

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

AGENDA

- 1 Approval of minutes –President’s Council Meeting November 20, 2014
- 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
 - Completion Team - Brian Robinson
 - Institutional Effectiveness - Sylvia Collins
- 3 Discussion/News Items/Accomplishments (15 minutes)
- 4 President’s Comments (10 minutes)
5. Agenda Items for Next Meeting- March 19, 2015

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	X	X	X		
Dr. Stone Vice President Administrative Services & IT	X	X	X	X		
Hilda Tunstill Vice President Business Affairs	X	X	X	X		
Dr. Cynthia Kelley, Vice President Academic Affairs	X	X	Not Present	X		
Jerry Tunstill Vice President Student Affairs	X	X	X	X		
Laura Jent Affirmative Action Officer	X	X	X	X		
Dr. Janice Harder Chair Faculty Council	X	X	X	X		
Roxanne Evans Chair Support Staff Council	X	X	X	X		
Tom Dillingham Chair Administrative Council	Jan Rogers Attended	X	Camilla Stafford Attended	X		
Dallas Foster President Student Government Assoc.	X	X	X	X		
Brenda Cannon Director of Student and Campus Relations	X	Regina Burden Attended	X	X		
Completion Team Member	Rhonda Cotham Attended	Cindy Logan Attended	Rhonda Cotham Attended	Brian Robinson Attended		
Sylvia Collins Director of Institutional Research, Planning and Communication, Webmaster	X	Not present	X	X		

President's Council Minutes

The meeting was called to order at 2:00 PM.

Approval of Minutes

A motion was made by Mrs. Hilda Tunstill and seconded by Mrs. Roxanne Evans to approve the minutes of November 20, 2014.

Academic Affairs- Dr. Cynthia Kelley

The academic area has several reviews and accreditations that are scheduled to take place during the Spring 2015 semester. ACEN will have a team of visitors on the Moore County campus February 18-21 to conduct an assessment accreditation of the Motlow Nursing Program. (Due to inclement weather the ACEN visit was rescheduled to March 17-19). The Mechatronics program will be assessed by ATMAE, the governing agency, during April 2015 (date to be determined). The first writing centers will begin this spring. In an effort to provide access to all students, advising centers have been implemented at all campus locations. Motlow has submitted an application and is waiting for approval to be a pilot for a new way to buy text books. The pilot will focus on four different courses in the academic area of the college that are utilizing the same text books. The courses selected for the pilot are: Art Appreciation, Theater Appreciation, Music Appreciation and Math 1010. Follett will purchase the textbooks for the courses in bulk at a reduced price for students. The cost of the textbook will be added as a separate fee to each of the students enrolled in one of the four courses selected for the pilot. This will allow students to have their textbooks on the first day of class and will also provide a substantial savings of 14%-30%, depending on the textbook, to students as well. Several other institutions (Tennessee State University, Volunteer State, and Southwest) have piloted the program and plan to expand it further.

Dr. Harder questioned if students have the ability to opt out. Dr. Kelley is working on a communication that will go out to the students and is looking for alternate methods to make students aware that they have a choice. The textbooks are new; therefore, students will have the potential ability to sell the textbook back to the bookstore as long as the textbook continues to be used for classes. Although the cost of the textbook will be incorporated in the fees for students enrolled in the pilot classes, TN Promise will not pay for the textbook portion. However, there may be other financial aid available to the students that would cover the cost of the textbook.

Student Affairs- Mr. Jerry Tunstill

As of January 28, 2015, at 7:00 PM, the headcount for Motlow was 4,319, which is 2.4% down from last year at this time. The FTE for Motlow was 2,626, which is 1.24% up compared to last year at this time.

