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Memorandum: MTSU CAMPUS NON-VIOLENCE COMMITTEE YEAR END REPORT

2015-2016

Submitted: Joshua L. Phillips, Ph.D. – Chair

A. MEETINGS AND ATTENDEES

The Campus Non-Violence Committee met six times during the 2015-2016 academic year (see Appendix A: Minutes). The committee is charged with overseeing the implementation of campus policies related to non-violence and civility. For this academic year in particular, reviewing the effectiveness of past program initiatives and proactively implementing new initiatives were the primary duties pursued by the committee. Subcommittees met at least three times on individual projects as assigned by the committee. The following people attended one or more meetings during the academic year:

Members:

Dr. Mary Kaye Anderson	Ms. Sherry Preston
Mr. Doug Brinsko	Dr. Patrick Richey
Ms. Carol Clark	Ms. Barbara Scales
Mr. Horace Johns	Ms. Diane Turnham
Dr. Danny Kelley	Ms. Jackie Victory
Mr. De'Sean Keys	Mr. Glenn Wallace
Dr. Joshua Phillips (Chair)	Ms. Jo Williams
Dr. Ariana Postlethwait	Dr. Mirian Wilson
Mr. Tom Praskach	Ms. Hiedi Zimmerman

Special Guests:

Ms. Maddie Gracy
Dr. Beverly Keel
Mr. John Leverette
Ms. Lindsey Pierce

B. OVERVIEW

At the first meeting, the committee discussed past initiatives and present concerns based on the experiences of committee members from the previous academic year. Additional initiatives were added in subsequent committee meetings. Overall, the committee focused on three major initiatives for the 2015-2016 academic year:

1. In the prior year, the committee had initiated a student video contest to create materials for an informational video to complement educational programs in “Bystander Awareness” provided by the MTSU June Anderson Center for Women and Nontraditional Students (directed by Ms. Barbara Scales). Unfortunately, committee members found the materials submitted by participating students to be of insufficient quality for this purpose, and the committee consensus was to focus our efforts towards creating a video of quality on-par with a similar effort at American University yet focusing on the unique needs of the MTSU campus. Throughout the year, the committee coordinated with the College of Media and Entertainment (Dr. Beverly Keel) and later the MTSU Film Guild (Mr. Timothy Carroll), resulting in a detailed production budget (see Appendix B: Bystander Video Budget). A subcommittee (Dr. Danny Kelley, Ms. Barbara Scales, Ms. Jackie Victory, and Dr. Marian Wilson) is currently working with the MTSU Film Guild to secure funding for production, and the committee chair (Dr. Joshua Phillips) is monitoring the Avon Foundation website for 2016 funding opportunities to complement these efforts.
2. Mr. John Praskach of the MTSU police department suggested partnering with one of his colleagues (Mr. Jon Leverette) on violence prevention training. The committee agreed to the partnership and Mr. Leverette has agreed to teach a “Refuse to Be a Victim” training seminar (currently scheduled for October 18, 2016) in which he is a certified instructor at cost (only for necessary materials). Committee efforts focused on securing funding (graciously provided by Dr. Deborah Sells in Student Affairs) for and procuring these materials as well as securing an adequate venue for this ~300 student event.
3. The committee helped with the early stages of a Department of Justice grant application (DOJ-OVW OMB#1122-0020) to fund training programs for MTSU contract workers (most of whom do not receive MTSU employee non-violence training). Dr. Marian Wilson helped coordinate with Dr. Samantha Cantrell in the Office of Research to initiate the process. However, after some discussion amongst the committee, it was decided that the timeline for submission was too brief and instead might be a good focus for the committee in Fall 2016.

Additional details and information on these three initiatives are provided in the following section.

C. PROJECTS

Bystander Video

Early efforts to create the video stemmed around coordinating with Dr. Beverly Keel, as Ms. Barbara Scales had been working with her in other projects. However, later communication with the MTSU Film Guild (initiated by Ms. Jackie Victory) resulted in the development of a complete budget proposal and a subcommittee will be coordinating with the Film Guild on obtaining funding for the project via the Student Activity Fee fund. Last year, the committee had applied to the Avon Foundation for a grant to fund this effort which was later rejected. The 2016 call has yet to be released, but the committee intends to resubmit this year to obtain funding to enhance educational programs at MTSU where the video will be utilized as part of the training curriculum.

