

PRESIDENT'S COUNCIL MEETING
Marcum Technology Building, Room 105C
September 11, 2014
2:00 p.m.

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

AGENDA

- 1 Approval of minutes –President's Council Meeting 4-24-14
- 2 Updates (20 minutes)
 - Vice Presidents
 - Academic Affairs- Dr. Cynthia Kelley
 - Student Affairs- Jerry Tunstill
 - Business Affairs- Hilda Tunstill
 - Information Technology and Administrative Services- Dr. Eddie Stone
 - Council Presidents
 - Faculty- Dr. Janice Harder
 - Support- Roxanne Evans
 - Administrative- Tom Dillingham
 - SGA President – Dallas Foster
 - Affirmative Action Officer – Laura Jent
 - Student and Campus Relations- Brenda Cannon
 - Student Success- Rhonda Cotham
 - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items/Accomplishments (5 minutes)
- 4 President's Comments (10 minutes)
6. Agenda Items for Next Meeting (5 minutes)

Date: September 11, 2014
Time: 2:00 PM

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

Council Members	9/11/14	10/23/14	11/20/14	1/29/15	3/19/15	4/16/15
Dr. MaryLou Apple President	X					
Dr. Stone Vice President Administrative Services & IT	X					
Hilda Tunstill Vice President Business Affairs	X					
Dr. Cynthia Kelley, Vice President Academic Affairs	X					
Jerry Tunstill Vice President Student Affairs	X					
Laura Jent Affirmative Action Officer	X					
Dr. Janice Harder Chair Faculty Council	X					
Roxanne Evans Chair Support Staff Council	X					
Tom Dillingham Chair Administrative Council	Jan Rogers Attended					
Dallas Foster President Student Government Association	X					
Brenda Cannon Director of Student and Campus Relations	X					
Rhonda Cotham Director of Advisement and Student Success	X					
Sylvia Collins Director of Institutional Research, Planning and Communication, Webmaster	X					

President's Council Minutes

The meeting was called to order at 2:00 PM. Dr. Apple welcomed everyone and introduced Dr. Cynthia Kelley, Vice President of Academic Affairs.

Approval of Minutes

A motion was made by Hilda Tunstill and seconded by Laura Jent to approve the minutes of April 24, 2014.

Academic Affairs- Dr. Cynthia Kelley

All significant items from the departments reporting to Dr. Kelley were included in the report submitted with the agenda. Dr. Janice Harder questioned the status of the Academic Specialist and the High School Partnership positions. Dr. Kelley stated an offer was made on the Academic Specialist position but was turned down. However, the High School Partnership position has been filled by Lori Mevis.

Student Affairs- Mr. Jerry Tunstill

All significant items from the departments reporting to Mr. Tunstill were included in the report submitted with the agenda. According to preliminary numbers, Motlow State Community College (MSCC) is down -2.2% in headcount; however, MSCC is up +2.4% in FTE. In comparison to other community colleges, MSCC has the highest increase in FTE.

Business Affairs- Mrs. Hilda Tunstill

All significant items from the departments reporting to Mrs. Tunstill were included in the report submitted with the agenda. A budget committee meeting will be held during the first or second week of October. The newly elected Council Chairs will be part of the Budget Committee, and will be receiving information very soon.

IT and Administrative Services- Dr. Eddie Stone

All significant items from the departments reporting to Dr. Stone were included in the report submitted with the agenda.

Faculty Council- Dr. Janice Harder

The Faculty Council will meet Friday, September 12 at 8:00 AM. Items on the agenda for discussion include the review of the recommended 2015-16 calendar and Early Alert. Committee appointments will be made for those committees requiring the representation of a member of faculty. The Moore County Campus recently experienced a power outage that required the cancellation of classes. Dr. Harder questioned the notification measures for cancelling classes, as some media were not used to advertise the outage. Dr. Stone reported RAVE Alert was utilized; however, the phone lines and servers went down quickly, and it was too late to put any other messages out by email or on the web.

