

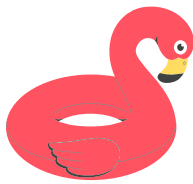
JACKSONVILLE STATE UNIVERSITY  
NEW ADJUNCT  
FACULTY  
ORIENTATION

JULY 9, 2024

Presented by Faculty Commons  
Jax State's Center for Excellence in Teaching



200 Merrill Hall



**NEW ADJUNCT ORIENTATION**  
**Tuesday, July 9th, 2024**  
**Check-in: 8:30 am - 9:00 am**  
**Orientation: 9:00 am - 3:00 pm**  
**Merrill Hall, 2nd Floor, Room 200**



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**8:30-9:00: EVENT CHECK-IN & MORNING REFRESHMENTS**

Training and Events Coordinator for Faculty Commons, Brandy Roberts  
Room 200, Merrill Hall

**9:00-9:35: WELCOME & INTRODUCTION**

Director of Faculty Commons, Mica Mecham  
Provost and Senior Vice President for Academic Affairs, Dr. Christie Shelton  
Vice Provost for Academic Affairs, Dr. Staci Stone

**9:35-10:05: NAVIGATING JAX STATE**

Faculty Commons Director, Mica Mecham

**10:05-10:15: BREAK**

**10:15-11:45: FACULTY SUPPORTS & RESOURCES**

Director of Faculty Commons, Mica Mecham  
Systems Administrator, Online@JSU, Shelena Cofield  
Adjunct Instructor, Navigate Demonstration, Jimmy Roebuck  
Director, Writing Center, Dr. Khadeidra Billingsley  
Head of Library Support Services, Dr. Jodi Poe

**11:45-12:00: BREAK**

**12:00-1:00: UNDERSTANDING OUR STUDENTS**  
**Lunch Presentation (Lunch served in 201 Merrill Hall)**

Dean of Students, Joshua Robinson

**1:00-1:15: BREAK**

**1:15-1:45: ADJUNCT FACULTY DEPARTMENTAL LIFE**

Director of Faculty Commons, Mica Mecham  
Vice Provost for academic Affairs, Dr. Staci Stone

**1:45-2:50: TEACHING DEVELOPMENT PRESENTATION**

Director of Faculty Commons, Mica Mecham  
Vice Provost for academic Affairs, Dr. Staci Stone

**2:50-3:00: WRAP UP & DISMISS**



# ABOUT NEW ADJUNCT FACULTY ORIENTATION (NAFO)

Welcome, adjunct faculty, to the 2024 New Adjunct Faculty Orientation (NAFO) event, hosted by Faculty Commons, Jax State's Center for Excellence in Teaching and Learning. At Jax State, we value the contributions of our adjunct faculty and want to provide you with resources that will help you succeed in the classroom.

At NAFO, you will learn how to navigate the university, where to find faculty and student support services, what to expect from departmental life, tips for creating syllabi, and more. When the day concludes, our goal is for you to leave with a wealth of knowledge.

The all-day event will include preview information about the New Faculty Cohort (NFC) program, a fall-spring series of meetings designed to support faculty in their new teaching role at Jacksonville State University during the current academic year, as well as other upcoming professional development opportunities.

## **Goals of New Adjunct Faculty Orientation:**

- Welcome adjunct faculty to Jacksonville State University in an effort to build community and engagement
- Introduce adjunct faculty to important university policies and procedures
- Orient adjunct faculty with key university administrators, divisions, and offices
- Inform adjunct faculty about faculty support services via university-centric informational sessions and informational handouts
- Preview faculty development opportunities offered to adjunct faculty through Faculty Commons
- Answer miscellaneous questions adjunct faculty may have as they start their journey at Jacksonville State University



# WELCOME & INTRODUCTIONS

JSU alumna Dr. Christie Shelton has served the university in various capacities including Lab Coordinator, BSN Program Director, Co-Principal Investigator, Associate Dean and Dean of the School of Health Professions and Wellness (formerly College of Nursing) before taking on the role of Provost and Senior Vice President. She has a passion for serving others and is the number one cheerleader for JSU faculty.



Provost and Senior Vice President,  
Dr. Christie Shelton



Vice Provost for Academic Affairs,  
Dr. Staci Stone

Dr. Staci Stone came to JSU in 2018 as Dean of the School of Arts and Humanities (now College of Arts, Humanities, and Sciences) after 18 years of teaching and administrative experience at Murray State University. In 2023, Dr. Stone was named Vice Provost of Academic Affairs overseeing numerous offices including Online@JSU, Faculty Commons, Dual Enrollment, Sponsored Programs, Institutional Research and Effectiveness, and the International House. She has also been an integral part of creating and introducing the new general education program, Jax MIX.