Refuse to Be a Victim Seminar

The “Refuse to Be a Victim Program” is a nationally-recognized violence prevention program which provides education in creating a personal safety strategy to participants. Mr. Jon Leverette is a certified

instructor for the program, and has agreed to provide the seminar at minimal cost to students. Typical cost is \$30/participant (\$5 for materials and \$25 for the seminar). The committee decided to initiate an event for 300 students with funding for materials provided by Student Affairs (300 students x \$5 materials = \$1500 total). Materials have been secured, and the event is planned for October 18, 2016 in LRC 101. The committee agreed to coordinate in early Fall to advertise the event to new students, interested student groups, and the general student body. A targeted strategy involving Fraternity and Sorority Life, Student Association, and the Department of Social Work has been identified to advertise the event in early Fall 2016.

DOJ-OVW to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program

The DOJ call is intended to fund personnel responsible for the planning and administration of violence education programs. Dr. Marian Wilson identified a unique need in our campus community where many workers on our campus are contract employees (e.g. Aramark) who do not receive the non-violence training required by MTSU employees. A subcommittee met with Dr. Samantha Cantrell in the Office of Research for a phone conversation with program officers in the DOJ to initiate this effort. Initial discussion among the whole committee focused around applying for the 2016 funding cycle. However, only a few committee members had expertise in the critical areas needed to inform the project description, and, as such, could not meet the deadline with such limited participation.

June Anderson Center for Women and Nontraditional Students Events

Some faculty members on the committee offered incentives (e.g. bonus points) for participation in events sponsored by the Center:

- Walk a Mile in Her Shoes - March 30, 2016
- Loving Right - April 5, 2016

D. FUTURE PARTNERSHIPS

1. The committee wants to continue to work with the MTSU Police Department to promote violence prevention programs (eg. R.A.D. self-defense).
2. The committee wants to continue to work with the Office of Research on securing DOJ funding for violence prevention and awareness programs for the campus.

Submitted on May 11, 2016 by Joshua L. Phillips, Chair.

Appendix A: Meeting Minutes

MTSU Campus Non-Violence Committee

Minutes for 9/25/2015

- Deborah Sells started the meeting
 - Reviewed the committee's charge
 - Originally founded based on the Violence Against Women Act
 - Initially started as a safety focused committee (campus lighting and facilities that would promote safety and reduce campus violence)
 - Now focuses more around other issues of campus civility
 - For example, assessment, programming, classroom initiatives, and student affairs initiatives
 - Initiated a call to vote on a chair for the committee
- Joshua Phillips volunteered to chair the committee and was approved by consensus
- Mary Kaye volunteered to take minutes
- Discussion of past projects and initiatives of the committee
 - True Blue Pledge now moved into the Non-Violence Pledge
 - Button program support, passed out buttons at the KUC, Rec, as well as pledge sheets
 - Bystander program – submitted a grant to obtain funding (Avon-Williams)
 - Video on bystander pro activity didn't come together as desired
 - MTSU-specific version of American Univ. bystander video needed
- Discussed general role of the chair
 - Past reports available from Patrick
- Focus on Bystander video campaign for the year
- Cap. Praskach suggested talking with Lt. Leverette for potential collaboration on RFTAV initiative
- Dr. Beverly Keel might be able to help us understand how we might collaborate with the new media college on creating the bystander video
- Work Items
 - Barbara will coordinate with Dr. Beverly Keel for when she might be able to meet with the committee.
 - Glenn will discuss with students on potential interest and/or experience students in related majors have with video production.
 - Cap. Praskach will coordinate with Lt. Leverette to provide more information on RFTAV

CNVC Meeting 9/25/15

Sherry Preston
Joshua Phillips
Glenn Wallace
Dan Kelley
Jo Williams
Tom Praskach
ARIANA POSTLETHWAIT
Mary Kaye Anderson
BARBARA SELLS
Horace Johns

Campus Non-Violence Committee
11/12/15 Meeting Minutes

1. Members Present:

Mary Kaye Anderson
De'Sean Keys
Joshua Phillips
Ariana Postlethwait
Jo Williams
Jackie Victory
Heidi Zimmerman filling in Sherry Preston (Scribe)