Support Staff Council- Mrs. Roxanne Evans

The Support Staff Council met Thursday, August 7. The following items were discussed:

- An update on the history and the funds available for the Preston Scholarship. Members were encouraged to make students aware of this scholarship opportunity as they interact with them.
- November 24 was selected as the day to decorate the Christmas tree in the cafeteria.
- December 11 was designated as the date of the Christmas Potluck, and Dr. Bethea has agreed to provide the music at the event.
- Staff members volunteered to serve on the following committees:
Andrea Walters- Faculty/Staff Development Committee
Emily Green- Library Committee
Bob Shine- Safety Committee
- It was suggested that the Support Staff host a campus-wide chili cook-off in October.
- Interest was expressed in staff development for professional office etiquette and a desire to dress up for Halloween and to hand out candy to the students with friendly reminders, such as “Have you checked your GPS today?” etc.
- September 25, Dr. Janice Harder will lead a professional office communication and email etiquette development activity for staff. This event has generated considerable interest and is open to all staff that would like to attend.

Administrative Council- Mrs. Jan Rogers

The members of the Administrative Council discussed working together with the Support Staff on the Christmas Potluck and reviewed ideas centered on a themed event such as “heart month.” The Administrative Council would like to offer a lunch and learn development event with a speaker later in the year.

SGA President-Dallas Foster

- SGA participated in welcome week.
- Petitions are due September 11 for nominations of individuals to fill five sophomore seats, one freshman president, and one sophomore seat. Elections will be held the week beginning September 15, 2014.
- In recognition of 9/11, students received bracelets and signed a banner to show their appreciation to area police, fire and EMT staff.
- SGA will host a breast cancer event on October 1.

Affirmative Action- Ms. Laura Jent

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

Student and Campus Relations- Ms. Brenda Cannon

The campus has many activities scheduled throughout the month:

- The ACT prep course is currently in session and will continue through October 6.
- TWRA safety course will be held September 15-18.
- ELS Beginner and Advanced Classes offered at the Smyrna Campus. Classes are currently in session and go through December.
- September 17- Constitution Day

- September 20, Motlow will host Scholarship Saturday and the “Promise Begins at Motlow” 10:00 AM -2:00 PM at the Moore County campus. Other dates and locations for the “Promise Begins at Motlow” are as follows:
September 30, Fayetteville Campus
October 7, McMinnville Campus
October 18, Smyrna Campus
- Disability Awareness is the month of October and a guest speaker will be on campus.
- Motlow will also be part of the National Multiple Sclerosis Bike Ride that will be held October 3-5.

Student Success- Ms. Rhonda Cotham

Ms. Cotham distributed a Student Success Update Report to the committee for review. (See Attached). A total of 1218 students attended the Summer FAST and Freshman Orientations held at each of the campus locations with 1058 (87%) still enrolled. The report reflects a breakdown by campus, and each year the number has increased slightly more than the previous year. Academic Check-Ups will be completed for 1,058 students among all four locations, and have already started at the Moore County Campus. Early Alert is tracking all students that have two or more absences so that Student Success can follow up with the individuals to assist in resolving any problems. All students that were on probation were assigned a mentor at their respective location. Roundtables continue to be offered at Moore, Fayetteville and McMinnville campuses. Smyrna hosted a Freshman Experience Seminar over the summer with approximately 60 students attending. IT has helped Student Success develop and perfect a tracking system. The average system-wide retention rate from fall 2012 to fall 2013 was 59.1%. The one on one contact with students is making a difference and is reflected by the institutional retention rate of 61% from fall 2013 to fall 2014. The importance of accurate reporting of student absences was discussed, noting that online classes are much more difficult to record poor attendance. Student Success is making every effort to contact students having multiple absences.

Director of Institutional Research, Planning and Communication, Webmaster- Mrs. Sylvia Collins

We are excited to see an increase in FTE, with approximately 400 more first-time freshmen students since fall 2013 and considerably more continuing students. For the first time ever, a decline was reflected in the number of dual enrollment students. The 2013-14 Fact Book is available online. The 2013-14 IE assessments are up as well as the 2014-15 IE plans. The Satisfaction Survey will be conducted in the spring.