Business Affairs- Mrs. Hilda Tunstill

Based on the recommendation of the Completion Team, the following FASFA workshops were scheduled to assist students at all campus locations:

Smyrna Campus- January 17 from 10:00 AM-2:00 PM

McMinnville Campus- Feb. 9, 2015, Room 191, 3:00-6:00 PM

Moore County Campus Feb. 12, 2015, Crouch Center-Training Room #2012, 3:00-6:00 PM

Fayetteville Campus- January 28, 12:00-3:00 PM, February 5, and February 13, 12:00-3:30 PM
Area high schools in the Motlow service region will be notified of the FASFA workshops.

Information Technology 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

Faculty Council will hold the first meeting this semester on January 30, 2015 at 8:00 a.m. Dr. Harder attended the faculty sub-council meeting on Friday, January 23. Members discussed the need for TN Promise advising guidelines for faculty so they are well informed when advising TN Promise students next fall regarding the details of what TN Promise will cover. A major concern of some community college representatives is a new provision of the types of appointments of faculty. Some faculty at community colleges are concerned and fear that the three-year rolling temporary contract could be abused and possibly utilized to eventually discontinue tenure. Dr. Tristan Denley at the TBR and Dr. Apple have both assured that is not the intent, and there are some positives for utilizing that type of contract. Dr. Harder will encourage faculty at MSCC to always be aware of the types of contracts that are given. Tenure is more than job security and continues to be important to faculty because it offers protection in their teaching relative to academic freedom. There are new TTP's coming out, at least three in the business area. It was reported that the Accessibility Task Force will meet February 6, and Dr. Denley indicated the accessibility process will be slow and we are not required to be completed by fall 2015. The agenda of the Faculty Council meeting will include development of a faculty handbook, review of the faculty emeritus policy and discussion of other items relative to fall and spring assembly, advisement and ITV support at all campuses.

Support Staff Council- Mrs. Roxanne Evans

The first meeting of the Support Staff Council this semester is scheduled February 12. The agenda will include the discussion of hosting an ice cream social for students in April to celebrate the end of the semester and graduation. The Support Staff will also consider the suggestion of Tom Dillingham, Chair of the Administrative Council, to collaborate with the Administrative Council in hosting a heart health awareness program.

Administrative Council- Mr. Tom Dillingham

The Administrative Council was appreciative of the opportunity to collaborate with the other councils during December as the councils hosted the Christmas luncheon. The Administrative Council is encouraging the collaboration of the councils to promote heart health awareness at all campuses during the month of February by wearing red. A special "heart healthy luncheon is scheduled on February 25, and Kathy Beckett and Angel Powers, employees of Harton Hospital, will provide important heart and nutrition information at the event. The council is working with Stonecrest Medical Center to provide a similar program at the Smyrna campus.

SGA President-Dallas Foster

On December 1, SGA recognized National Aids Awareness Day with red ribbons. Homecoming is scheduled Saturday, January 31, with the women's game beginning at 2:00 PM and the men's game beginning at 4:00 PM. SGA has been posting flyers, giving away bandanas and kettle corn

to promote the homecoming games and will be giving these items out from 1:00-2:00 PM on Saturday prior to the games. Red Cross will be at the campus on March 24. Kiley Curtis, VP of SGA- Moore County Campus, will attend the SGA President's meeting scheduled Friday, January 30 on behalf of Dallas Foster. SGA is planning community service projects in area cities. Mrs. Evans questioned if the service projects might include TN Achieves mentees as a way to satisfy the required community service hours. Ms. Foster indicated that SGA is continuing to look for ideas. Dr. Apple confirmed that community service ideas/projects can be placed on the TN Achieves website so that students can locate those available in their area.

Affirmative Action- Ms. Laura Jent

Implementation of new software has delayed the due date for the Affirmative Action Plan. The deadline for submitting the plan has been moved to April 30. All students were sent an email notifying them of required Title IX training. A second email, which includes a link, was sent to all students on January 29. Faculty are asked to remind students to check their email and encourage them to complete the training. All students will received an email regarding mandatory Title IX training that must to be completed.