Invitees:

Beverly Keel
Jon Leverette

2. Minutes from 9/25/15 meeting were approved.

3. Lt. Jonathan Leverette presented information on the program, "Refuse to be a Victim"
4-hour seminar

Topics:

- Self-awareness and prevention
- Mental preparedness
- Physical security – mindset and boundaries
- Tech security, scams
- Self-defense information, options

Bring in Officer Kyle Thompson who teaches RAD

Classroom, in-person presentation - \$5 student packet required to participate

Won't charge though typically charges \$30 pp

Shorten to two hours

Discussed coordinating with "Shots Fired" presentations

Social Work and Criminal Justice student organizations may be interested in partnering or participating in the presentation. Possibly also "It's on Us" group and Gamma.

May want to start with SGA as they have students with varied interests to judge level of student interest in participation

Off-campus apartment complexes may be willing to partner and hold sessions

Work Items:

- Joshua Phillips will check with Dr. Sells regarding funding
- Deshawn ____ will check with SGA
- Ariana Postlethwait will check with the social work students
- Barbara Scales will check with off-campus apartment complexes

4. Beverly Keel – she's been working with Barbara on an event related to "The Hunting Ground." The committee discussed the bystander intervention video project. We indicated that, basically, we want to replicate the American Univ. produced video with one specific to MTSU.

She will discuss with some faculty in Media and Entertainment to see if there is a place to fit this into a course as a student project.

Denim Day – April 29, 2016. VU and TSU have done. The project provides materials.

5. Next Meeting scheduled for Friday, 11/20/15 at 10:30 a.m.

MTSU Campus Non-Violence Committee

Minutes for 11/20/2015

Members Present:

Joshua Phillips
Jo Williams
De'Sean Keys
Diane Turnham
Jackie Victory
Glenn Wallace

- Approval of minutes from 11/12 meeting – approved (unanimous)
- Glen indicated that the MTSU film guild may be interested in helping with the Bystander video
- Links for video:
 - The A.U. Bystander Program: <http://www.american.edu/ocl/stepup/index.cfm>
 - A.U.'s video: <https://www.youtube.com/watch?v=491e8Oku0Jw>
- Could potentially try for the Avon grant again in the summer to acquire funding
- Could contact off-campus housing groups to reach students
- How to reach other students?
 - Radies for Christ, Wesley Foundation
- Questions about legal issues related to RFTAV since it is supported by the NRA?
 - Heidi seemed to think it was OK after she asked her questions, so probably ok?
- Numbers for RFTAV program discussed
 - ~300 people maybe (\$1500 needed for complete funding) since several venues could host for free
 - Could encourage attendance by promoting the event as exclusive within other groups (i.e. only 20 tickets are available for each organization, makes it more likely to get all of the seats filled)
- Work Items
 - Josh
 - Will contact Heidi for conformation on RFTAV
 - Will follow-up with Dr. Keel on Bystander video
 - Will follow up with Dr. Sells on funding once we find collaborators

MTSU Campus Non-Violence Committee

Meeting Minutes for 02/15/2016 – SU 218 @ 2:00pm

Members Present:

Doug Brinsko
Carol Clark
Maddie Gracy, Student Rep
Danny Kelley
Joshua Phillips
Lindsey Pierce, Student Rep
Ariana Postlethwait
Sherry Preston, Scribe
Jackie Victory
Jo Williams
Marian Wilson
Heidi Zimmerman

- Reviewed and approved minutes from 11/20/2015.
- Discussed bystander video
 - Discussion on how to improve this year's application for the Avon Grant included making a stronger case for how our plan will impact the most students with Title IX issues.
- Discussed potential support/collaboration groups for the RFTAV program
 - Dr. Sells will have some money available for this training; Dr. Kelley will follow up.
 - Potential of 300 attendees
- Discussed DOJ-OVW grant
 - Agreed to go forward with applying for the grant
 - Marian Wilson explained that the focus would be education focused on non-MTSU employees (contractors) on campus and student groups.
 - Reviewers will be needed after draft application is completed
 - Emphasis could be on getting Title IX message out to off-campus student housing
 - Off-Campus Housing Day is in April, can make contact then about possibilities
 - Joshua Phillips will start an email chain to share any information that could be helpful in applying for the grant.
 - Discussion of how to be more successful in student input
 - Push message through during registration since all students will be affected
 - Could be extra credit in some classes
 - Offer free milkshakes to participating students
 - Offer ten priority registrations to students in each college
- The next meeting will be scheduled in approximately four weeks.