Discussion/News Items/Accomplishments

- Dr. Apple encouraged members of the council and their divisions to continue engaging with students, as Motlow is experiencing good results from things that people are doing.
- Completion is a very important topic and our funding is focused around completion. With that in mind, Motlow will organize a Completion Team, and it will mirror the TBR Board Completion Team. This new committee will replace the Student Success Committee, and an email will be sent to campus to acknowledging the purpose of the Completion Team. At times, the Completion Team may need to appoint Ad Hoc committees. Laura Jent will update the Standing Committees.

- On October 8, members of Senior Staff will attend a four-hour Institutional Briefing at the TBR where Motlow will present evidence of actions it is taking to meet completion goals. The briefing will also stress the expectation of the next five years. Board members will ask what action is being taken to involve everyone in completion efforts. Our focus must be on getting students to graduation. All council members and SGA have an impact on this as well. We will review areas where we have high levels of attrition and perhaps offer a development on what can we do differently. There may be programs that can be enhanced, just as Student Affairs has done with MP3. We have to connect things and work to get to 100% of our best practices and be able to take action on other initiatives that will be coming from Dr. Tristan Denley, Vice Chancellor of Academics.
- We want to share vividly what things we are doing for our students and how the format of the reports presented with the President's Council agenda will be changing. This effort is to more accurately reflect departmental actions, focusing on graduation, retention and best practices. Suggestions as to the format that will allow our actions to be reflected in the best manner are encouraged and welcomed.
- The emergency drill went well. Practicing drills is our very first defense and debriefing is very enlightening.
- A large focus has been placed on TN Promise. Post cards have been sent to every high school senior in the areas that we serve to alert them of the November 1 application deadline. TN Achieves is working hard to be in every high school prior to November 1. Dr. Apple has met with high school principals, mayors, superintendents and large churches in the areas we serve. There is a lack of mentors in some counties, as Coffee County still needs 32. Mentors must be 21 years or older and pass a background check. Retirees or prior school teachers/elementary teachers make excellent mentors and are often eager to reconnect with former students. The mentorship is January-December 2015. Mentors will be a critical part of TN Promise, as much influence will be needed in getting students to complete the FAFSA at a later date.
- Business and industries desire a non-credit Industrial Readiness Training Program (IRT), and the State of TN is avid to have a standardized IRT certificate, which will focus on soft skills, such as communication skills, conflict management, building teams, drafting a resume, interview skills along with hard skills such as basic math skills, progressive thinking and problem solving, and light computer skills (email). Motlow is currently developing our IRT plan. Employers that are willing to hire/sponsor 10 or more employees may contact LWIA for this program. The LWIA will in turn contact individuals to fill the class and schedule a community college in the county of the employer to provide the training. Individuals that attend and complete the training are hired on a preferential basis by the employer, who also has a representative from H/R present during the training to observe and connect with the students. LEAP funds - money that is designated to improve high-demand, workforce training, may be utilized by the state for the IRT.
Council representatives were asked to remind members to complete the questionnaire regarding best practices by September 15. This will be utilized in the Institutional Briefing.
- Retention and graduation will be addressed at each President's Council meeting, and Council representative are asked to share something happening in their area that no one has mentioned.

- Duane Brown, Follett Manager, announced the implementation of things that the Bookstore is doing to better assist students and faculty.
- There being no further business, the meeting adjourned at 2:58 PM

