

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

AGENDA

- 1 Approval of minutes –President’s Council Meeting January 29, 2015
- 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- Cindy Logan
 - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items/Accomplishments (15 minutes)
- 4 President’s Comments (10 minutes)
5. Agenda Items for Next Meeting- April 16, 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	X	
Dr. Stone Vice President Administrative Services & IT	X	X	X	X	X	
Hilda Tunstill Vice President Business Affairs	X	X	X	X	Not Present	
Dr. Cynthia Kelley, Vice President Academic Affairs	X	X	Not Present	X	X	
Jerry Tunstill Vice President Student Affairs	X	X	X	X	X	
Laura Jent Affirmative Action Officer	X	X	X	X	X	
Dr. Janice Harder Chair Faculty Council	X	X	X	X	X	
Roxanne Evans Chair Support Staff Council	X	X	X	X	X	
Tom Dillingham Chair Administrative Council	Jan Rogers Attended	X	Camilla Stafford Attended	X	X	
Dallas Foster President Student Government Assoc.	X	X	X	X	X	
Brenda Cannon Director of Student and Campus Relations	X	Regina Burden Attended	X	X	X	
Completion Team Member	Rhonda Cotham Attended	Cindy Logan Attended	Rhonda Cotham Attended	Brian Robinson Attended	Cindy Logan Attended	
Sylvia Collins Director of Institutional Research, Planning and Communication, Webmaster	X	Not present	X	X	X	

President's Council Minutes

The meeting was called to order at 2:00 PM. Dr. Apple welcomed the group and introduced Tammy Wiseman, formerly employed at MTSU. Ms. Wiseman is the new Internal Auditor for Motlow, and her office is located in Eoff Hall.

Approval of Minutes

A motion was made by Jerry Tunstill and seconded by Dr. Kelley to approve the minutes of the President's Council meeting held January 29, 2015.

Academic Affairs- Dr. Cynthia Kelley

In addition to the departmental report, the ACEN Accreditation visit was completed as of this morning, Thursday, March 19. The recommendation to the accrediting agency will be that we are in compliance with all standards. There is no further action required for eight years. We received notification this week that Elizabeth Kinser is the recipient of the Coca Cola Silver Star Scholarship and was awarded \$1200. The learning support program that Motlow completed last year was very successful, and we have been asked to share this work with other institutions at the Learning Support Academy to be held at MTSU. Academic audit will be here April 10. ATMAE will conduct the accreditation of the Mechatronics program April 29-30.

Student Affairs- Mr. Jerry Tunstill

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

Business Affairs- Mrs. Hilda Tunstill

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

Information Technology and Administrative Services- Dr. Eddie Stone

In addition to the report, on March 18, a successful bid opening was conducted for the renovation of Powers Auditorium. A bid opening is scheduled Wednesday, March 25, for the Simon Hall renovation. Both projects will take place over the summer and are expected to be completed by the end of summer to be ready for students at the beginning of the fall semester.

Faculty Council- Dr. Janice Harder

Faculty Council met February 27, and the next meeting is scheduled March 27. The council is reviewing the department chair policy procedures regarding the terms served and the process. Dr. Kelley will attend the March 27 at 8:00 am and will report her decision relative to the department chair terms. Through advisement, we are conducting advisement training on each campus. Training is scheduled at the Moore County Campus March 25-26. We are excited about the number of volunteers that have said they will attend the training. The Presidential Search Advisory Committee was well attended by the campus and the community.

Support Staff Council- Mrs. Roxanne Evans

The Support Staff met on February 12, and the following actions were taken:

1. The group heard from Andrea Walters and Billie Jo Vaughn regarding the admissions and FAFSA application processes and how they fit and flow together. Staff members received two handouts - the Financial Aid Steps to Success handout as well as What Students Need to Know about the Financial Aid Process at Motlow. Both documents are presented during freshman orientation and are made available and distributed to students regularly. Those present felt this information was informative and would be useful for all staff members.
2. As part of our Focus on Best Practices, the council voted to host an Ice Cream Social at the main campus on April 22 and 23 to celebrate graduation and the end of the semester as well as inspire students, staff, and faculty. To help keep students focused on graduation, they will be encouraged to write their name, expected graduation date, and future goals on a sticky note and add it to a banner that will be displayed by our ice cream stand. It was further suggested that we invite the Administrative Council to share the cost of this event.
3. Members commented on how convenient and user friendly the improvements to Motlow's Web Calendar have become.
4. At the request of a few of the members from our satellite campuses, we had decided to change our meeting time to 10:00 AM, but due to low attendance at our last meeting, it was agreed that future council meetings will return to the 2:00 PM time slot.