# WELCOME & INTRODUCTIONS



Director of Faculty Commons  
Mica Mecham

Mica Mecham currently serves as the Director of the Rebecca O. Turner Faculty Commons, Jacksonville State University's Center for Excellence in Teaching and Learning. Prior to accepting the position with Faculty Commons, Ms. Mecham taught for 16 years in the Department of English, earning the title of Distinguished Instructor in 2022. As the Director of Faculty Commons, Ms. Mecham organizes professional development and training opportunities for faculty, including New Adjunct Faculty Orientation. Additionally, oversees faculty recognition events including the Faculty Research Symposium and Faculty Awards. Ms. Mecham recently earned her M.S. in Instructional Technology, graduating in August 2023.

Training and Events Coordinator for the Rebecca O. Turner Faculty Commons, Mrs. Brandy Roberts, has worked in Faculty Commons since 2017. She has worked with three Faculty Commons directors (two of whom have retired), and as a result, brings a wealth history and knowledge to the office. She is an integral part of organizing and coordinating all Faculty Commons professional development trainings and workshops, as well as all other major events hosted by Faculty Commons. Ms. Roberts earned her M.B.A. in 2018 and has experience teaching online adjunct courses for the College of Business and Industry.



Training and Events Coordinator  
for Faculty Commons  
Brandy Roberts



# NAVIGATING JAX STATE

## MISSION STATEMENT

Jacksonville State University, a learning-centered community, provides distinctive educational, cultural and societal experiences to prepare students to be competent, ethical professionals and engaged, responsible, global citizens.

### **JSU Definition of a Learning-Centered Community**

At Jacksonville State University, a public, regional comprehensive institution, we believe that students, faculty, and staff comprise a community of learners. We believe it is important for learners to take responsibility for their learning, which means presenting a willingness to learn, being proactive in the acquisition of knowledge, and behaving with integrity and honesty in the learning environment. We believe that learning takes place when learners are engaged, assumptions are challenged, expectations are shared, and relationships are built around the purpose of learning.

Jacksonville State University promotes a learning environment with relevant programs of study supported by current technologies, opportunities for experiential learning and other high impact practices, and flexibility in the learning process. Faculty will use various methods of teaching to meet different learning preferences and will set learning outcomes that emphasize the application of knowledge, ensuring that graduates are prepared with skills necessary for careers in a global marketplace. (revised 3.26.11; updated 6.21.23)

## STRATEGIC PLAN

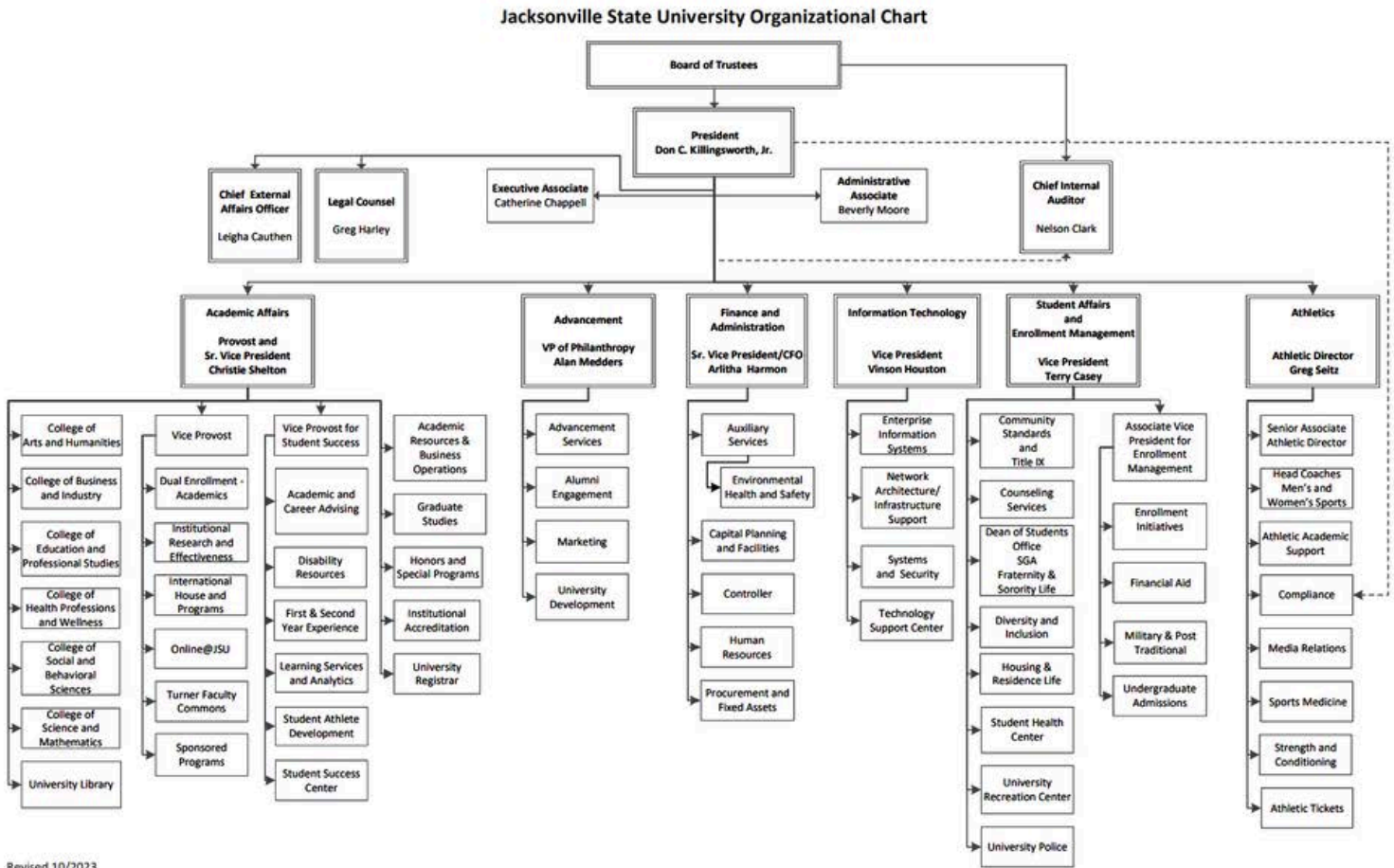
**JAX STATE**  
*Jacksonville State University*