Respectfully submitted,
Christy Glenn

President's Council Report for Natural Sciences

Date: May-August 2014 Activities

<u>Meetings Attended</u>	<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
Academic Leadership Team Meeting & Luncheon (Palmer; 5/21)				
Meet with Sylvia Collins (Palmer; 6/6)				
Biology Instructor interviews (6/12)				
Leadership Team Retreat (Palmer; 6/25)				
Online Course Review Meetings (Palmer; Speelman; Forde)				
Fall Assembly & Science Discipline Meeting (8/18)				
QEP Meeting (8/20)				
Leadership Team Meeting (Palmer; 8/22)				
Attend ED TECH Conference at Roane State (Forde & Griffith; 5/13-5/14)				
Hybrid Class Construction Meeting w/Shelley McCoy (Forde; 5/23)				
<u>Development Activities</u>				
TASDC Conference at Walter State (Palmer; 5/23)				
Attend Nursing Director interviews (Palmer; 5/29)				
LearnSmart Online Webex Meeting (Palmer; 6/26)				
Adjunct Orientations at McMinnville, Fayetteville, Smyrna, Moore Co. (Palmer; Aug 5, 7, 12, 14)				
Attend Coffee County Health Council monthly meeting (Harris-Young; 7/16)				
Attend Spring Concert at MSCC (Forde; 5/1)				
Exam Proctor for TTU P-Chem student (Forde; 7/16, 7/27, 8/1)				
Enrichment Fellowship Homeschool Cooperative (Forde; 8/15, 8/22, 8/29)				
BSA Venturing Meetings (Forde; 5/28, 6/11, 6/25, 7/23, 8/13, 8/27)				
Relay for Life Committee meeting (Griffith; 5/12)				
5/24/14: Relay for Life Team Captain meeting (Griffith)				
5/30/14: Phi Theta Kappa end of the year meeting (Griffith)				
5/31/14 Phi Theta Kappa carwash fundraiser (Griffith)				
6/1/14-8/22/14: Freshman Academic Success Team member (Griffith)				
6/2/14: Participated in the Relay Bank Night (Griffith)				
6/4/14: Relay for Life Motlow Team shopping for supplies for our both & R4L kabob assembly meeting (Griffith)				
6/5/14: Worked the Luminaire booth and Motlow booth. Participated in the Luminaire ceremony. (Griffith; Mayo)				
6/23/14: Relay for Life end of the year meeting (Griffith)				
6/26/14: Phi Theta Kappa meeting (Griffith)				
7/12/14: Pancake breakfast for PTK (Griffith)				
7/17/14: Kids of the Community meeting (Griffith)				
7/24-7/26/14 Tennessee Wesleyan College Honor's in Action Academy (Griffith)				

President's Council Report for Natural Sciences

Date: May-August 2014 Activities

7/19/14: Warren Co. River Clean up with Rotary and Kids of the Community (Griffith)				
7/29, 7/31, 8/5, 8/7: Practice for South Jackson Goes Country to raise money for the arts (Griffith)				
7/30/14: Cooked and served food for the Warren Co. Japanese exchange program: "Sister's City" (Griffith)				
8/2/14: Donated and helped with Kids of the Community's "Stuff the Bus" campaign (Griffith)				
8/3/14: Supervised with underprivileged youth with Kids of the Community (Griffith)				
8/6/14: PTK meeting (Griffith)				
8/7/14: Decorated Motlow's "Smokin in McMinnville" booth (Griffith)				
8/7/14: Prepared food for Security Federal Savings Bank's booth (Griffith)				
8/8/14: Helped with "Smokin in McMinnville" and opened for "South Jackson Goes Country" (also 8/9)				
8/10/14: End of summer meeting with PTK (Griffith)				
8/14/14: Kids of the Community annual meeting (Griffith)				
8/24/14: Did the "Ice Bucket Challenge" with PTK and donated for ALS (Griffith)				
Completed Youth Protection Training course required of BSA merit badge counselors for the Middle TN Boy Scout Council, consulting on Archaeology, Mining in Society & Geology badges (Mayo; May '14)				
Attend National Conference on Geographic Education in Memphis (Mayo; 7/28-8/1)				