Student and Campus Relations- Ms. Brenda Cannon

The campus has many activities taking place:

- Approximately 170 K-12 teachers will be on campus to attend the TN South Central CORE training on Friday, January 30.
- MSCC will host Cleveland State on Friday evening, January 30. The women's basketball game is scheduled to begin at 5:00 PM followed by the men's game at 7:00 PM.
- MSCC will host Chattanooga State on Saturday, January 31 with homecoming games scheduled at 2:00 and 4:00 PM and other planned activities.
- The Moore County Campus will celebrate Black History month on Monday, February 9. The program "Of Ebony Embers: Vignettes of the Harlem Renaissance" will begin at 11:00 AM. The Student Affairs Division and Humanities and Languages have partnered to bring this program to fruition.
- Strategic Planning is scheduled Friday, February 13 at 8:30 AM at the Moore County Campus.
- MSCC Sophomore Recognition (Basketball) will take place on Saturday, February 14. Motlow will host Southwest Community College with games at 2:00 and 4:00 PM.
- The campus will host area 4-H Public Speaking Contest at 5:00 PM on February 19.
- A Transfer Fair is scheduled Wednesday, February 25 at 9:30 AM-12:30 PM at the Moore County Campus.
- Basketball season ends February 21.
- Softball season opens Tuesday, February 2 at home against Calhoun at 1:00 PM. All games are double headers.
- Baseball season opens Thursday, February 5 with the first home game on Monday, February 9 at 12:00 noon against Martin Methodist.
- Dr. Belle Wheelan, President of SACSCOC, will be our guest speaker on Tuesday, March 3 as we celebrate Women's History Month. Dr. Wheelan will make two presentations, 9:30 AM at the Moore County campus and 12:30 PM at the Smyrna campus.

- The Motlow Foundation Gala is scheduled March 7 at 6:30 PM at the Manchester Conference Center.
- Spring Break is scheduled Monday, March 9-Saturday, March 14.
- The Motlow Ladies Philanthropic Society (MLPS) will host the annual spring tea on Thursday, March 12 at 2:00 PM in the Clayton-Glass Library.

Completion Team- Mr. Brian Robinson

The Completion Team is monitoring the development of the student success course/first year experience course. Some members met with the Access to Success Team headed by Regina Burden. The plan is to offer the course in the fall or at least pilot the course in the fall. The Completion Team has established three sub-committees: Advisement, Communication and Services, and Online Learning. Members of the committees are as follows:

- Advisement- Brian Robinson, Dayron Deaton-Owens, Sid Hill, Bryan Thomas, Scott Cook, Sheri Mason, Misty Griffith, Melody Edmonds, and Nancy Dodson.
- Communication and Student Services- Donna Dunaway, Rhonda Cotham, Cheryl Hyland, Joe Myers, Josh Caldwell, Sonya Hood, Laura Brown, and Brenda Swift.
- Online Learning- Linda Harris-Young, Cindy Logan, Leslie Wurst, Larry Turner, Cheri Gregory, Stephen Guerin, Debra Smith, Paige Hendrickson, and Beth Kinser.

The establishment of the committees was a recommendation that came forth from the first Strategic Planning meeting. All of the sub-committees have met once and have established chairs and secretaries. The sub-committees have been asked to review best practices in their areas and to develop three objectives to submit to the Completion Team by February 6. The Completion Team will take the objectives to produce action plans at the next Strategic Planning scheduled February 13.

Dr. Harder inquired who was involved in developing the first year experience course. The Completion Team is monitoring and is in support of some grant writing for the course. The chairs of each of the sub-committees met with the Access to Success Committee and generated ideas of what the class would look like. Scott Cook and Regina Burden are working with the group on the development of the course. The Access to Success Committee will bring this to Academic Affairs for review when it is developed. Brian Robinson will send an email to faculty outlining the chairs, secretaries and members of each of the sub-committees established by the Completion Team.

Institutional Effectiveness- Mrs. Sylvia Collins

We are working with Mechatronics and Nursing to get the programs accredited or reaccredited. The deadline for IE plans is June 15. Sylvia has been meeting with the Vice Presidents and reviewing the plans in their respective areas. Sylvia will be scheduling individual meetings to review and tweak the plans prior to submission. IE plans is major finding in the SACS reaccreditation process; therefore, the goal is to have strong IE plans to avoid citing by SACS.

