

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	X					
Dr. Stone Vice President Administrative Services & IT	X					
Hilda Tunstill Vice President Business Affairs	X					
Dawn Copeland, Interim Vice President of Academic Affairs	X					
Jerry Tunstill Vice President Student Affairs	X					
Laura Jent Affirmative Action Officer	X					
Keith Claxton Chair Faculty Council	X					
Michelle Cox- Chair Support Staff Council	X					
Jan Rogers Chair Administrative Council	X					
Michaela Fulkerson President Student Government Association	X					
Brenda Cannon Director of Student and Campus Relations	X					

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

	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						
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						
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						
Updates						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meetings Attended						
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 status		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			
6/18/13 - Tullahoma - Sunrise Rotary Guest Speaker	primary speaker at Rotary to discuss and present the status of mechatronics and opportunity for women in industry		Access			
6/20/2013 - Governance Committee Meeting	Member of governors skill panel discussion and planning for middle tennessee education		Quality leadership			
6/27/2013 - Opportunity Lincoln Meeting						
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 Response - Wilson Sporting 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			
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					
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						
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						
Updates						

President's Council Report for Education

Date: May - August 2013 Activities

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>
<u>Meetings Attended</u>			
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 Pellissippi 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 Conference 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)			
<u>Development Activities</u>			
Teacher & student program with planetarium at Stone Bridge Academy (May 2; Hix)			

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 Pellissippi 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)			
<u>Partnership Efforts</u>			
Trevecca Convocation (Aug 22; Coffey)			
Expanded Dual Enrollment programs (Coffee County; LaVergne & Oakland high schools)			
<u>Achievement/Accomplishment</u>			
<u>Upcoming Events</u>			
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)			

	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						
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 July 22-26.						
Nick Bush was part of a team of Smyrna Motlow faculty who took students to the Phi Theta Kappa Regional Conference at Union University May).						
Development Activities						
Wes Spratlin attended the I.E. Plan Update Seminar May 17						
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 procedures, 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 <i>Kestrel</i> 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.)						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for Mathematics

Date: May-August 2013 Activities

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>
<u>Meetings Attended</u>			
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)			
<u>Development Activities</u>			
Attend Joint Meeting of TN Mathematics/TN Science for Elementary Education Conference in Pellissippi (May 14; Arman, Nelson)			
ACE Orientation (Aug 20; Arman)			
Faculty Advisement Coordinator Training (July 24 & 25; Nelson)			
<u>Partnership Update</u>			
<u>Achievement/Accomplishment</u>			
<u>Upcoming Events</u>			
<u>Issues/Concerns</u>			
<u>Recommendation/Suggestions</u>			
<u>Updates</u>			

President's Council Report for Natural Sciences

Date: May-August 2013 Activities

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact
<u>Meetings Attended</u>		
Department Chair Training (July 22, 23, 24, 26; Palmer)		
Attend <i>Ed Tech Academy</i> at Roane State Community College (May 14 & 15; Gregory)		
Attend <i>Summer Summit: Teaching with Technology</i> 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)		
<u>Achievements/Accomplishments</u>		
Hiring of Chemistry/Physical Science instructor for Smyrna (Nicole Speelman)		
<u>Upcoming Events</u>		

President's Council Report for Natural Sciences

Date: May-August 2013 Activities

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

	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						
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						
Class Schedule for Spring 2014						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

Charted Activities Report for Department: Fayetteville

Date: May 2013 - August 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						
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. Raylen Henry - DJE						
7/19 - Chamber Golf Tournament						
7/23 - Department Chair Training						
8/1 - Meeting with Sarah Wallace, New Principal LCHS						
8/1 - Chamber Meeting						
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						
Upcoming Event						
Opportunity Lincoln 9/24						
Counselor's Breakfast 10/29						
Day of the Dead PTK/International Event 10/31						
C4 Signing Days TBA						
TN TACHE Annual Conference 11/13 - 11/15						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
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						
07/17 - Perkins Grant Meeting						
07/23 - Department Chair Training						
07/30 - Chamber Board Meeting						
08/06 - Meeting with Warren Co High School regarding SAILS grant						
08/06 - Adjunct orientation						
08/21 - Fall Assembly						
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						
<u>Development Activities</u>						
<u>Partnership Update</u>						
SAILS class at Warren County High School						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Charted Activities Report for Department: Smyrna Center