Charted Activities Report for Department: Business Techonology

Date: 9/3/14

	<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>						
Common Curriculum Committee - Computer Programs 5/6 - Donna Mckoon						
Meeting with Dr. Kelley 7/7 - Donna Mckoon						
AALT Meeting 7/18 - Donna Mckoon						
AALT Retreat 7/30 - Donna Mckoon						
Mentoring/Advising Schedule Meeting 8/4 - Donna Mckoon						
Adjunct Orientation - McMinnville 8/5 - Donna Mckoon						
Adjunct Orientation - Fayetteville 8/7 - Donna Mckoon						
Adjunct Orientation - Smyrna 8/12 - Donna Mckoon						
Adjunct Orientation - Moore 8/14 - Donna Mckoon						
Fall Assembly 8/18 - All Faculty						
Exploring the QEP 8/20 - Dr. Janice Harder, Dr. Ward Harder, Ms. Susan Dickey, Dr. Jay May, Ms. Debbie Cleveland, Ms. Donna Mckoon						
AALT Meeting 8/22 - Donna Mckoon						
<u>Development Activities</u>						
RODP Summer Academy 6/18 to 6/20 - Donna Mckoon						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
Susan Dickey completed two courses from ETSU in this summer.						
<u>Upcoming Event</u>						
<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
Meeting Attended: 6/4 TACC Board ; 6/6 Foundation Trustee's meeting; 6/10 Brian Hayes at URM re: Mechatronics scholarship potential; 6/10 Manchester Chamber meeting; 6/11 Moore County Chamber meeting; 6/11 TACC reception; 6/16 Trustee Todd Herzog's industry golf tournament lunch; 6/18 Manchester Chamber Education Committee; 6/24 TACC coffee; 7/1 Community Cancer Care with scholarship recipient; 7/2 TACC Board; 7/9 Moore County Chamber; 7/9 Lunch with ACB (donors);7/14 PSLI to MTSU; 7/16 Emerging Leaders mtg at TACC; 7/18 Meeting with donors Max and Roni Jarrell; 7/21 TACC coffee; 7/25 Meeting with Wayne Bomar, Trustee of the Henry Davis Memorial Nursing Scholarship fund; 7/29 Foundation Chair Daryl Welch and chair-elect Bill Yoder to discuss Associate Trustee Program; 8/5 Manchester Chamber meeting; 8/6 Meeting with donor Flo Carter Williams and scholarship recipient; 8/6 Coffee County Leadership Board meeting to discuss their being involved in Tennessee Promise promotion; 8/13 Moore County Chamber meeting; 8/20 Meeting with donor John Scarbrough; 8/21 Workforce Development meeting at MTSU; 8/25 TACC Coffee; 8/27 Manchester Chamber Board; 8/28 meeting with donor Lanre Omitowoju and scholarship recipient; 9/2 AEDC Women's club re MLPS Endowment campaign; 9/10 Coffee County Leadership Board; 9/16 MTSU luncheon; 9/16 Student Activity Fee committee meeting;	PR/Contacts for ongoing and future fundraising	various	yes			
Development Activities: Ongoing fundraising for the MLPS Endowment Campaign as well as the MLPS scholarship fund \$25,000 ; Ongoing fundraising for the Transitional Scholarship fund; Foundation Golf Tournament 9/19; ongoing Motlow Basketball Athletic Association fundraising for athletics	Fundraising for student needs	various	yes			
Partnership Update: Jacobs Technology reconfirmed \$5000/ year						
Achievement/Accomplishment: \$7500 in sponsorships for 9/19 golf tournament; MLPS Endowment Campaign is close to reaching goal; additional funding for MLPS scholarship apx. \$11,000; \$1000 in donations for the Transitional Scholarship	Funds Raised	various	yes			
Upcoming Event: PSLI activity day 9/12; Foundation golf tournament 9/19;						
Issues/Concerns: Level of participation in our Internal Campaign						
Recommendation/Suggestions						
Updates						