**JSU STRATEGIC PLAN**

Reach / Engage / Discover

# NAVIGATING JAX STATE

## Organizational Chart



Revised 10/2023

## Meet the President, Dr. Don C. Killingsworth, Jr.



# NAVIGATING JAX STATE

## Meet the Academic Deans



Dr. Tim Lindblom  
Dean, College of Arts,  
Humanities,  
and Sciences



Dr. Brent Cunningham  
Dean, College of Business  
and Industry



Dr. Kimberly White  
Dean, College of Educational  
and Professional Studies



Dr. Tracey D. Matthews  
Dean, College of Health  
Professions  
and Wellness



Dr. Maureen Newton  
Dean, College of Social and  
Behavioral Sciences



Dr. John Bauer-Graham  
Dean, Library Services

**[Learn more about Colleges and Units Here](#)**



# NAVIGATING JAX STATE

## Department of Human Resources

235 Angle Hall; 265.782.5540



Allison Casey,  
Director, Human Resources



Eric Johnson  
Employee Manager



Kimberly Jackson  
Human Resources Assistant

The HR Team at Jax State is eager to answer your questions and give you all the tools and resources for your journey at JSU. Their goal is to help you understand JSU's vision, mission, and values, as well as the benefits and opportunities associated with employment at the university.

Before beginning work at JSU, you will need to complete the following new hire paperwork. You will access these forms inside of your [MyJaxState](#). Upon log-in, you will open the New Employee card in the left navigation, and then select the forms under the Human Resources column.

- USCIS I-9 Form
- W-4 Form (Federal Tax Form)
- A4 – Alabama Tax Form
- Confidentiality Agreement
- Direct Deposit Authorization Form
- Employee Profile Form
- Veteran Self-Identification Form
- Veterans Selective Service Certification Form
- Collection and Usage of Social Security Numbers

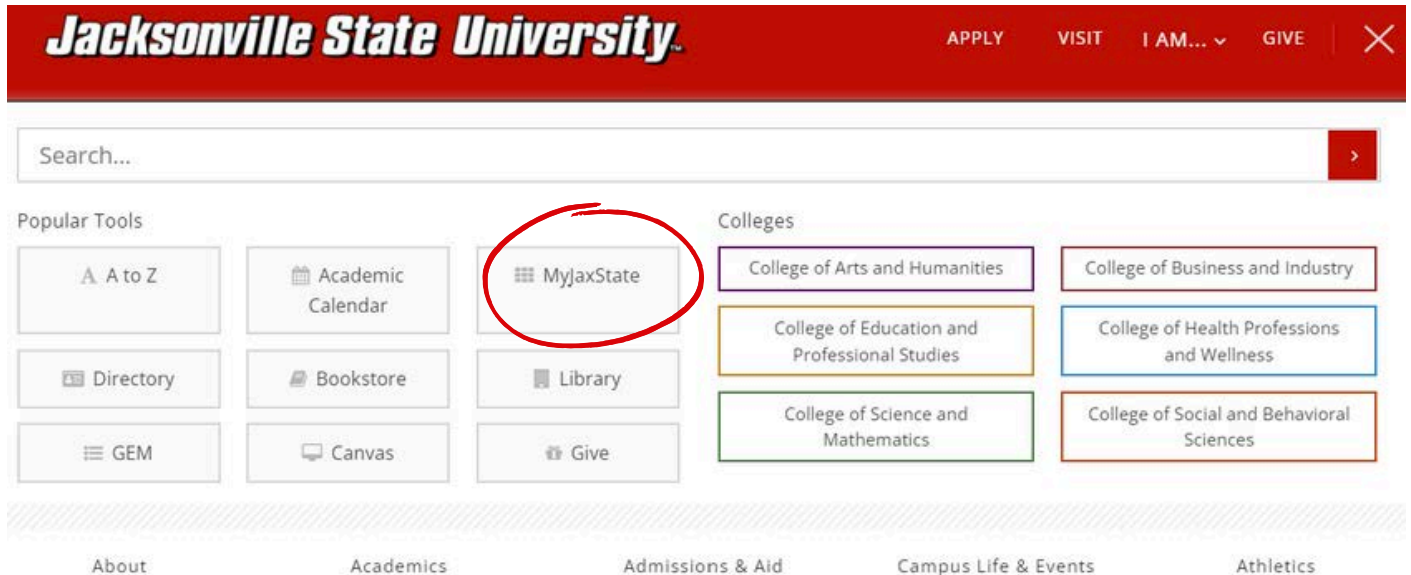
## Adjunct Faculty Guide

- [Introduction to the University](#)
- [Adjunct Faculty Contractual matters](#)
- [Administrative Matters](#)

