
09/23/13 TN Achieves Web Conference				
09/27/2013 CSLT - Fayetteville				
10/03/13 TBR Financial Aid Conference Call				
10/07 - 08/13 BPM Session Financial Aid (Phase 2)				
10/14 - 15/13 Tennessee Summit 2013				
10/25/13 CSLT - McMinnville				
11/03 - 05/13 CoHEsion Summit 2013 - Nashville				
11/07/13 TBR Financial Aid Conference Call				
11/22/13 CSLT - Smyrna				
12/02 06/13 Federal Student Aid (FSA) Conference				
01/02/14 Financial Aid Conference Call				
01/11/14 College Goal Tennessee - Smyrna				
01/30/14 High School Visit - Riverdale				
04/06 - 09/14 Ellucian Live 2014 Conference				
04/06 - 09/14 TASFAA Conference				
Issues/Concerns:				
Recommendation/Suggestions:				
Updates:				

Date: March - August 2013

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	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				
March 1 - Distance Education TBR Meeting				
April 11 - ITAS Meeting				
April 21-23 IT Symposium Fall Creek Falls				
May 6 - ITAS Meeting				
May 8 - D2L Sys Admins monthly online meeting				
May 14-15 - EdTech Academy at Roane State				
May 16 - met with TBR I.T. Auditor				
May 23 - Mobile App Demo presented by Campus EAI				
June 4 - SciQuest Training (Approver)				
June 12 - D2L Sys Admins monthly online meeting				
June 26 - ScieQuest Training (User)				
July 10 - Distance Education Committee				
August 7 - D2L Sys Admins online monthly meeting				
July 14-17 - D2L Annual				
August 21 - ITAS Meeting		 		
Development Activities		 		
March 13 - Adobe Acrobat Pro Basics workshop for Faculty and Staff		+		1
April 4 - Adobe Acrobat Pro Basics workshop for Faculty and Staff				-
May 2 - Adobe Acrobat Pro Basics - McMinnville -workshop for Faculty and Staff				
July 25 - D2L Developer Training				
July 31- D2L Developer Training				
August 1 - D2L Maintainer Training				
August 6 - D2L Adjunct Workshop McMinnville				
August 13 - D2L Adjunct Workshop Smyrna				
August 15 - D2L Adjunct Workshop Moore Co.				
August 19 - D2L Maintainer/Instructor Workshop Smyrna				
August 22 - D2L Maintainer/Instructor Workshop Moore County				
Partnership Update				
Achievement/Accomplishment				
April 18 Technology Showcase				
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Upcoming Event				1
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	Impact on Institution/ Continuous Improvement	Dept. it will Impact	Related to Strategic Goal	N=No Y=Yes DTR
Meetings Attended				
Ruterford County Teaching Site Expansion Project Final Inspection - 8/2/2013,				
Exterior Buildings Repairs Project - Doors & Windows Review Meeting -				
8/12/2013, Nisbett Center Supplemental A/C Project Review Meeting - 8/12/2013,				
TDOT 5-Points Intersection Contract Meeting - 8/12/2013, Rutherford County				
Teaching Site Expansion Project A & P Lab Fume Test - 8/16/2013, Nisbett Center				
Supplemental A/C Project Review Meeting - 8/22/2013, Exterior Buildings Repairs				
Project - Doors & Windows Review Meeting - 8/26/2013.				
Development Activities				
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Partnership Update				
Achievement/Accomplishment				
Upcoming Event				
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179/21 SERVICE Abstractions to Manufactories March Configure 179/21 SERVICE Abstraction And March March March Configure 179/21 SERVICE ABSTRACTION AND ADDRESS AND	4/18/13 TBR Library Deans & Directors Meeting - Stuart Gaetjens				
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Partnership Ubdates Community Involvement	6/25/13 Preserving and Caring for Documents -Bob Shine				
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President's Council Report for <u>Disability and Testing Services</u>

	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-National College Testing Association Conference-July 31-August 2; NSO-August 6, 9, 13, 15, 22, 23; Director's Meeting-August 14; Access and Diverstiy Meeting-August 20; Fall Convocation-August 21		Campus wide		
Development Activities-Murfreesboro Community Conversation-August 26; Student Resource Fair-August 27; Minute To Win It Competition with MP3-August 28; MP3 Interest Meeting-August 29		Campus wide		
Partnership Update-				
Achievement/Accomplishment				
Upcoming Event- College Fair-September 4; TN-AHEAD Conference Call- September 17; Club Day in Smyrna-September 19; GED Conference- September 23-25		Campus wide		
lssues/Concerns				
Recommendation/Suggestions				
Updates				

