

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, September 9, 2003
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, September 9, 2003, in the Board Room in Darby Hall. Attendance was as follows:

Official Members

Cheryl Thompson (Chair)	present
Dean Belton	absent
Mark Bounds	present
Marsha Cummings	present
Foster Flint	absent
Rick Hartfield	present
Patricia Holloway	present
Anna Faye Kelley-Winders	absent
William Martin	present
Jan Moody	present
Steve Roberts	present
Jason Ross	present
Tommye Skinner	present
Mark Smith	present
Bill Snell	present
Ouida White	present

Resource Persons

Judith Benvenuto	present
David Besancon	present
Joyce Calcote	absent
Joseph Cliburn	present
Colleen Hartfield	present
Elizabeth Nelms	absent
Charlie Neumann	present
Beverly Parker	absent
John Shows	present
Joe Tillson	present

Others Present

Laura Bragg
Buffy Matthews, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m. She introduced Ms. Matthews as the new recorder for the council. She also welcomed both new and old members to the 2003/2004 council and had each member introduce themselves.

Dr. Thompson-Stacy explained the purpose for Instructional Affairs Council to the members. She stated that Instructional Affairs Council was critical to the college, for all areas of instruction. The council addresses instructional concerns and is one of the most important councils we have. Changes in policy, curriculum and degree programs originate within IAC. All faculty are given the names of the Instructional Affairs Council members so that they may be able to contact their campus representative about instructional issues that need to be addressed. She also explained that the current faculty members are on rotating shifts for the council and will serve a one year term on IAC.

- II. APPROVAL OF AGENDA. The following items were added to the agenda under V. New Business.

H. STANDARDIZATION OF TEXTBOOKS. Mr. Smith

- III. MINUTES OF PREVIOUS MEETING – **April 1, 2003**. These minutes were approved by the Executive Council.

- IV. UNFINISHED BUSINESS.

A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy discussed items on the Executive Council, such as the SACS visit for online courses. SACS visited fourteen Mississippi

Community College, in early March to research distance learning courses. They approved MGCCC's distance program in June 2003 but we will have some follow-up to do for SACS.

Another item on the Executive Council agenda has been the credit by exams. The recommendation was that they be graded as pass/fail. If the student passes the credit by exam, these credits will be posted on the students MGCCC transcript. The Executive Council has approved the recommendation.

- B. BANNER UPDATE. Mr. Besancon discussed what was new in Banner. He stated that the computer center has a new machine which allows more users to be logged on. Prior to this semester no more than 180 individuals could be logged on at one time without the system shutting down. This semester at our peak we had 350 people on the system at the same time. The Jefferson Davis Campus is already experiencing faster results because of the new machine. The speed increase seems to be less at the other campuses. The implementation of the new machine went well, even with the virus problem.

David discussed that a new procedure was in place for new employee accounts. Randy Cornell will be handling all new Banner accounts. There will be a standard faculty log on and Lynn will assign additional permissions to each user. If a new account needs to be set up, e-mail David and carbon copy Randy for new log in names and passwords.

A new student e-mail account is also being implemented. The student e-mail accounts are on a separate server than that of the employees. This e-mail account will be used as the student's official e-mail account. Any college correspondence will be sent directly the student's account. The students can access their e-mail directly or they can forward all mail from this account to another e-mail account which they prefer. This will aid the online education program because the student e-mail address will already be provided to the instructors. Dr. Thompson-Stacy said the college could use these student e-mail accounts to our advantage. For example, if a student has a hold on their account, we could e-mail them prior to registration so that they could take care of the situation. Mr. Besancon added that these e-mail accounts would be tightly integrated with Banner. This enables us to target specific students for all types of reports. The student ID will be generated by registered and paid. He stated that the computer center is helping to implement this by turning off the student's ability to choose a primary e-mail address and inserting the e-mail addresses in Banner. Dr. Thompson-Stacy asked how we needed to go about training students that the new e-mail system is in place and also how to forward their e-mail to another account. Mr. Besancon said that there was help on site but that lab assistants would need to be trained to assist students also. Mr. Smith suggested that we also add this information in our Tabloid. This will take affect Spring Semester for all online courses.