[Learn more  
about Human  
Resources  
Here](#)

# NAVIGATING JAX STATE

## MyJaxState Information



MyJaxState is Jacksonville State University's web portal that provides access to all web-based services including class registration, financial aid, student accounts, transcripts and more. You can also access quick links to GEM, Banner and CANVAS in the MyJaxState portal under the "Home" tab.

The default password for MyJaxState is J- followed by your six-digit date of birth and the last four digits of your student ID number in the format J-MMDDYY####.

MyJaxState uses Single Sign On (SSO) to sync your account information with GEM, therefore you will use the same password to access your GEM and MyJaxState.

Your MyJaxState password can be reset from the main log in page by answering your security questions or by filling out the form below.




[Reset Password](#)

For more information on how to access MyJaxState, please call the Technology Support Center at 256-782-8324 or email us at [support@jsu.edu](mailto:support@jsu.edu).

# NAVIGATING JAX STATE

## MyJaxState Information

### Faculty/Advisor

-  Banner for Faculty & Advisors
-  Curriculum Management
-  JSU Navigate

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- ▶ Class and Course Schedules
- ▶ Digital Measures
- ▶ Faculty Adoption & Insights Portal
- ▶ **Financial Aid Attendance Verification**
- ▶ Grade Change Form

[MORE](#)

### Parking

-  Construction Parking Information

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-  Decal Registration Information
-  **Purchase Parking Decals**

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-  Bicycle/Scooter Registration

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-  Campus Parking Regulations

### Campus Services

-  Bookstore

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-  Campus Transit - jsuRide
-  **Dining Services**

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-  Housing

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-  Mail Services




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-  RMC/JSU Health Center

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-  University Police

### Faculty/Advisor

-  Banner for Faculty & Advisors
-  Curriculum Management
-  **JSU Navigate**

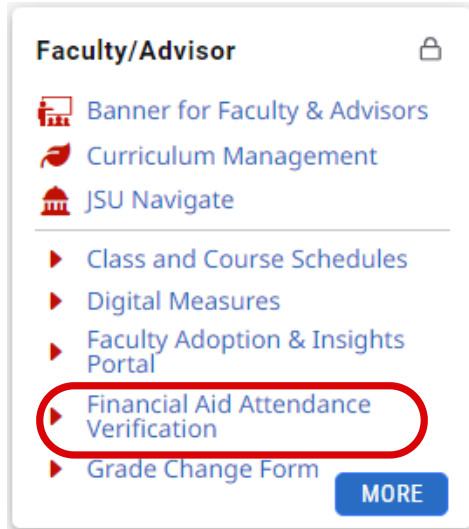
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- ▶ Class and Course Schedules
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- ▶ Grade Change Form

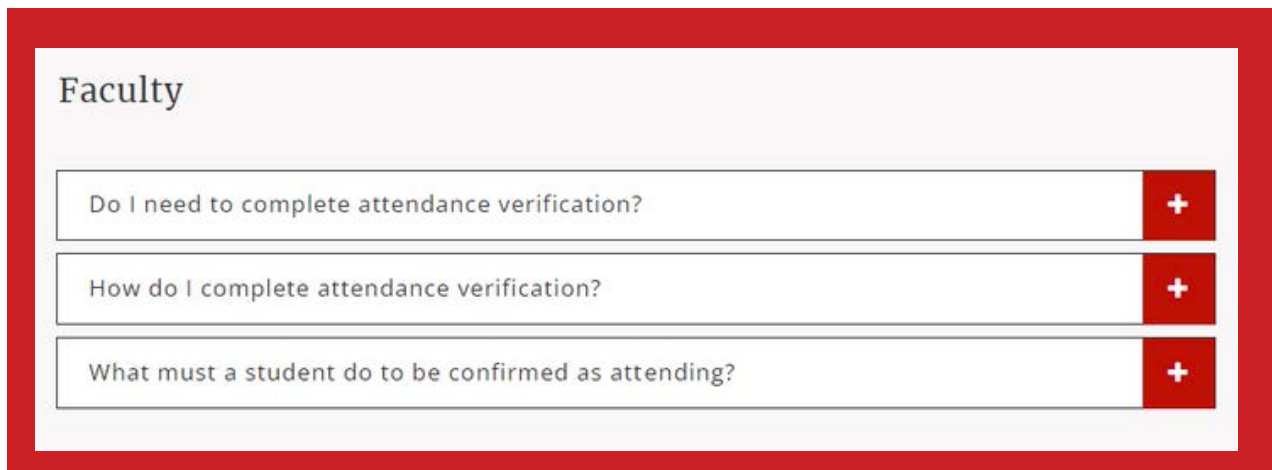
[MORE](#)