MTSU Campus Non-Violence Committee

Meeting Minutes for 03/14/2016 – SU 218 @ 2:00pm

Members Present:

Mary Kay Anderson
Doug Brinsko
Danny Kelley
Joshua Phillips
Ariana Postlethwait
Patrick Richey
Barbara Scales
Jackie Victory
Glenn Wallace
Jo Williams
Marian Wilson

- Reviewed and approved minutes from 02/15/2016.
- Discussed bystander video
 - Avon Foundation Grant call for 2016 hasn't yet been posted
 - Will pursue once the call is made (probably during the summer at this point)
- Discussed RTBAV program
 - Dr. Sells has approved funding via Academic Affairs for materials (300 student packets), but must be purchased by the end of the month (March)
 - Lt. Jon Leverette is still on-board to hold the event
 - Given the short amount of time available in the semester, the committee discussed two options:
 - Put on a smaller event (100 participants) before the end of this semester, and then a larger event (200 participants) in the Fall
 - Push the event to the Fall to better coordinate with Fall new student and returning student activities
 - Committee consensus was to take the second option: Coordinate the event in late summer to take place in early Fall 2016.
 - Joshua Phillips will request purchase of the materials (coordinate with Academic Affairs) in preparation for the Fall semester.
 - Committee discussed some additional logistical details for the program
 - Would the program be difficult to sign up for? (Might encounter similar difficulties as TrueBlue Pledge in the past.)
 - How to encourage participation? Food or extra credit for classes.
 - Potentially do some targeted advertisement for the event at the Housing Fair to help garner involvement from off-campus students
 - Coordination with MTSU News and Public Affairs would greatly aid getting the word out, besides those groups already on the list to target: GSA, Fraternities and Sororities, Campus Religious Organizations. Social Work, Criminal Justice
 - Possible accommodations for the event:
 - BelAire (400-500 seats), Raiders for Christ (90-150), State Farm Room (200), LRC 221 (~400)
- The next meeting will be scheduled in approximately four weeks (04/18/2016).

MTSU Campus Non-Violence Committee

04/18/2016 – SU 218 @ 2:00pm

Meeting Minutes

Members Present:

Carol A. Clark
Danny Kelley
Joshua Phillips
Barbara Scales
Glenn Wallace
Jo Williams
Marian Wilson
Heidi Zimmerman

- Reviewed and approved minutes from 03/14/2016
- Discussed bystander video
 - Reviewed budget proposal from the MTSU Film Guild (FG)
 - FG must apply for student activity fees soon if hope to do video during summer
 - Barbara Scales will check with Beverly Keel
 - Should require students to sign over any IP rights
 - Read script and review storyboards for control and to ensure satisfaction with end product
 - Danny Kelley will check on FG advisor and contact
 - Danny, Barbara and Marian will be consultants
 - Jackie will take lead on setting meeting
 - Discussed applying for the Avon Foundation Grant for program similar to Sex Talk
- Discussed RTBAV program
 - Materials are in and stored in Joshua's department
 - Will roll out in Fall
 - Venue needed – Joshua will look into LRC - free room
 - October is Domestic Violence month – may want to do as tie-in
 - Not week of Homecoming (Oct. 15) or Fall Break (Oct. 8-11)
 - Proposed for Oct. 18-19. Joshua will ask John about dates
- Summer activity
 - Video to be kept on track, will keep in the loop
- Next meeting will be scheduled in Fall, 2016

Appendix B: Bystander Video Budget

Budget Overview

Producer:	Justin Carrol / Barrett Depies	Budget Date:	4/11/2016
Director:	Tiffany Murray	Shooting Schedule:	
Client:	MTSU	Shooting Location:	
Job #:			