Discussion/News Items/Accomplishments

- Dr. Apple served on a task force for Veterans Affairs in 2014. The commissioner for Veteran's Affairs is now releasing that they are beginning to implement some of those initiatives. The first one is a Veteran's Academy that Dr. Apple and Regina Burden will

attend on March 10 to learn what the expectations are for the institutions. The idea is for the State of Tennessee and all higher education institutions to communicate things to students (veterans) in a manner that is meaningful, accessible, user friendly and simple.

- As mentioned earlier, Faculty Council has been asked to review the Faculty Emeritus Policy. All faculty are encouraged to review the policy and offer any suggestions of changes to the policy through department chairs and/or Faculty Council. The intent of the request is to ensure that we are practicing what the policy states and that the policy is everything that faculty desire for it to be in terms of years of service.
- Randy Boyd has been appointed by Governor Haslam as the new Economic and Development Commissioner for the State of Tennessee.
- The community colleges are recommending non-standardized mandates to be an agenda item for discussion at the next Quarterly President's meeting. The community colleges have established a collective list of non-standardized mandates sent out by the TBR, such as FLAC, Title IX, etc. The recommendation to the TBR will be that all federal requirements should be standardized by the TBR so that all institutions are doing things in the same manner. This also coincides with the TBR study of business continuity plan.
- It is time to begin focusing on SACSCOC re-accreditation. The QEP committee will be set later this year. Our first draft will have to be started in the beginning of 2016 and completed by the end of 2016. It will have to be attached to documentation. A visit will be made in mid Sept-Oct. 2017.
- The Motlow President Search information will most likely go out in February. The job description must be posted for 30 days. A committee will be established, and a timeframe will be developed. The committee will review candidates, narrow the selection, and make a recommendation of individuals to be interviewed for the position. The intent of the timeframe is to allow the selected candidate to give a two-month notice to his/her present employer.
- Things are busy so encourage students to stay focused. All the committees are working hard to make what we do even better. Please express your appreciation to them.
- The next meeting of President's Council is scheduled March 19 at 2:00 PM.

There being no further business, the meeting adjourned at 2:42 PM.

Respectfully submitted,
Christy Glenn

STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 1/29/15

Advancement

Planned giving information sent out. Apx \$187,000 received related to the QCD from IRA extension

12/11/14- Attended BRAC dinner in McMinnville with Dr. Apple. Todd Herzog Trustee, is coordinator of this group who raises \$ for Warren County students.

12/12/14-Trustee meeting and holiday reception for donors held with apx 125 in attendance.

12/15/14- Presidential Student Leadership Institute activity day

Donation box and placard made for Christmas concerts held mid December- Apx \$1000 raised for the music program.

1/9/15-attended Legislative Briefing at MSCC

Scholarships for spring 2015 awarded.

Fundraising for the MLPS endowment continues. We are within \$10,000 of reaching the \$50,000 goal to qualify for \$50,000 match. An additional \$5000 has been committed but not yet received.

1/27/15-Tullahoma Area Chamber of Commerce monthly coffee attended.

1/28/15-Coffee County Leadership class Education day. I serve on the CCL Board.

1/30/15-Presidential Student Leadership Institute activity day.

2/3/15-Manchester Area Chamber of Commerce luncheon. Dr. Apple speaker

2/12/15-Foundation Board Investment Committee meeting with fund manager.

Planning underway for the March Chari-Tea and annual gala.

Student Retention and Completion Efforts

ITAS

Center for Academic Technologies **Date of President's Council Meeting: January 29, 2015**

- Hosted D2L Training Session for Faculty.