Charted Activities Report for The Department of Career Readiness

Date: August 29, 2014

	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						
4/9/14 - Chamber Delegation Tour with Lewisburg - Marshall County in McMinnville			II Access			
4/10/14 - Lincoln County WEOC with TN Dept. of Labor & Workforce Development						
4/11/14 - Strategic Planning						
4/14/14 - Mechatronics Meeting with Mr. Odom - Rutherford School Board						
4/15/14 - Governor's Skill Panel meeting at Bridgestone LaVergne						
4/29/14 - VPAA Interviews - Cosper Conference Room						
4/30/14 - VPAA Interviews			II Access			
5/11/14 - Workforce Development Strategy Team - Rutherford Chamber of Commerce	T. Durham					
5/21/14 - Dream It Do It meeting - TN Chamber of Commerce & Industry			II Access			
5/5/14 - IST Grant Meeting						
5/6/14 - Computer Information Technology Common Curriculum Committee Meeting	T. Durham					
5/19/14 - Rutherford Chamber of Commerce H1B Grant meeting						
5/28/14 - Workforce Solutions						
5/28/14 - H1B Grant phone conference call - Nashville State College						
6/3/14 - TAACCCT Core Monitoring Review						
6/5/14 - IRT Meeting - Rutherford Chamber of Commerce	T. Durham					
6/18/14 - Governor's Skill Panel Meeting - TBR						
7/9/14 - Institution for Continued Technical Training - Music City Center						
7/9/14 - Workforce Taskforce/Team 4/Review IT survey results	T. Durham					
7/24/14 - Department Meeting						
7/25/14 - V-Jon Meeting - Dr. Apple						
Development Activities						
4/3/14 - IST Rotary Club Presentation	Terry Durham	Presentation about tracks involved in the IST program to help enrollment and education about the program				
4/4/14 - Dibrell Elementary - 8th grade career and education tour						
4/9/14 - Academic Awards at Glass Library						
4/10/14 - Riverdale High School Career and Education Event "Planning Your Dreams"	T. Durham					
4/11/14 - Rotary Career Day						
4/14/14 - Smyrna High School Visit						
4/15/14 - Student Awards - Nesbett Center						
4/24/14 - Eagleville High School Visit						
4/25/14 - Summer Class meeting with Oakland high school students						
5/6/14 - Siegel High School Visit						
5/9/14 - Career Fair McMinnville						
5/27/14 - Dept. Meeting to discuss how Mechatronics is meeting industry needs						
6/20/14 - Workforce Solutions at V-Jon in relation to IRT Initiative grant-funding	T. Durham					
6/26/14 - IST Promotion Meeting with Sylvia Collins						
7/22/14 - ATMAE Phone Conference						
8/12/14 - New System Training for Instructors at Smyrna Mechatronics Lab						
Partnership Update						
4/21/14 - Batesville Casket Visit - to discuss possible internship and job opportunities for students						
5/7/14 - MECH 2600 Presentation to local industry - Capstone Project McMinnville						
5/8/14 - MECH 2600 Presentation to local industry - Capstone Project Smyrna						
5/28/14 - Great Lakes Cheese - Mechatronics - Job opportunities						
6/20/14 - Amazon Plant Tour	T. Durham					
7/21/14 - IT Coordinator Meeting - Logistics Worldwide	T. Durham					
7/9/14 - Frito Lay Open House - Fayetteville						
7/23/14 - Coca Cola Internship Meeting - Internships and Tour						
7/28/14 - Nissan Infinity - Employment Needs - Student Skills - Availability - Co-op Program						
8/12/14 - Dr. Kelley to visit/tour Bridgestone LaVergne						
Achievement/Accomplishment						
5/15/14 - Siemens Level 1 & 2 Exams - Smyrna and McMinnville						
Upcoming Event						
McMinnville Chamber Delegation Visit						
Governor's Skill Panel Meeting						
Batesville Casket follow up visit						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for Human Resources

Date: September 11, 2014

	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	HR Officers' Quarterly Meeting TBR ERP Options Focus Group TBR Policy Review Committee (Bi-monthly) MP3 Meeting State Benefits Conference Calls - Weekly					
Development Activities	FLAC Trainings AAAA Conference Workflow Trainings Vanderbilt Higher Ed Consortium Webinar Clery/SaVE/VAWA Training					
Partnership Update						
Achievement/Accomplishment	VPAA Interviews Conducted Performance Evaluations Completed Campus-wide Reclassification, Degree Changes & Faculty Promotions Reported TCRS/Great West/Social Security on-site Service Awards Presented Quarterly Access & Diversity Report Completed New Hire Orientations (12) Year-end Banner Processes Run Faculty/Adjunct Contracts Completed					
Upcoming Event	Revised Budget due in October Annual Enrollment Transfer Period					
Issues/Concerns	On-going HR investigations					
Recommendation/Suggestions						
Updates	Title VI, Title IX & FERPA Training ongoing					