Date: May-August 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						
May 2, 2013 - Smyrna Rotary						
May 7, 2013 - Open House Planning Committee Meeting						
May 8, 2013 - PGI Grant Meeting/TBR						
May 13, 2013 - Smyrna Construction Meeting						
May 14, 2013 - Rotary Board						
May 23, 2013 - Rotary						
May 24, 2013 - Academic Leadership Team						
May 29, 2013 - Construction Meeting						
May 30, 2013 - Rotary						
May 30, 2013 - Crime Symposium						
June 3, 2013 - Smyrna Staff Meeting						
June 4, 2013 - Construction Punchlist						
June 6, 2013 - Rotary						
June 10, 2013 - Smyrna Staff Meeting						
June 10, 2013 - Smyrna Construction Meeting						
June 11, 2013 - Rotary Board						
June 13, 2013 - Rotary						
June 17, 2013 - Staff Meeting						
June 19, 2013 - Lori North Foundation Member						
June 20, 2013 - Rotary						
June 24, 2013 - Smyrna Construction Meeting						
June 25, 2013 - Center Directors/Interim VP Academic Affairs						
June 27, 2013 - Rotary						
July 9, 2013 - Rotary Board						
July 11, 2013 - Asst. Vice Chancellor/Dual Enrollment						
July 11, 2013 - Rotary						
July 18, 2013 - Rotary						
July 23, 2013 - Center Director Meeting						
July 23, 2013 - Academic Leadership						
July 25, 2013 - Rotary						
July 29, 2013 - Staff Meeting						
July 31, 2013 - Lori North						
August 1, 2013 - Rotary						
August 2, 2013 - Punchlist						
August 13, 2013 - Rotary Board						
August 15, 2013 - Rotary						
August 22, 2013 - Rotary						
August 26, 2013 - ACE Student Orientation						
August 27, 2013 - Congressman Desjarlais						
August 29, 2013 - Rotary						
August 30, 2013 - Academic Leadership Meeting						
August 30, 2013 - Center Support Team Meeting						
Development Activities						
May 3, 2013 - Sci-Quest Training						
May 14, 2013 - Computerized Sign in with Valerie Rossman and Cindy Jackson						
June 26, 2013 - Student, Staff & Faculty Cookout						
June 27, 2013 - Computerized Sign In Process Valerie R. & Cindy J.						
July 12, 2013 - Chemistry Faculty Interviews						
July 19, 2013 - Speech Faculty Interviews						
August 20, 2013 - YMCA Meeting						
August 22, 2013 - Murray Guard/David Britton Meeting and Walk Through						
Partnership Update						
May 6, 2013 - Bridgestone/Oakland Parent and Student Orientation						
May 9, 2013 - Nissan						
May 17, 2013 - Nissan Job Fair Smyrna Center						
May 29, 2013 - PGI Grant Conference Call						
June 4, 2013 - YMCA & ACE						
June 19, 2013 - Dean Boyle MTSU						
June 19, 2013 - David Britton Emergency Mgt. Conference Call						
July 12, 2013 - Chemistry Faculty Interviews						
July 19, 2013 - Speech Faculty Interviews						
August 29, 2013 - First Annual Office Crawl						
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
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. Apple--gap 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;	Future/Potential Fundraising Opportunities	various	yes	yes		
Partnership Update						
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 9/20..expected proceeds \$7000-\$8000; MLPS Chari Tea 10/14; Open house for new building Smyrna Campus 10/15						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended Business Office: 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

Financial Aid	Impact on Institution/ Continuous Improvement	Dept. you Consulted/	Related to	Follow Up		
		Dept. it will Impact		Strategic Goal	N=No	Y= Yes
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:						

Charted Activities Report for Department: Center of Emphasis fo Academic Technologies

Date: March - August 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						
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						
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						
Upcoming Event						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