Facilities Services

- Performed setup and take down for all events during this time period to include leg breakfast and Foundation Dinner
- Worked with contractors on Forrester Hall renovation. This renovation will improve appearance and function of Forrester Student Center.
- Worked with designers to get bid documents and plans ready for Simon Hall renovation which will improve building appearance, bathroom function and student science lab
- Work with designers to get bid documents and plans ready for Eoff Hall auditorium renovation which will improve building appearance, acoustics and seating of campus
- Setup furniture and moved required personnel for Office of the Assistant Vice President Academic Affairs move to the Simon Hall 129.
- Obtained pricing and specification for exterior building cleaning of multiple buildings to improve curb appeal of main campus.
- Provided support to satellite campus location functions to include Smyrna FAFSA event 1/18/2015.

Library Services:

11/14/15	Library Staff participated in Smyrna International Day with a Trinidad & Tobago tab
12/4-5/14	TBR Deans and Directors meeting in Nashville
12/8-12/9/14	Final week pizza for the students McMinnville site
12/8-12/11/14	Library Staff provided their Academic Student workers with Nacho bar and treats during exam week as cafeteria was closed.
12/10/14	Library Staff member attended ATMAE certification visit for the Mechatronics Program McMinnville
12/11/14	Library Staff attended Holiday Luncheon potluck at Moore Co. Campus

Student Retention and Completion Efforts
ITAS
Date of President's Council Meeting: January 29, 2015

Library Services:

12/17/14	Library Staff attended a Completion Team presentation and discussion group.
1/12/15	Library Staff hosted a Soup Kitchen for Motlow Employees which boosted campus r
1/13-14/2015	TN Achieves mentors (staff members) attend first mandatory mentor/mentee mee
Ongoing	TN Achieves mentors communicate with mentees regarding admission, FAFSA, and deadlines regarding eligibility
Weekly Meetings	McMinnville Monday Morning Staff Meetings (weekly) with Laura Monks discussing help and assist the students
Weekly Meetings	Library staff members serving on Completion Team subcommittees: online learning communication/services

Research, Planning, & Communication:

- To increase students' connectedness to the institution:
Since the last council meeting, RPC staff has shared information with student through publications, press releases, web site, and social media on events including homecoming, athletic events such as sophomore recognition and basketball games, holiday concerts, and the children's play. Student success stories included profiles on Shelby Ballard and Antwain Dobbins. Academic deadlines were also promoted in multiple outlets to keep students on track for completion.
- To assist college leaders in making data-driven decisions that might impact retention and completion rates, RPC staff provides annual data reporting. Since the last council meeting, RPC has provided ACE retention and graduation rates; data to the Career Readiness Dept. for Mechatronics program accreditation including student demographics, graduate demographics, retention and graduation rates, GF course completion rates and job placement rates; enrollment demographics and success data on students enrolled in courses at MSCC Sparta location; and data analysis was started on fall 2014 enrollment and success.
- To provide college leaders with information on the students' perceptions and concerns, RPC staff conducts and reports the results of annual student surveys. In the last two months, RPC has completed Perkins Grant annual reporting; and a portion of the Winter IPEDS Collection. Results from previous AY IPEDS and NCCBP were shared with senior staff for decision making and planning. RPC also worked with academic departments on academic assessment of student learning outcomes.

Student Retention and Completion Efforts
ITAS
Date of President's Council Meeting: January 29, 2015

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Date of President's Council Meeting: January 29, 2015**

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Student Retention and Completion Efforts
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Date of President's Council Meeting: January 29, 2015

Student Retention and Completion Efforts Report
for Department: McMinnville Center
Date: Jan. 29, 2015