There were problems with the network and viruses over the last couple of months. The computer center is still looking at different options. Currently, the residential students at the Perkinson Campus are experiencing the most problems. Until we get the viruses out of the system, student's can only do academic work online.

This is the first year that a computer center representative was on-hand at the Perkinson Campus during registration. Students had positive feedback for the additional support. Mr. Hartfield also stated that he received good feedback from the students.

Mr. Besancon stated that the computer center was no longer printing employee payroll and checks. This is now being handled at the Central Office.

Training with Dan, the SCT student module trainer, will be in October.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith stated that this was a record semester for online courses for Mississippi Gulf Coast Community College. He thanked everyone within the college for their hard work. We are having difficulties keeping up with the student demand. There were 3,256 seats filled online at MGCCC. MGCCC offered 138 courses and filled 134. These numbers are almost double from last fall. Only 337 MGCCC students are taking online courses from another and 639 students from other community colleges are taking MGCCC courses. There were more students coming in this year than going out. These numbers include all students after the mass drop done last week.

There were two upgrades done this year. Blackboard 6 was upgraded on both the state and college server. Mr. Besancon did a fantastic job switching the college server over, however Blackboard did not do a very good job on the state server. The state server was upgraded and a substantial amount of data was lost. We have had to re-write some of the courses. The MSVCC has a system in place where several individuals are monitoring Blackboard to ensure that it is working properly. The Jackson County Campus has had tremendous problems accessing Blackboard these last few weeks. Mr. Besancon said that he installed a T1 line last week to help with their problem. Mr. Smith thanked all online instructors for working with students and helping to ease their fears with the system. We lost a couple of students due to the problems but are working through the issues. There will be a meeting with the DLC Association on Wednesday, September 17th to determine what course of action to take related to the Blackboard problems. If we decide to switch, Blackboard will be used through the fall semester. If we decide to switch to a new program, it will be requested that the new company run a parallel server configuration. MSVCC has determined that the only change that is not a consideration is switching back to Blackboard 5.

Everything is working great on the hybrid server. There is however a problem with how the hybrid courses are being scheduled and administered. Everyone is referring hybrid questions to distance learning. The numerous amounts of non-technical support calls and e-mails related to the hybrid courses are significantly adding to the workload in Distance Learning. The hybrid classes fall under the control of the Instructional Deans at each campus. Distance Learning is not currently involved in any aspect of the hybrid classes with the exception that we build the course shells for the instructors and provide training and technical support. We need to find a better way to deal with these courses. We are recommending that hybrid instructors meet face to face with students the first week of the semester for a much smoother transition. The problem is not just with hybrid course phone calls. Many times the switchboard operator at all three campuses transfer student calls to distance learning because the student mentions the words online or distance learning even though the student's question may be related to financial aid for example.

Dr. Thompson-Stacy asked the group for questions or concerns for online instruction. Ms. Cummings made the recommendation that we provide better online orientation for the students. Mr. Smith stated that he is in the process of forming a workgroup to discuss standardization of online issues. He is pushing for a welcome announcement that would take a student to a certain point within the course, explaining what they need to do. He recommended a standardized process, where all online instructors would require students to take a "mini quiz." The quiz would consist of the online student searching the course for certain information. The instructor would then grade each student to identify students that needed additional help with the online course system. Mr. Martin asked that when

considering adding online courses that Mark contact not only the instructor but the deans and department chairs. This would enable the campuses to plan better. Mr. Hartfield discussed that the Perkinson Campus had two issues. One was a housing issue and the other was the ACT Scholarships. Last Spring SSC recommended that all courses be counted in determining ACT scholarship eligibility. However, due to an error in the state funding process, online courses do not receive full funding. Therefore, Executive Council did not approve this recommendation. Lynn is working on an online report for Mr. Hartfield that will ensure residential students are taking 12 credit hours in on-campus courses.