# NAVIGATING JAX STATE

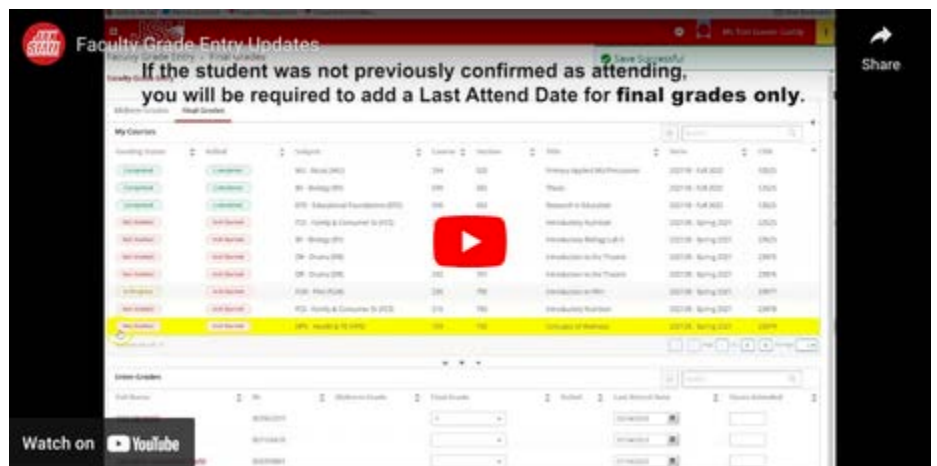
## Financial Aid Verification



Students must be confirmed as attending their courses each term to receive federal aid. If a student is not confirmed as attending a course, financial aid could be removed from their account. Instructors will receive an email reminder for attendance verification each semester with the deadline listed.



Attendance verification should be submitted during the first week of classes. If a student is late added into a course, their attendance still must be verified using the same process.





# NAVIGATING JAX STATE

## Information Technology Services

9th Floor, HCL, 266.782.8324

Technology Support is a centralized unit that offers Office 365 and other software application training and support for faculty. The Technology Support Center is located on the 9th floor of the Houston Cole library and serves as the support hub for all technology requests.

Account Access: MyJaxState Credentials	+
Email: Outlook Setup on Mac	+
Email: Outlook Setup on Windows	+
Email: Outlook Setup on Android Device	+
Email: Outlook Setup on iPhone or iPad	+
DUO Setup	+
JSU ID Card - Help	+
Software: Installing Microsoft Office on Personal Devices	+
Software: Installing Software on Windows Devices	+
Software: Installing SPSS on Personal Devices	+
VPN: How to install on JSU device	+
Understanding Phishing and QR Codes: Safeguarding Your Information	+
Microsoft Teams: How to Request a New Team	+
Wifi Information	+

[Visit the IT webpage to learn more about technology support for faculty.](#)

# FACULTY SUPPORTS & RESOURCES



Mica Mecham  
Director  
Faculty Commons



Shelena Cofield  
Learning Systems  
Application Administrator  
Online@JSU



Kimberly Hudgins  
Coordinator of Student  
Success Technology  
Student Success Center



Dr. Khadeidra Billingsley  
Assistant Professor,  
English  
and  
Writing Center Director



Jodi Poe  
Head  
Library Support Services

# FACULTY SUPPORTS & RESOURCES

## Faculty Commons

217 Self Hall; 256.782.5856



Faculty Commons at Jacksonville State University, a learning-centered community, is dedicated to fostering excellence in teaching and learning. We are committed to empowering faculty and staff as a community of learners, where responsibility, integrity, and proactive engagement are valued.

At Faculty Commons, we believe that learning thrives when individuals are actively involved, assumptions are challenged, expectations are shared, and meaningful relationships are forged. We strive to create a vibrant learning environment by providing relevant programs of study supported by cutting-edge technologies, promoting experiential learning and high impact practices, and embracing flexibility in the learning process.

Our faculty members employ diverse teaching methods that cater to different learning preferences, while emphasizing the practical application of knowledge. Through our efforts, we ensure that graduates are equipped with the essential skills needed to succeed in today's global marketplace.

As the center for teaching and learning, Faculty Commons serves as a catalyst for innovation, collaboration, and professional development among JSU's educators. Together, we strive to prepare "competent, ethical professionals and nurture engaged, responsible global citizens."