President's Council Report for Disability and Testing Services

Date: August, 2014

	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-MP3 Meeting with Coordinators-August 8; Fall Assembly-August 18; Monthly Director Meeting with Regina-August 20; Mentor Training for MP3-August 28		Campus wide				
Development Activities-New Student Orientation-August 5 and 12, Resource Fair-August 26 and 27, MP3 Interest Meeting-August 28		Campus wide				
Partnership Update-						
Achievement/Accomplishment						
Upcoming Event-Counselor's Breakfast-September 12, Accessible Summit in Nashville-September 17 and 18, MP3 Retreat-September 19; TN Promise-Moore -September 20; TNAHEAD Board Meeting-September 24, TN Promise-Fayetteville-Septmber 30		Campus wide				
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report for Disability and Testing Services

Date: August, 2014

	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-MP3 Meeting with Coordinators-August 8; Fall Assembly-August 18; Monthly Director Meeting with Regina-August 20; Mentor Training for MP3-August 28		Campus wide				
Development Activities-New Student Orientation-August 5 and 12, Resource Fair-August 26 and 27, MP3 Interest Meeting-August 28		Campus wide				
Partnership Update-						
Achievement/Accomplishment						
Upcoming Event-Counselor's Breakfast-September 12, Accessible Summit in Nashville-September 17 and 18, MP3 Retreat-September 19; TN Promise-Moore -September 20; TNAHEAD Board Meeting-September 24, TN Promise-Fayetteville-Septmber 30		Campus wide				
Issues/Concerns						
Recommendation/Suggestions						
Updates						

Charted Activities Report for Department: VP Academic Affairs

Date: June - Aug. 2014

	<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						
TBR - Middle TN Skills Panel			I. Leadership			
TBR - Board Meeting (Livestream)			I. Leadership			
Meeting with MSCC Director of Institutional Research, Sylvia Collins, regarding QEP and General Education Assessment			I. Leadership			
Academic Affairs Office Meeting X 4			I. Leadership			
NACCTEP Conference Call			I. Leadership			
TBR Academic Affairs Sub-Council Meeting; Met with Dr. Warren Nichols, Vice Chancellor for Community Colleges, and Dr. Tristan Denley, Vice Chancellor for Academic Affairs			I. Leadership II. Access			
Met with AVPAA, Dawn Copeland and EMS Program Coordinator, Drew Hooked regarding Paramedic program			I. Leadership II. Access III. Quality			
Executive Staff x 6			I. Leadership			
Met with MSCC VPITAS, Eddie Stone and MSCC Director of Institutional Research, Sylvia Collins regarding Academic Assessment Specialist position			I. Leadership III. Quality			
Met with MSCC Director of Institutional Research, Sylvia Collins			I. Leadership III. Quality			
Met with MSCC Director of Admissions, Greer Alsop			I. Leadership II. Access			
Met with AVPAA, Dawn Copeland x 5			I. Leadership II. Access			
Met with Donna McKoon, Chair of Business & Technology			I. Leadership II. Access			
Met with Tom Dillingham, Director of Workforce Development & Extended Services X 3			I. Leadership II. Access			
Met with Wes Spratlin, Chair of Languages Department			I. Leadership II. Access			
Met with Brian Robinson, Chair of Humanities Department			I. Leadership II. Access			
Interviewed Academic Assessment Specialist x 2			I. Leadership III. Quality			
Met with David Palmer, Chair of Natural Science Department			I. Leadership II. Access			
Interviewed High School Partnership Specialist x 2			I. Leadership III. Quality			
Met with Bryan Thomas, Chair of Social Sciences & Chair of Education			I. Leadership II. Access			
TBR Academic Affairs Sub-Council Meeting X 2			I. Leadership			
Academic Leadership Team meeting X 2			I. Leadership II. Access			
Met with Fred Rascoe, Director of Career Readiness X 2			I. Leadership II. Access			
Met with Fred Rascoe to tour the Bridgestone Facility			I. Leadership II. Access			
Attended Industrial Readiness Training Meeting at Southwest TN State College			I. Leadership III. Quality			
Met with Billy Hix regarding STEM projects X 2			I. Leadership II. Access III. Quality			
Met with AVPAA, Dawn Copeland, Languages Dept. Chair, Wes Spratlin, Humanities Department Chair, Brian Robinson, and Fayetteville Center Director, Laura Monks regarding adjunct orientations			I. Leadership II. Access III. Quality IV. Resourcefulness			
Met with Brenda Lewis regarding IRT X 3			I. Leadership II. Access III. Quality IV. Resourcefulness			
Met with Sharon Bateman regarding IRT			I. Leadership II. Access III. Quality IV. Resourcefulness			
Met with Tony Buchanan regarding IRT X 2			I. Leadership II. Access III. Quality IV. Resourcefulness			