Administrative Council- Mr. Tom Dillingham

On behalf of the Administrative Council, Mr. Dillingham expressed his appreciation to the members of the Support Staff Council for the collaboration of efforts to conduct a Heart Healthy program and luncheon for employees. The program was very successful. Stonecrest Medical Center led the program at the Smyrna campus with 21 participants. Harton Regional Medical Center lead the program at the Moore County Campus with 36 participants. Both programs were outstanding. The next meeting date of the Administrative Council is not confirmed at this time.

SGA President-Dallas Foster

The Moore County campus will host a blood drive on March 24. SGA is planning Spring Fling in late April and several community service projects.

Affirmative Action- Ms. Laura Jent

At the HR officers meeting it was announced that federal regulations have changed for affirmative action and we will now be required to include special reporting on Veterans and the Disabled (applicants and employees). Council representatives were asked to remind their members that the deadline to complete the wellbeing assessment was March 15. Because we are not requiring everyone to get a screening this year, we will not have onsite screenings. Members must only get a screening if they are contacted and chosen for coaching or are a new hire/newly enrolled member. These members will have to go to their doctor or health care provider and must use the Physician Screening Form found on the Onsite Health Diagnostics (OHD) website. Members can find this form by going to www.partnersforhealthtn.gov and clicking on "Complete Your Biometric Screening" in the Quick Links box.

Student and Campus Relations- Ms. Brenda Cannon

Many outstanding activities are planned at the campus throughout the month of April. These include the following:

Sunday, March 22, 2015

PTK Induction

Marcum Technology Center

2:00 p.m.

Tuesday, March 24, 2015

MTSU Recruiting Event: Paint Motlow College True Blue

Marcum Technology Center

9:00 a.m.-1:00 p.m.

Blood Drive

Jack Daniel Dining Room

11:00 a.m.-4:00 p.m.

Thursday, March 26, 2015

Grad Finale

Crouch Center

1:00-6:00 p.m.

Motlow College Foundation Executive Board Meeting

Clayton Glass Library, Conference Room

8:00 p.m.

Thursday, April 2, 2015

Presidential Search Committee (CLOSED)

Marcum Technology Center

9:00 a.m.

Monday, April 6, 2015

UAH Transfer Fair

Forrester Center

10:00 a.m.-1:00 p.m.

Wednesday, April 8, 2015

Faculty Excellence Awards Ceremony

Clayton Glass Library Foyer

2:00 p.m.

Retirement Reception

Forrester Center

3:00 p.m.

Thursday, April 9, 2015

Honors Symposium
Marcum Technology Center
12:00 p.m.

Friday, April 10, 2015

Presidential Search Committee (CLOSED)
Marcum Technology Center
9:00 a.m.

Wednesday, April 15, 2015

Student Recognition
Nisbett Center, Copperweld Arena
2:00 p.m.

Thursday, April 16, 2015

TSU Transfer Fair
Forrester Center
10:00 a.m.-1:00 p.m.

Tuesday, April 21, Wednesday, April 22, Thursday, April 23, 2015

Presidential Search Interviews (OPEN)
Schedule to be announced

Completion Team- Mrs. Cindy Logan

The Completion Team facilitated the Strategic Planning meeting on February 13. Along with the Advising Subcommittee, the Online Learning Subcommittee, and the Communication Subcommittee, the Completion Team provided presentations that centered on advising, online learning, and communications. A variety of action plans were developed on the topics, which were later compiled by the Completion Team and were presented to Senior Staff. They, in turn, will analyze, prioritize, and formulate objectives based on the action plans for possible inclusion in the new strategic plan. The Completion Team will continue to work with the subcommittees and will continue to keep the strategic planning momentum and enthusiasm going. Involvement of all campus employees in the development and maintenance of the strategic plan is needed and encouraged.

Institutional Effectiveness- Mrs. Sylvia Collins

- We are preparing for new Strategic Planning and Performance Funding cycles as well as possible changes in the funding formula. More information to come from TBR and THEC on these.
- The Institutional Effectiveness planning process will be a little different this year. The deadline will be August 15 rather than June 15. Sylvia will meet with each IE writer to assist them with ensuring their plans are SACSCOC-ready (as IE is one of the top findings for colleges during accreditation review). We will specifically address assessments tools, having multiple assessment measures and use of assessment. Meetings will start in mid-April and run through the summer.
- We are also working to prepare for upcoming SACSCOC re-accreditation. The Institutional Research office is preparing trend data and identifying possible issues.

Writers for SACSCOC compliance will likely start early 2016 and must complete compliance writing by mid-2017 for off-site review. There will be more to come on this as we begin the process.