# FACULTY SUPPORTS & RESOURCES

## Faculty Commons 217 Self Hall; 256.782.5856

### Rebecca O. Turner Faculty Commons



#### Faculty Commons

[About Us](#)

[Meet the Staff](#)

[Faculty Professional Development Opportunities](#)

[2023-2024 Syllabus Guide](#)

[Faculty Research Symposium](#)

[New Faculty Resources and Programs](#)

[Faculty Commons Podcast](#)

[JSU Faculty Awards](#)

[Faculty Fellows](#)

[Faculty Commons Event Photos](#)

[Faculty Resources and Links](#)

[JaxMIX Training](#)

#### Upcoming Events

- Jax MIX Field Notes Training: Wednesday, May 9, 2024; 8:30 a.m. - 2:00 p.m.
- Jax MIX Field Notes Training: Tuesday, May 14, 2024; 8:30 a.m. - 2:00 p.m.
- New Adjunct Faculty Orientation: Tuesday, July 9, 2024
- New Faculty Orientation: August 5 & August 6, 2024
- Jax MIX Field Notes Training: Wednesday, August 13, 2024; 8:30 - 2:00 p.m.

[Register for an Event](#)



#### Faculty Commons

217 Self Hall  
700 Pelham Road North  
Jacksonville, AL 36265

256-782-5806

[Questions?](#)

**Visit us online**



# 2024-2025 NFC SERIES



## NEW FACULTY COHORT (NFC) PROVIDING CRITICAL INFORMATION, RESOURCES, AND SUPPORT TO NEW JSU FACULTY

### ABOUT THIS COHORT

This Faculty Commons series is designed especially for new faculty members, providing them with meaningful resources and networking opportunities, as well as a place to discuss topics relevant to first-year employment experiences in a collaborative setting.

**MORE INFORMATION  
COMING SOON**

### COHORT RED GOALS



#### REACH

To support the mental health and well-being of new adjunct and full-time faculty members



#### ENGAGE

To promote inclusion and a feeling of belonging in the JSU academic community & Jacksonville city area



#### DISCOVER

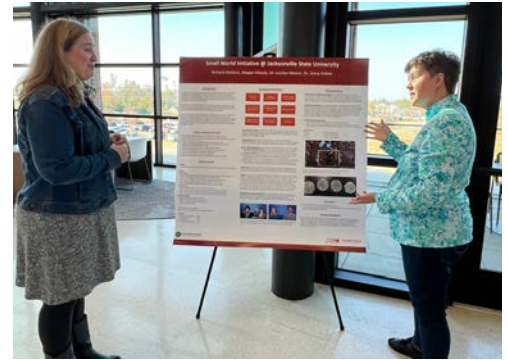
To understand university and college-specific policies and procedures including tenure & promotion expectations





# FACULTY SUPPORTS & RESOURCES

**Faculty Commons**  
217 Self Hall; 256.782.5856



# FACULTY SUPPORTS & RESOURCES

## Online@jsu

Available via email [online@jsu.edu](mailto:online@jsu.edu)

Online@JSU provides year-round professional development to JSU faculty related to all things online teaching and learning. We also provide technical support to faculty, staff, and students for the Canvas LMS, Honorlock, Turnitin, Studio, and more.



### Support

Online@JSU provides technical support for faculty and students for Canvas, Turnitin, Studio, Honorlock, and more.



### Development

Online@JSU provides professional development in the form of courses, presentations, workshops, demonstrations, and one-to-one consultations.



### Expertise

Online@JSU will help you design learning experiences, create engaging assignments, and assist in designing and building your online courses.

## LMS Support and Online Teaching Professional Development

At JSU, a web-enhanced Canvas course is a companion piece to the face-to-face course. In a web-enhanced course, you might provide your students with online access to the course syllabus, handouts, a class calendar, posted grades, or other resources and activities intended to enhance the classroom experience and support student learning.



**CANVAS**  
BY INSTRUCTURE



# FACULTY SUPPORTS & RESOURCES

## Online@JSU

Available via email [online@jsu.edu](mailto:online@jsu.edu)

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Last Attended Date (mm/dd/yyyy)
	90.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	80.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	70.00% (C)	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
	75.00% (C)	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
	60.00% (D)	<input type="checkbox"/>	<input type="text" value="D"/>	<input type="text"/>	<input type="text"/>
	59.00% (F)	<input type="checkbox"/>	<input type="text" value="I"/>	<input type="text" value="F"/>	<input type="text" value="10/1/2023"/>
	89.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	99.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	94.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	88.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>

## Grades to Banner Integration

Beginning with Summer 2024 term, Banner will use the Intelligent Learning Platform (ILP) to create Canvas course shells and enroll faculty and students into courses. When records are created or updated in Banner, they will be updated immediately in Canvas as those changes occur. Most notably, during open grading, faculty will have the ability to submit grades directly from Canvas to Banner using the “Grades to Banner” functionality. This consists of reviewing/modifying the pre-populated letter grades, entering any required last dates attended, and then pushing a button to submit grades to Banner, thus eliminating multiple entry. Please note that faculty may still choose to enter grades into Self-Service Banner (SSB) manually if they desire.

### Benefits of Grades to Banner

- Banner creation of course shells
- Real-time updates for enrollments (faculty and students), users, and courses
- Grade push from Canvas to Banner, eliminating the need for multiple entry (except for dual enrollment numerical grades)
- Additional features for the MyJaxState portal experience (coming soon!)