Date: August 2013

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follw Up N=No Y= Yes DTR
Achievements and Accomplishments: Orientation 8/6/13, 8/13/13, 8/23/13; Directors meeting 8/14/13; SS Conference call; emergency prepardeness 8/16; SS advisors meeting 8/22/13; Assistant VP meeting 8/23/13; College Fair 9/4/13; Conference call TBR 9/9/13				
Development Activities				
Partnership Update -				
Achievement/Accomplishment				
Upcoming Event				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

President's Council Report for Student Success

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	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: "Withdrawal Reason" Conference Call (tbr subcommittee) 7/10/13; Departmental Meeting 7/17/13; SA Director's Meeting 7/23/13; Department Chair/Advisement Coordinator Training - 7/24-25/13; Student Affairs Division Retreat 7/26/13; SA Director's Meeting 8/14/13; Fall Assembly 8/21/13; Departmental Meeting Red Cross Blood Drive 9/10/13;				
<u>Development Activities:</u> Welcome Week Activities Aug 26 - 29; Early Alert Follow-ups underway September - ?				
Partnership Update: MTSU True Blue Tour 10/24/2013				
Achievement/Accomplishment:				
<u>Upcoming Event:</u> MTSU True Blue Tour 10/24/13; Academic Check-ups for First-Time Freshmen continuing throughout Sept/Oct;				
Issues/Concerns:				
Recommendation/Suggestions:				
<u>Updates:</u> New Student Orientations at all 4 locations began Mid-June and ran through August 23rd - 1192 attended/1042 registered for Fall term; Academic Check-Ups begun and continue through October for First-time Freshmen				

Date: July - September 10, 2013

	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: Aug. 2-MP3 Planning Meeting, Smyrna Campus; Aug. 12-Access2Success, Moore County campus; Aug. 14-Student Affairs Division Staff Meeting, Moore County camp; pus; Aug. 26-Congressman Scott Desiarials College visit, Moore County campus; Aug. 27-Congressman Scott Desiarials Smyrna Center visit; Aug. 28 -Gattis Leadership Class Moore County campus visit; Sept. 5-Access2Success Meeting, Moore County campus; Sept. 17-MP3 Mentors' Training, Moore County campus; Sept. 17-MP3 Mentors' Training, Smyrna Center		Office of the Assistant Vice President for Student Affairs; Student Success Center, Smyrna,; Office of the President	Goals 1 and 2	Yes, follow up is needed
Development Activities; Aug. 6—New Student Orientation, Moore County campus; Aug. 9—New Student Orientation Smyrna Center; Aug. 15—New Student Orientation, Smyrna Center; Aug. 16—Tennessee College of Applied Technology, Shelbyville; Aug. 20—New Student Orientation, Moore County campus; Aug. 21—Fall Convocation, Moore County campus; Sept. 4—College Fair, Moore County campus; Sept. 18-Adult Learners Webinar; Sept. 25—Access 2 Success Webinar		Student Success Center, Moore County and Smyrna; Student Services at CAT; Student Affairs Division; Office of the Assistant Vice President for Student Affairs	Goals 1 and 2	Yes, follow up is needed
Partnership Update: Aug. 16Tennessee College of Applied Technology, Shelbyville; Aug. 26 Congressman Scott Deslarlais Moore County campus; Aug. 24Rotary District 6780 Leadership Academy Training, Moore County campus; Aug. 27Congressman Scott Deslarlais Smyrna Center visit; Aug. 28Gattis Leadership Class visit; Sept. 4College Fair, Moore County campus; Sept. 5Coffee County Central High School College Fair; Aug. 10MTSU Transfer Representatives College Visit, Moore County campus; Sep. 17MP3 Mentors' Training, Moore County campus; Sept. 19Moore County High School Senior Night		Student Services at TCAT, Shelbyville; Office of the President; Facilities, Career Planning, Nursing; Facilities, Food Services, Student Affairs; Disability and Testing services/Office of Assistant Vice President for Student Affairs	Goals 1 and 2	Yes, follow up is required
Achievement/Accomplishment				
Upcoming Event: Sept. 26International Education activity Brock McGuire Band; Sept. 27 or Sept. 28 MP3 Mentors and Mentees Meet and Greet, Moore County campus; Oct. 2Austin Peay University Transfer Rep College Visit, Moore County; Oct. 3King College Transfer Rep College Visit, Moore County; Oct. 8Bedford County High Schools College Fair; Oct. 10Franklin County High School College Fair; Oct. 10MTSU Transfer Rep College Visit, Moore County; Oct. 11Grundy County High School Moore County campus visit; Oct. 15Smyrna Open House; Oct. 17UAH Transfer Rep College Visit, Moore County		IE; Office of Assistant Vice President for Student Affairs and Office of Disability and Testing Services; University Reps; Grundy County HS Guidance Office	Goals 1 and 2	Yes, follow up is needed
Issues/Concerns				
Recommendation/Suggestions				
Updates				