Charted Activities Report for Department: VP Academic Affairs

Date: June - Aug. 2014

	<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>
Met with Director of Nursing, Pat Hendrix X 2			I. Leadership II. Access			
Met with Sandra Arman, Chair of Mathematics			I. Leadership II. Access			
Met with Eric Norton, Rx - TN Completion Coach			I. Leadership II. Access			
Met with VP for Business Affairs, Hilda Tunstil and Financial Aid Director, Joe Myers			I. Leadership II. Access			
Met with VP for Business Affairs, Hilda Tunstil regarding bugets			I. Leadership II. Access			
Met with Department Chairs			I. Leadership II. Access			
Met with Humanities Department Chair, Brian Robinson and Languages Department Chair, Wes Spratlin regarding staffing			I. Leadership II. Access			
<u>Development Activities</u>						
Academic Affairs Retreat for Department Heads and Center Directors			I. Leadership II. Access III. Quality IV. Resourcefulness			
Adjunct Orientations X 4 (Attended at all campuses)			I. Leadership II. Access III. Quality IV. Resourcefulness			
Hosted "Exploring the QEP Process" and "Cooke Confab" for Faculty			I. Leadership II. Access III. Quality IV. Resourcefulness			
<u>Partnership Update</u>						
Amazon tour in Murfreesboro			I. Leadership IV. Resourcefulness			
Smyrna Facilities Visit & meeting with Center Director, Cheryl Hyland			I. Leadership II. Access			
Fayetteville Facilities Visit & meeting with Center Director, Laura Monks			I. Leadership II. Access			
McMinnville Facilities Visit & meeting with Center Director, Melody Edmonds			I. Leadership II. Access			
Met with MSCC Director of Administrative Computing, Cindy Logan			I. Leadership II. Access			
Met with CAO's at Nashville State Community College			I. Leadership II. Access III. Quality			
Toured the Tennessee Fire Service & Codes Academy with MSCC EMS program director, Drew Hooker and Roger Hawks, Executive Director			I. Leadership II. Access III. Quality IV. Resourcefulness			
Met with TSU Community College Initiatives Director, Dr. Sharon Peters			I. Leadership II. Access III. Quality IV. Resourcefulness			
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						

	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: Participated in a TBR Workforce Development Director's meeting on June 2, 2014. From this, 3 sub-group tasks were assigned. The assignment for WD&ES is developing a Leadership training model for Allied Health Care professionals. The 3 groups will present their product to the respective Tennessee Skills Panel.</p>				
<p>Development Activities: Working with the Faculty / Staff Development Committee. Attended the Academic Affairs Fall Retreat on July 30, 2014. Scheduling participation in the upcoming TN Alliance of Continuing Higher Education annual conference, Nov 12-14, 2014 in Chattanooga.</p>				
<p>Partnership Update: With Dr. Apple's and Dr. Kelley's leadership, working with several industries and manufacturing plants in Rutherford County to establish a new "Industrial Readiness Training" program. Coordinating a non-credit training program for Jardens Consumer Solutions in McMinnville.</p>				
<p>Achievement/Accomplishment: Offering an ACT test-prep class this fall semester to area high school students. Coordinated several off-campus Facilities Requests for those asking for rooms to conduct meetings and programs, as well as those for MSCC internal use.</p>				
<p>Upcoming Events:</p>				
<p>Issues/Concerns:</p>				
<p>Recommendation/Suggestions:</p>				
<p>Updates: On May 1, 2014, the reporting line of responsibility for the Workforce Development unit was moved from Student Affairs to Academic Affairs.</p>				