# FACULTY SUPPORTS & RESOURCES

## Navigate

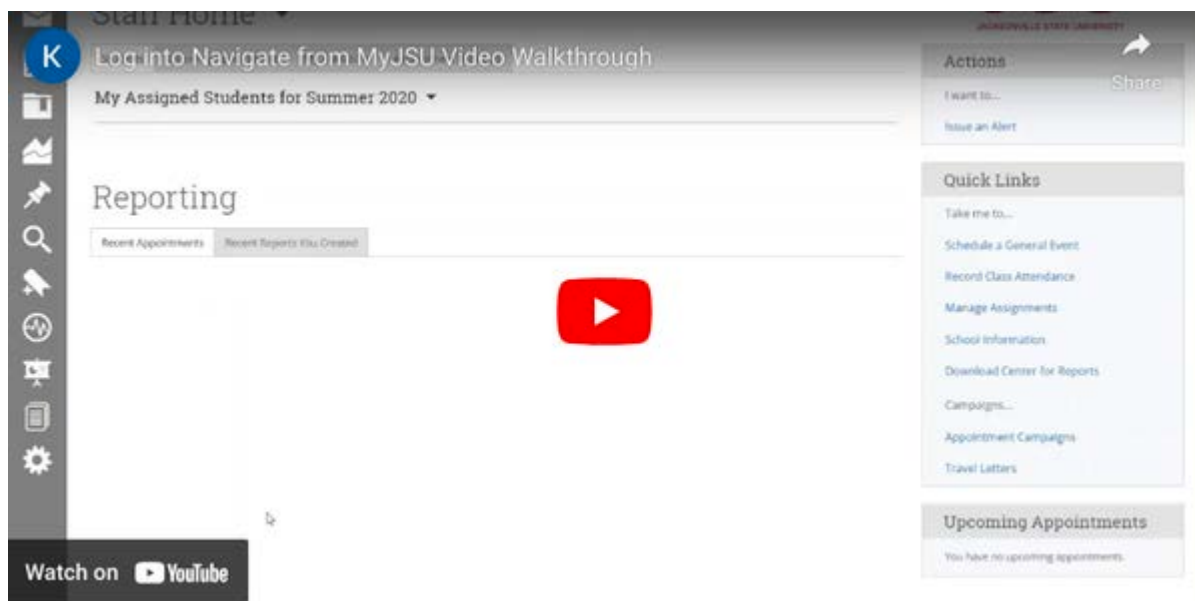
### Student Success Technology

The JSU Navigate platform aims to increase retention and graduation rates by improving student achievement and engagement. Developed by the Education Advisory Board (EAB), the program combines technology, research, and predictive analytics to help institutions positively change outcomes with at-risk and off-path students, helping JSU reach our graduation and retention goals. JSU has begun to implement and utilize Navigate, a student success management system that brings together advisors, faculty, support staff and students to create a coordinated care network that enables targeted intervention and proactive, strategic support for every JSU student.

#### **JSU Navigate will allow advisors, faculty, and staff the ability to:**

- View a comprehensive student academic overview to provide quick, personalized guidance.
- Identify and prioritize students in need of support who require the most urgent attention.
- Maintain and share notes from student appointments and interactions.
- Set appointments with students and send email and text appointment reminders.
- Track advising appointments and walk-in traffic.
- Communicate with students directly from the platform.
- Run campaigns to reach out to students based on specific criteria and easily schedule and track appointments.
- Issue alerts on students needing additional support.

- [Sumit Feedback Reports](#)
- [Record Class Attendance](#)
- [Text Students](#)
- [Issue Alerts](#)
- [Check a Student Case](#)
- [Schedule an Appointment](#)



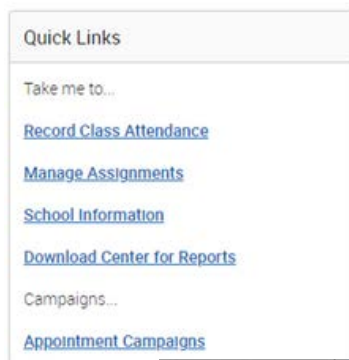
# FACULTY SUPPORTS & RESOURCES

## Navigate Demonstration:



Jimmy Roebuck  
Adjunct Instructor,  
MCIS

Navigate demonstration by Jimmy Roebuck, MCIS adjunct instructor and the recipient of the 2024 Adjunct Faculty Excellence in Teaching Award.



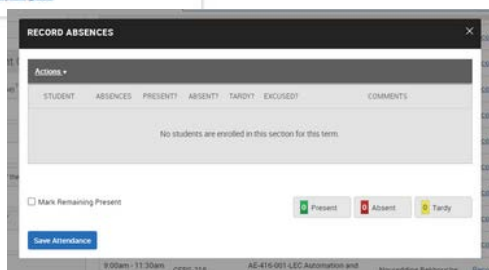
### Attendance Tracking

Filter Course, Location, Professor

### Take Attendance:

Right side of screen (usually under your photo), look for Quick Links, Record Class Attendance.