Mark stated that, in general, students taking online courses are counted in the enrollment figures of the campus where the student is located in Banner. Lynn works with admissions on reports that state where students are based.

- D. ELECTRONIC ATTENDANCE. Dr. Thompson-Stacy said that this is the first semester we used EASY college-wide. We will now be adding e-mail addresses to student rosters, but passwords will not be included. Dr. Thompson-Stacy stated that many faculty have requested that security be added to the student rosters. Mr. Besancon stated that this is being done and should be added by the end of the month. He said that in order to access the student and employee site, you will need to know your pin number along with your Social Security Number. This should be in place by the end of the month. Lynn Ladner is already working on it.

EASY is very important. Everyone has to use it because it is tied into the audit process. This was originally piloted at the Jefferson Davis campus this past year. Using EASY cleaned up the audit. Faculty, for the most part, liked using this. Mr. Snell commented on the use of EASY. He said that once you get a handle on it, it is simple. Mr. Roberts agreed and said that most of the comments on EASY were good.

- E. ELECTRONIC GRADEBOOK. Dr. Thompson-Stacy. The group discussed security issues with the Electronic Gradebook. The concern was that instructors could access other instructors' grade books and that there was potential for grades to be changed. Dr. Moody suggested that we take some measure within our policy statements for instructors to prevent this from occurring. Ms. Holloway recommended that we take the forms from access to all and only make them available on the website. Mr. Besancon responded by telling the council that this feature would not only help this problem, but it will also help the people in Mark's department to go in and make adjustments as needed.

David Besancon will work with Lynn Ladner to see if a level of security can also be added to this process.

- F. ENROLLMENT REPORT. Dr. Cliburn reported that yesterday's enrollment report was the nicest report posted in the second week of classes that he could remember. We are up over 8%, with full-time enrollment being up 6% and part-time 10%. As of yesterday paid enrollment was 10,539 students. Dr. Cliburn feels optimistic that we will keep at least 10,000 students through the sixth week. There are some students coming in now for short term courses. These students are not included in the count. We currently have 7,077 full-time students. Credit hours are up 7% over last year. He congratulated everyone on their hard work for making our goal happen.

Dr. Thompson-Stacy recommended that the council have Dr. Cliburn e-mail them the report and share with their faculty. This may be something interesting for everyone to review.

V. NEW BUSINESS.

- A. **FRANKLIN UNIVERSITY.** Dr. Thompson-Stacy stated that Franklin University was one of the break out session at the Fall Faculty workshop in August. Franklin will have representatives at MGCCC training sessions as follows: Monday, Oct. 6 at 2:00p.m. in the lecture hall of the administration building on Jackson County campus; Tuesday, Oct 7 at 9:00a.m. in Huff Hall computer lab on the Perkinston Campus; Tuesday, Oct. 7 at 2:00p.m. in room U202 on the Jefferson Davis campus. We would like anyone who is available to attend the training sessions. This includes counselors, deans, instructors, etc.
- B. **CRIMINAL BACKGROUND CHECK.** Dr. Judith Benvenuti stated that the Mississippi Legislature passed house bill 1077. The bill was implemented in August so all health care facilities that the college works with are going through process of affidavits, background checks, and finger printing. Healthcare employees' fingerprints will be scanned and sent to the FBI for a criminal background check. Feedback comes back to the agency within 2 hours. This is given to the healthcare institution and the employee. Our students are also covered by this bill. Most health occupations students have been alerted verbally, but as of Oct. 1 a letter will be sent to each discussing the implementation. There will be a minimum fee of \$50 per student assessed for the background checks. When looking at other colleges affected by this, Pearl River Community College students are paying \$75.00 because the clinical affiliates are also asking for a service fee of \$25 for background checks. Students will be responsible for paying these fees. There is a meeting in Jackson during the month of October to discuss the bill. It is our job to inform and advise students with convictions, that they will not be employed in these agencies unless they had mitigating circumstances which are approved by the state health board. We will need to change the requirements for these programs stating that students must pass a background check. The information will need to be published to students in the college catalog, administrative packets, orientation, etc. We are not required to implement the program until January 2004. The background check will be good for two years, which should assist our students through the entire program. Faculty will also have to pass criminal background checks if they teach at a clinical site. It was noted that new Nursing and Health Occupation job vacancy notices should include the ability to pass criminal background checks and the fingerprinting process as a minimal requirement for hiring.
- C. **TABE POLICIES.** Ms. Bragg sat in for Dr. Elizabeth Nelms who was unable to attend the meeting and reported that there are differences with TABE testing from one campus to the next. We are now coming together so it will be the same college wide. The following actions were approved by Executive Council, all campuses will use TABE 7 & 8, and Perkinston will use the special populations to administer the test. A locator test for TABE testing at the Jefferson Davis campus will be piloted this fall.. The locator is a shorter version that will help catch students on the front end before they go through entire process for TABE testing. Students will see a counselor before they come to take the TABE test. The counselor will need to send students to the testing centers with a Special Administration Referral Sheet which was distributed. If the student scores on a D or an A level on the locator test we give them the opportunity to take the actual TABE test. Those students not scoring high enough will be given remedial help.
- D. **MFA DEGREE RECOGNITION.** Mr. Martin discussed whether or not we should consider the Master of Fine Arts degree as a terminal degree. He stated that the program consisted of 60 hours and a thesis. Currently the University of Southern Mississippi, Mississippi State University and the University of Mississippi recognize the MFA as a terminal degree. SACS leaves the decision up to each university or college as to how they would recognize the