President's Council Report for Career Planning and Extended Services Date: 9/26/2013

	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: The annual Memphis in May Student Affairs one-day seminar on May 17, 2013 held at the University of Memphis. The one-day TACHE regional meeting on April 26, 2013 at MTSU. The Community Colleges' non-credit workforce training and development committee on September 5-6, 2013 at TBR. Participated in two conference calls from the Regents' On-line Continuing Education (ROCE) department which reviewed new course curriculum and development.				
Partnership Update: Through administration of the Motlow training contract with the TN Dept of Correction, supported TDOC employees taking on-line continuing education courses. Participated in State Senator Janice Bowling and the Arnold Community Council Jobs Fair on July 16, 2013 held in the Coffee County Conference Center. Working with the TN Dept of Labor, Workforce Solutions office, Brenda Cannon and I represented Motlow College in a Job Fair for the citizens of Grundy County on May 7, 2013.				
Achievement/Accomplishment: Three (3) ACT test-prep classes began this Fall Semester in McMinnville, Fayetteville, and on the Moore County campus. Administered the Kuder career aptitude assessment survey to students and to the general public, as requested. Coordinated several Facilities Requests, and rental of College Facilities. Placed several job postings on the Job's Board located on the Career Planning & Extended Services web page. Advised a number of people who asked for review of resumes and cover letters.				
Upcoming Events:				
Issues/Concerns:				
Recommendation/Suggestions:				
<u>Updates:</u> This FY, we conducted 7 ACT test-prep classes for area high school students, resulting in 161 participants.				

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	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: TCCAA Coaches Meeting-8/7; TCCAA Athletic Directors Meeting-8/8; Sports Media Information Meeting- 8/13; Student Affairs Director Meeting-8/14; Athletic Department Meeting-8/20; Education Department Meeting-8/22; Athletics Orientation-8/25				
Development Activities -				
Partnership Update -				
Achievement/Accomplishment				
Upcoming Event- 4/24 Division Training; 4/24 - Student Affairs Administrative Professional Day Brunch; 4/25 - ACSCOC Conference Call; 4/26 - sciQUEST Training; 5/2 - A2S Conference Call; 5/2 - MP3 Closing Banquet				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

President's Council Report for <u>AVPSA</u> Date: <u>July - August 2013</u>

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	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 -7/11 - Access to Success conference call (discussed/updated strategies related to A2s initiative), Orientations (weekly), 7/24 - Appeals process for faculty advisement coordinators, 8/19 - Student Appeals; 8/20 Access & Diversity; 8/26 met with Senator DesJarlais, 8/26 Welcome Week activities -Minute to Win Itl, Student Resource Fair, Sweet Treat Meet and Greet, 8/27 Directors Meeting; 8/25- Athletics Orientation; 9/5 A2S Meeting	·			
Development Activities -				
Partnership Update -				
Achievement/Accomplishment				
Upcoming Event- 4/24 Division Training; 4/24 - Student Affairs Administrative Professional Day Brunch; 4/25 - ACSCOC Conference Call; 4/26 - sciQUEST Training; 5/2 - A2S Conference Call; 5/2 - MP3 Closing Banquet				
Issues/Concerns				
Recommendation/Suggestions				
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Charted Activities Report for Department: <u>VPAA</u>

Date: <u>May - August 2013</u>

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