Use the Filter Course, Location, Professor box to type your last name to narrow down the options.



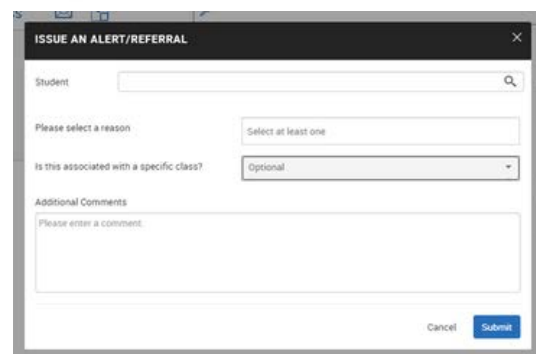
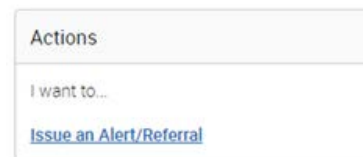
Click the link to Record Class Attendance. A window will appear with your class roster. Mark students accordingly. Make comments as needed. An email will be sent to the student notifying them that they were marked absent or tardy unless you mark excused before submitting the report

### Issue a Warning:

Right side of screen (usually under your photo), look for Issue an Alert/Referral.

A new window will appear that will allow you to search for a student.

Tip: After you select the student's name, use the drop down box to select your class. This helps especially if the student has a common name. Then go to the field to select the reason. You can select more than one.



# FACULTY SUPPORTS & RESOURCES

## Houston Cole Library



### Houston Cole Library Faculty Services

#### **Library Instruction**

- Library instruction is available for all classes.
- Your subject specialist librarian will tailor the instruction to your needs.
- The session can be held in the Library or your classroom.
- Assignment Consultation
- We can assist with assignments to introduce Library resources to your students.
- Embedded in Canvas
- You can have your subject specialist librarian be a part of your course.
- Library resources can be embedded in your course.

#### **Course Reserves**

- We can place print materials (books, DVDs, etc.) on reserve for your course in the Library.
- We can scan articles or chapters from a journal or book and put them on e-reserve.
- We can provide direct links to electronic articles/chapters that you can put in Canvas.
- As long as the request falls within copyright guidelines.



# FACULTY SUPPORTS & RESOURCES

## The Writing Center



Dr. Khadeidra Billingsley  
Writing Center Director  
Assistant Professor



The JSU Writing Center's (WC) mission is to provide encouragement, support, and guidance to all members of the JSU community to actualize their fullest potential as writers. The primary goal of the WC is to assist in students' development in effectively expressing individual ideas through both written and verbal communicative forms. We pride ourselves on meeting students where they are and utilizing the best writing pedagogy practices to work with our clients.

### Writing Center Resources

- Digital Writing Lab
- Appointments for students through Navigate
- Writing workshops
- One-one-one 30 minute consultations held both in person or virtually



Room 230 and 228 Stone Center  
256.782.5545  
[jsuwrites@jsu.edu](mailto:jsuwrites@jsu.edu)

[Visit us  
online](#)



# UNDERSTANDING OUR STUDENTS

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Enjoy lunch while learning about the richness and uniqueness of JSU student life from Dean of Students, Mr. Joshua Robinson.

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Mr. Josh Robinson began his career at JSU on a music scholarship and academic scholarship. He was active in campus life, taking part in numerous activities including playing for the JSU Southerners, becoming a member of a Greek organization, and participating in numerous clubs and activities, including serving as Gamecock Orientation Leader. Mr. Robinson, who is nearing the completion of his PhD., was hired as the Assistant Dean of Students before being named the Dean of Student.



Dean of Students  
Joshua Robinson

**DISCOVER SERIES:  
TITLE IX FOR FACULTY-SUPPORTING STUDENTS  
FEBRUARY 29, 2024**

Click here to  
visit the Dean of  
Students Office

# DEPARTMENTAL LIFE AND TEACHING DEVELOPMENT

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New Adjunct Faculty  
Orientation

## Departmental Faculty Life

Presented by Mica Mecham

*UW*

The graphic features a red diagonal background on the left and a dark blue background on the right. On the right side, there are illustrations of several papers, some pinned with white and red pushpins, and several paper clips (white, red, and silver).



New Faculty Orientation

## Teaching Essentials

Presented by Mica Mecham and  
Staci Stone

*UW*

The graphic features a red diagonal background on the left and a dark blue background on the right. On the right side, there are illustrations of several papers, some pinned with white and red pushpins, and several paper clips (white, red, and silver).

[See the](#)  
[2024-2025](#)  
[Syllabi](#)  
[Guidelines](#)  
[Here](#)



# Thank you!

Contact Faculty Commons with  
questions or needs.

217 Self Hall

256.782.5806 / 256.782.5856

[mmecham@jsu.edu](mailto:mmecham@jsu.edu) / [broberts@jsu.edu](mailto:broberts@jsu.edu)