ACCT #	Description	Units	Amount	X	Rate	Sub - Total
1000	PRE-PRODUCTION					440
2000	PRODUCTION					12375
2000	Production Staff					1850
2100	Director					800
2200	Cast					1250
2300	Art Direction					800
2400	Hair, Makeup, Wardrobe					500
2500	Camera					3325
2600	Sound					550
2700	Grip and Electric					2500
2800	Locations					800
2900	Stage Facilities					0
5000	POST-PRODUCTION					2082
5100	Editing					900
5200	Music					250
6000	General Expenses					932
	TOTAL PRE-PRODUCTION					440
	TOTAL PRODUCTION					12375
	TOTAL POST-PRODUCTION & General					2082
	SUBTOTAL					14897
	PRODUCTION FEE %	10%				1489.7
	GRAND TOTAL					16386.7

Budget Breakdown

Producer:	Justin Carrol / Barrett Depies	Budget Date:	4/11/2016			
Director:	Tiffany Murray	Shooting Schedule:				
Client:	MTSU	Shooting Location:				
Job #:						
ACCT #	Description	Units	Amount	X	Rate	Sub - Total
1000	PRE-PRODUCTION					440
1001	Design	Hours	10		20	200
			0		0	0
1002	Casting	Days	0		0	0
			0		0	0
1003	Production Planning	Hours	12		20	240
			0		0	0
			0		0	0
2000	PRODUCTION					12375
2000	Production Staff					1850
2001	Producer(S)	DAYS	2		400	800
2002	Production Manager					0
2003	1st Assistant Director		1.5		400	600
2004	2nd Assistant Director					0
2005	Script Supervisor					0
2006	Production Cordinator					0
2007	Production Assistants	Days	3		150	450
2100	Director					800
2101	Director		2		400	800
2102	Assistant to the Director		0		0	0
2200	Cast					1250
2201	Lead cast	Days(People)	10		100	1000
2202	Supporting cast		5		50	250
2203	Extra cast		0		0	0
2204	Stunt Person(s)					0
2300	Art Direction					800

2301	Production Designer	Days	2	400	800
2302	Art Director				0
2303	Assistant Art dept.				0
2400	Hair, Makeup, Wardrobe				500
2401	Hair Stylist	Days	1	500	500
2402	Makeup artist	Days			0
2403	Wardrobe	Days			0
2500	Camera				3325
2501	Director of Photography	Day	1.5	750	1125
2502	Camera Operator				0
2503	1st Assistant Camera	Day	1	400	400
2504	2nd Assistant Camer	Day	1	300	300
2505	DIT				0
2506	Still Photographer				0
2507	Camera Package	Days	1	1500	1500
2508	Expendables				0
2509	Box Rentals				0
2510	Other				0
2600	Sound				550
2601	Sound Mixer	Days	1	450	450
2602	Box Rental	Days	1	100	100
2603	Boom op				0
2604	Sound Utility				0
2605	Special equipment				0
2607	Playback				0
2608	Other				0
2700	Grip and Electric				2500
2701	Gaffer	Days	1.5	600	900
2702	Best Boy Electric	Days	1	400	400
2703	Set Electric				0
2704	Key Grip				0
2705	Best Boy Grip				0
2706	Grip				0

2707	Vehicle Rental					0
2708	Box Rentals	Days				0
2709	Gear Rentals	Days	1		1200	1200
2710	Other					0
2800	Locations					800
2801	Location Manager(s)					0
2802	Site Rentals					0
2803	Police/Fire Personell	Days	1		700	700
2804	Permits				100	100
2900	Stage Facilities					0
	Studio Rental					0
	Studio Personnel Required					0
5000	POST-PRODUCTION					2082
5100	Editing					900
5101	Editor	Hours	20		45	900
5102	Assistant Editor(s)					0
5103	special effects					0
5104	Sound Effects editor					0
5105	Titles					0
5106	Graphics					0
5107	Animation					0
5200	Music					250
5201	Scoring					0
5202	Musicians					0
5203	Music Fees					0
5204	Other					0
5205	ADR					0
5206	Narration					0
5207	Foley					0
5208	Sweetening	Project	1		250	250
6000	General Expenses					932
	Insurance				500	500
	legal					0
	Crew Lunch (catering)		27		16	432
	TOTAL PRE-PRODUCTION					440
	TOTAL PRODUCTION					12375
	TOTAL POST-PRODUCTION & Genereal					2082
	SUBTOTAL					14897
	PRODUCTION FEE %	10%				1489.7
	GRAND TOTAL					16386.7