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

Charted Activities Report for Department: LIBRARY

Date: APRIL-AUGUST 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						
April staff meetings weekly in Fayetteville - Debbie Logan						
4/15/13 TBR Media Consortium teleconference-Stuart Gaetjens						
4/18/13 TBR Library Deans & Directors Meeting - Stuart Gaetjens						
4/25 & 26 TN Library Assn Annual Conference-Stuart & Paige						
7/19/13 TSERC Subcommittee teleconference -Stuart Gaetjens						
4/10/13 Dr.Aple's Forum in McMinnville - Nancy Jones						
4/9/13 Dr. Apple's Forum in Fayetteville- Debbie Logan						
8/21/13 Fall Assembly - All Library staff						
8/21/-13 Library staff meeting - All Library staff						
Development Activities						
4/3/13 LearningExpress Library Guided Tour Webinar-Debbie Logan						
4/4/13 Adobe Acrobat Pro Basics Webinar-Bob Shine						
4/10/13 Job & Career Accelerator Guided Tour Webinar-Debbie Logan						
4/24/13 Copyright in Academia webinar-Joyce Bateman & Paula Standridge						
5/3/13 sciQuest Training -Joyce Bateman						
5/28/13 Preserving and Caring for Historic Photographs - Bob Shine						
6/4/13 Preserving Family Collections Webinar- Bob Shine						
6/24/13 Mold in Libraries tutorial- All library staff						
6/25/13 Preserving and Caring for Documents -Bob Shine						
7/24/13 Preservation 101 Webinar -Bob Shine						
Partnership Update/Community Involvement						
April 2013- Set up dedicated monitor to display live "eagle cam" with nest of baby eagles nad parents near Chattanooga-Nancy Jones						
4/8-19/13 Displayed MLK, Jr. letters outside Library - Debbie Logan						
4/16/13 Hosted reading of MLK letters from Birmingham Jail - over 100 community patrons, faculty, staff, & students attended						
5/11/13 Graduation Greeters - Joyce Bateman, Debbie Logan						
5/17/13 Assisted McMinnville office staff with duties for local middle school career fair - Nancy Jones						
8/12/13 Visited Smyrna Site and renovation of new library -all staff						
Achievement/Accomplishment						
4/2/13 Faculty Excellence Awards - Joyce, Roger, Stuart attended						
4/9/13 Attended retirement reception Dr.Cheatham, Debbie Zimmerman, and Ron Gault-Joyce, Roger, Paula, and Stuart						
4/23/13 Career Fair - Joyce, Paula, Stuart, Roger attended						
5/2/13 MP3 Banquet - Joyce Bateman						
7/25/13 Attended retirement receptin for Sally Tippet-Joyce, Paula, Stuart, and Debbie						
8/19/13 Completion of Smyrna Library Expansion						
8/27/13 Sponsored table at College Resource Fair - Paula Standridge manned table - candy provided by Bob Shine,Paula Standridge, Joyce						
Upcoming Event						
9/18/13 TN Innovative Users Group Meeting -Stuart Gaetjens						
9/19/13 Tenn-Share DataFest Meeting - Stuart Gaetjens						
Ongoing Projects						
July- ? Digitizing Library Archives information						
Identifying Archive photos with names of faculty, staff, students - Joyce						
Recommendation/Suggestions						

President's Council Report for Disability and Testing Services

Date: August 2013

	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-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				
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
Achievements and Accomplishments: Orientation 8/6/13, 8/13/13, 8/23/13; Directors meeting 8/14/13; SS Conference call; emergency preparedness 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

Date: July - September 10, 2013

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
<u>Meeting Attended:</u> "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 - ?						
<u>Partnership Update:</u> MTSU True Blue Tour 10/24/2013						
<u>Achievement/Accomplishment:</u>						
<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						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
<u>Meeting Attended:</u> Aug. 2--MP3 Planning Meeting, Smyrna Campus; Aug. 12--Access2Success, Moore County campus; Aug. 14--Student Affairs Division Staff Meeting, Moore County campus; Aug. 26--Congressman Scott Desjarlais College visit, Moore County campus; Aug. 27--Congressman Scott Desjarlais 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. 24--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
<u>Development Activities:</u> 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--Access2Success 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
<u>Partnership Update:</u> Aug. 16--Tennessee College of Applied Technology, Shelbyville; Aug. 26--Congressman Scott Desjarlais Moore County campus; Aug. 24--Rotary District 6780 Leadership Academy Training, Moore County campus; Aug. 27--Congressman Scott Desjarlais Smyrna Center visit; Aug. 28--Gattis Leadership Class visit; Sept. 4--College Fair, Moore County campus; Sept. 5--Coffee County Central High School College Fair; Aug. 10--MTSU Transfer Representatives College Visit, Moore County campus; Sep. 17--MP3 Mentors' Training, Moore County campus; Sept. 19--Moore 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. 26--International Education activity Brock McGuire Band; Sept. 27 or Sept. 28--MP3 Mentors and Mentees Meet and Greet, Moore County campus; Oct. 2--Austin Peay University Transfer Rep College Visit, Moore County; Oct. 3--King College Transfer Rep College Visit, Moore County; Oct. 8--Bedford County High Schools College Fair; Oct. 10--Franklin County High School College Fair; Oct. 10--MTSU Transfer Rep College Visit, Moore County; Oct. 11--Grundy County High School Moore County campus visit; Oct. 15--Smyrna Open House; Oct. 17--UAH 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		
<p>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.</p>						
<p>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.</p>						
<p>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.</p>						
<p>Upcoming Events:</p>						
<p>Issues/Concerns:</p>						
<p>Recommendation/Suggestions:</p>						
<p>Updates: This FY, we conducted 7 ACT test-prep classes for area high school students, resulting in 161 participants.</p>						