degree for pay purposes. It was stated that you could obtain a doctorate in the separate fields within fine arts, such as drama, music, dance, etc. Dr. Moody brought up the fact that she had read about a doctorate in fine arts as an interdisciplinary program. She also questioned whether we were discussing all MFA degrees with emphasis in various areas such as art, dance, drama, etc or were we just talking about the MFA degree faculty teaching art. We currently have faculty that have doctorate degrees within fine arts, but that they are specialized in a certain area. Mr. Ross felt that a master's degree in fine arts could not be compared to a doctorate degree. He said that master's degree credit hours were not equivalent to a doctorate. Mr. Roberts stated that if you want a doctorate degree earn a doctorate degree. Dr. Benvenuti stated that there are other masters degree programs such as the MSN that require a significant amount of credit hours; far more than most masters degree programs and it would not be fair to consider an MFA as a terminal degree and not other masters with similar numbers of credit hours. After debating whether or not to gather further research the **council recommends that an MFA not be considered a terminal degree for pay purposes at MGCCC.**

- E. HIGH SCHOOL COUNSELORS AND PRINCIPALS WORKSHOP AND LUNCHEON. Ms. Hartfield stated that participants will receive CEU credits for workshop. This is the third year that Mississippi Gulf Coast Community College has held the workshop. Deans of Instruction and Assistant Deans of Instruction are asked to participate in the activity. The workshop is different this year in that all participants will be riding buses to the Perkinston Campus this year for one general session. We are trying to hold this every third year at Perkinston. This is a team effort between the tech prep office and the office of Institutional Relations. We are asking that campuses host the groups and get everyone on the buses. We have some major activities to show counselors. We need to provide them with resource books. High School Counselors share college career information with students so we need to provide new books each year. We will be sending the invitations out in the next couple of weeks.
- F. DUAL ENROLLMENT OFFERINGS. Ms. Hartfield said that we will be providing a brochure explaining the dual enrollment process. The admissions specialists have been working with the local counselors to make arrangements to better help the high schools. For example, Biloxi has requested that we only offer classes in the afternoon, where St. John wants us to offer classes in the middle of the day. Each school has different needs. The Dean of Instruction is critically important in making this work. The dual enrollment will help MGCCC in its recruiting efforts. We are more likely to retain the students if they get here and enjoy their experience. We need to provide schools with a list of courses suitable for High School seniors who are interested in taking a course. Ms. Hartfield is asking that all Deans of Instruction send course suggestions to her by September 23 so that she can provide the counselors with this information. They should also provide samples of course times and formats. Mr. Smith stated that online courses would also be available to dually enrolled students. Ms. Hartfield suggested that we provide a listing of these with the counselors. Part of the marketing plan is to build high school recruitment. Currently, we do not anticipate our region growing in high school graduation numbers.
- G. ACT PREPARATION COURSE. Ms. Hartfield stated that we will now be offering the ACT preparation course. We have had many requests from students and parents. Ms. Debbie Watson at the Jefferson Davis Campus is currently training for this. We will develop a schedule for on campus sessions along with high school sessions. The preparation course will be introduced at the high school counselor workshop. There is a definite need for the