Discussion/News Items/Accomplishments

- Dr. Apple stressed that the strategic plan is vital to the college, and the plan is discussed in President's Council. Each council representative is asked to encourage their constituents to read the reports and minutes from the President's Council meetings. This provides everyone with an opportunity to get the feeling of what is going on at the campus and alerts them to ways they can support and be involved in the initiatives of the college.
- Dr. Apple expressed her gratitude to those serving on the Presidential Search Advisory Committee. The committee is tasked with an important role as they determine the future leadership of the institution. It was noted that during the initial review, members of the Presidential Search Advisory Committee are not at liberty to discuss the process nor the candidates with others. Once the committee completes the first review, the process will include all stakeholders.
- Students tend to become tired at this point in the semester. All council representatives were asked to encourage students to remain engaged.
- The MSCC Foundation held two successful events, the Gala and MLPS Tea. Dr. Apple expressed her appreciation to those supporting these events.
- The outstanding art work of Kurt Krause is on display in the gallery through mid-April. Jeannie Gallant is working on a new play titled *Issues*. This is a completely new idea that will focus on bullying, racism, and other things that can be challenging in students' lives. Area high school students will be invited to attend the productions.
- Dr. Apple expressed her appreciation to all of those involved in the nursing accreditation, as it went very well.
- We are working to get the word out to students that Simon Hall will be closed during the summer. Limited courses will be offered during the summer because availability of classrooms will be limited on the Moore County campus.
- Performance funding and state appropriations are set by THEC. THEC has said that all institutions must administer the Survey of Entering New Student Engagement (SENSE) beginning fall 2015. This is a student survey that will be administered each year, and it will affect the funding of all institutions. We are benchmarked against other schools. We must communicate the importance of this survey to our students, as the overall student participation in surveys has been meager in the past. The SENSE survey must be given six weeks into the class period. The company administering the survey will select the classes that will participate in the SENSE survey. There is a price tag associated with the survey that the institution will incur.

There being no further business, the meeting adjourned at 2:49 PM.

Respectfully submitted,
Christy Glenn

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 3/19/15

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
1/21/15 Tullahoma High School, English IV Class Presentation—Ms. Solomon
1/21/15 TN Achieves/Promise Mentors and Mentees Meeting, Bedford County Schools
1/23/15 International Education Committee Meeting
1/26/15 Tullahoma High School, English IV Class Presentation—Ms. Solomon
1/28/15 Coffee County Leadership Education Day
2/2/15 International Education Scholarship Interviews, McMinnville Center
2/2/15 First Year Experience Course Meeting
2/4/15 AVPSA Directors' Monthly Meeting
2/5/15 A2S Meeting
2/5/15 Departmental Meeting
2/6/15 Manchester/Tullahoma Senior Citizens Presentation
2/6/15 Sub-Committee Meeting for Communication and Improved Services
2/9/15 Moore County Black History Program: Of Ebony Embers
2/9/15 Future Directions of SA Webcast
2/9/15 Student Activity Fee Committee-Spring 2015
2/10/15 Tullahoma High School, English IV Class Presentation—Mr. Hickerson
2/10/15 Overcoming Test Anxiety Workshop in Fayetteville
2/10/15 Motlow Clubs & Organizations Meeting
2/13/15 Strategic Planning Meeting
2/14/15 Sophomore Recognition

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 3/19/15

- 2/15-2/19/15 Green Dot Institute for Colleges, Orlando, FL
- 2/19-21/15 Black, Brown, and College Bound Summit, Tampa, FL
 - 2/23/15 First Year Experience Course Meeting
 - 2/23/15 Access and Diversity Meeting
 - 2/24/15 A2S and Academic Affairs Team Meeting
 - 2/25/15 QEP Student Focus Group, Smyrna
 - 2/26/15 Student Health Insurance Meeting, TBR, Nashville
 - 2/26/15 4-H Area-wide Public Speaking Contest
 - 2/26/15 Overcoming Test Anxiety Workshop in McMinnville
 - 2/27/15 MP3 Monthly Meeting
 - 3/2/15 QEP Student Focus Group, Fayetteville AM and Moore PM
 - 3/3/15 Women's History Month with Dr. Belle Wheelan
- 3/3-7/15 Motlow Basketball State Tournament, Memphis
 - 3/9/15 TN Achieves/Promise Mentors and Mentees Meeting, Bedford County Schools
 - 3/10/15 TN Achieves/Promise Mentors and Mentees Meeting, Moore County
 - 3/11/15 Shelbyville Rotary Club Career Day
 - 3/12/15 MLPS Spring Tea
 - 3/10/15 TN Achieves/Promise Mentors and Mentees Meeting, Coffee County