	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				
<u>Development Activities</u> -				
<u>Partnership Update</u> -				
Achievement/Accomplishment				
<u>Upcoming Event</u> - 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 AVPSA

Date: July - August 2013

	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> -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 It!, Student Resource Fair, Sweet Treat Meet and Greet, 8/27 Directors Meeting; 8/25- Athletics Orientation; 9/5 A2S Meeting						
<u>Development Activities</u> -						
<u>Partnership Update</u> -						
Achievement/Accomplishment						
<u>Upcoming Event</u> - 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						

Charted Activities Report for Department: VPAA
Date: May - August 2013

	<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						
SAILS Scale Up meeting (Nashville State College)			I - Leadership IV - Resourcefulness			
SAILS meeting in McMinnville			I - Leadership IV - Resourcefulness			
Nursing Pinning			I - Leadership			
Student counseling services meeting			I - Leadership			
IE Plans meeting x 2			I - Leadership III - Quality			
Student Appeals meeting			I - Leadership II - Access			
Access 2 Success Meeting X 2			I - Leadership II - Access			
TBR Sunset Audit phone conference			I - Leadership III - Quality			
Governor's Competitive Workforce Development Grant conference call			I - Leadership IV - Resourcefulness			
Emergency Plan Revisions Conference Call			I - Leadership			
TECHE Core to College Conference Call			I - Leadership IV - Resourcefulness			
Meeting with Site Directors			I - Leadership			
Tennessee Board Of Regents Governor's Competitive Grant for Workforce Development Equipment Meeting X 2			I - Leadership			
Distance Education Meeting			I - Leadership III - Quality			
Perkins Grant meeting			I - Leadership III - Quality			
TBR Sunset Performance Audit- Enhancing Completion--Conference Call			I - Leadership III - Quality			
THEC Conference Call			I - Leadership III - Quality			
Emergency Management Team Meeting			I - Leadership			
Emergency Preparedness Meeting			I - Leadership			
Student Affairs Meeting			I - Leadership			
Congressman Dejarlais meeting			I - Leadership			
DOL meeting			I - Leadership			
ALT meeting			I - Leadership			
CSLT meeting			I - Leadership			
Development Activities						
Department Chair Training July 22-26			I - Leadership II - Access III - Quality IV - Resourcefulness			
Advisement Coordinator Training			I - Leadership II - Access III - Quality IV - Resourcefulness			
Adjunct Orientations @ McMinnville, Fayetteville, Smyrna and Moore			I - Leadership II - Access III - Quality IV - Resourcefulness			
Enrollment in course at MTSU to pursue Ph.D.			IV - Resourcefulness			
Sweet Treat Meet and Greet with Student Success			I - Leadership			
Partnership Update						
"Scheduling" meeting with Center Directors						
Motlow State Community College/University of Phoenix Alliance Conference Call x 2			I - Leadership IV - Resourcefulness			
Phone Conference with King University for reverse transfer x 2			I - Leadership IV - Resourcefulness			
HR meeting - Credit towards tenure			I - Leadership			
Dual Enrollment meeting			I - Leadership IV - Resourcefulness			
Academic Affairs Sub-Council TBR meeting			I - Leadership III - Quality			
Achievement/Accomplishment						
Upcoming Event						