program. There are very few ACT prep courses offered in this area and they can be expensive. We are trying to keep the cost under \$100. This will allow us to offer the course to current students who need to raise scores for scholarship purposes. Ms. Holloway suggested that we also offer the course to athletes so that they could raise their scores for senior college standards. The GED program is another avenue that could benefit from the preparation course. We have had the greatest success with having our admission specialist work with GED/Adult classes. It has caused a significant increase in enrollment. They meet with the students when they begin the GED program, before the test is administered and after they have taken the test. It has proven very successful in working with these students and given us an additional target market. Ms. Holloway suggested that we also market the ACT course to the Health Occupations departments since they are required to have higher ACT scores.

- H. STANDARDIZATION OF TEXTBOOKS. Mr. Smith stated that there is currently a problem with online courses and the book service program. When new textbooks are adopted, the different campuses buy them at different times so the edition used is different at the campuses. The Finance Council is recommending that all campuses purchase textbooks at the same time. Currently, textbooks for online courses are purchased at the campus bookstore where the instructors are assigned. Several individuals throughout the council stated that the problem is the amount of money budgeted. There is not enough money in the budget to order textbooks at all locations. It was suggested that maybe online courses caused a greater impact on the textbook shortage, however there were a lot of courses added both online and traditional which contributed to the textbook issue this fall.

A second problem exists with textbook editions. Without standardized textbook centers, some campuses, such as Keesler, are using older editions. All campuses and centers need to be teaching from the same textbook editions.

VI. CURRICULUM PROPOSALS.

- A. DATABASE ADMINISTRATION TECHNOLOGY. Mr. Neumann stated that this will be the 2nd year on our curriculum. We were the first community college in the state to develop this program as a result of our NSF grant. The State has now developed the curriculum framework so that other Mississippi community colleges can implement a standardized curriculum for the program. Mr. Neumann said that we are requesting several changes to comply with the state curriculum framework. The students already enrolled in the program will not lose any credits. They will take the required courses or substitute a course for those that have been removed or placed as technical electives. The instructors and students are excited about the changes. Additional resources are required as they will need supplies. Currently there is no line in the budget for supplies. **The council recommends that the curriculum changes proposed which will match the state curriculum framework in Database Administration Technology be approved and implemented Spring 2004.**
- B. CHILD DEVELOPMENT TECHNOLOGY. Mr. Neumann stated that this program was inspected by the Mississippi Department of Health. One of the inspectors mentioned that if our students have 480 lab hours they could qualify as directors. We are short by 32 clock hours. Ms. Julie Parker and Ms. Darlene King came up with the idea to modify the introductory course from three lecture hours to two lecture hours and two lab hours per week. This would give the students the 480 lab hours needed. After finishing the program, they could qualify immediately as directors. By modifying the course we would be more in line with the secondary level of education. **The council recommended that we accept the proposal to change CDT 1013 from a (3,3,0) course to a (3,2,2) course effective January 2004.**

VII. OTHER BUSINESS. There was no other business.

VIII. FUTURE MEETINGS.

Thursday, November 6, 2003 9:00a.m., Jackson County Campus

Tuesday, January 27, 2004 9:00a.m., Jefferson Davis Campus

Thursday, April 1, 2004 9:00a.m., Applied Technology/Development Center

IX. ADJOURNMENT. There being no further business, the meeting was adjourned at 12:00 p.m.

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