<u>RETENTION RATE IMPROVEMENT ACTIVITIES</u>	<u>GRADUATION RATE IMPROVEMENT ACTIVITIES</u>	<u>PLANNING FOR TENNESSEE PROMISE ACTIVITIES</u>
<u>MEETINGS</u>	<u>MEETINGS</u>	<u>MEETINGS</u>
Nov 7 - Strategic Planning	Nov 19 - Citizens for Progress Meeting	Nov 5 - TN Achieves Mentor Training for Warren County
Nov 12-14 - TACHE Conference	Dec 2 - Citizens for Progress Fundraising Meeting	Nov 11 - TN Achieves Mentor Training for White County
Nov 21 - Presentation to Grundy County Students		Jan 15 - TN Achieves Mentor/Mentee Meeting in White County
Dec 5 - ALT Meeting		
Dec 7-9 - SACSCOC Conference		
Dec 12 - ALT Christmas Luncheon		
Dec 15 - ALT Meeting		
Jan 8 - New Student Orientation in McMinnville		
Jan 9 - Legislative Breakfast		
Jan 9 - ALT Meeting		
Jan 15 - Advisement Committee Meeting		
Jan 15 - New Student Orientation in McMinnville		
Jan 16 - ALT Retreat		
<u>IN THE CLASSROOM</u>	<u>IN THE CLASSROOM</u>	<u>IN THE CLASSROOM</u>
<u>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</u>	<u>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</u>	<u>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</u>
Nov 12 - McMinnville Center International Day		
<u>IN THE COMMUNITY</u>	<u>IN THE COMMUNITY</u>	<u>IN THE COMMUNITY</u>
Nov 19 - Sparta Location Meeting	November 18 - Smyrna Adjunct Open House	
Dec 11 - BRAC Christmas Party		
Dec 18 - Christmas Open House @ Warren County Chamber		
Jan 15 - Chamber Annual Banquet Planning Meeting		
Jan 20 - Foundation for Educational Progress Meeting		
<u>COMMENTS</u>	<u>COMMENTS</u>	<u>COMMENTS</u>

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 1/29/15

Ongoing	Academic Check-Ups
Ongoing	Bi-weekly Meetings between AVPSA and Interim AVPAA
Ongoing	Career Interest Inventory for Students
Ongoing	Mandatory study hall/tutor sessions
Ongoing	New Student Orientation (FAST)
Ongoing	New Student Orientation Planning Meetings
Ongoing	Probation Mentoring
Ongoing	Recruiting Initiatives (College Fairs, High School Visits)
Ongoing	SGA Student Engagement Activities
Ongoing	Student Success Roundtables
Ongoing	Student-athlete academic monitoring/advisement
Ongoing	University Transfer Visits
11/21/14	CHASCo Meeting, Trevecca University
12/1/14	Worlds Aids Awareness Activities
12/3/14	MP3 Christmas Social
12/4/14	Men of Color Teleconference
12/5/14	Access 2 Success Degree Completion Luncheon (Smyrna)
12/12/14	Foundation Trustees Meeting and Holiday Social
12/17/14	Student Affairs Division Quarterly Staff Meeting and Christmas Brunch
1/6/15	Tennessee Achieves (Eagleville, Holloway, Blackman, LaVergne, Oakland, Riverdale, Siegel, Smyrna)
1/9/15	2015 Legislative Briefing
1/9/15	Interagency Meeting with Rutherford County
1/12/15	Tennessee Achieves (Fayetteville, Lincoln)
1/13/15	Accessibility Presentation to Faculty at Spring Assembly
1/13/15	Tennessee Achieves (Coffee, Moore)
1/14/15	Communication and Improved Service Sub-Committee Meeting
1/14/15	Tennessee Achieves (Cannon)
1/14/15	Student Affairs Committee (Academic Appeals)
1/14/15	"Pathways for Athletes" Training
1/15/15	Phone Conference with Heidi Leming and other TBR Disability Directors
1/15/15	Tennessee Achieves (Franklin, White)
1/16/15	Access 2 Success Work Team Meeting with Academic Affairs Leadership Team
1/21/15	Tennessee Achieves (Bedford, Stewarts Creek)

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 1/29/15

1/21-22/15	Welcome Week Activities
1/26/15	Tennessee Achieves (Van Buren, Warren)
1/27/15	Tennessee Achieves (Central Magnet High)
1/27 & 1/28/15	Sexual Assault and Violence Prevention Training
1/28/15	Leadership Coffee County
2/9/15	Student Activity Fee Committee