

INSTRUCTIONAL AFFAIRS COUNCIL
Thursday, November 06, 2003
Minutes

A meeting of the Instructional Affairs Council was held on Thursday, November 06, 2003, in the Public Dining Room on the Jackson County Campus. Attendance was as follows:

Official Members

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

Resource Persons

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

Others Present

Buffy Matthews, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The agenda was approved as presented
- III. MINUTES OF PREVIOUS MEETING – **September 9, 2003**. These minutes were approved by the Executive Council during their September meeting.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy discussed that MGCCC is co-hosting the “Futures through Technology” Conference on February 29th – March 2, 2004. This year’s conference will be held on the Gulf Coast. Each year one person from each community college within the state is a presenter. Dr. Thompson-Stacy had the privilege of coordinating the selection of the MGCCC presenter. This year’s speaker will be Terry Walker from the Jefferson Davis Campus. He will be discussing the Network Security Program.

The administrative workshop will be held on Tuesday, November 11, 2003 at the Jefferson Davis Campus. It was moved to the Jefferson Davis Campus due to the current renovations at ATDC.

The new scholarship revisions were passed by the Executive Council. This originally came through the Student Services Council. Changes were made in both academic and career/technical scholarships. The GED scholarship was also added and will go into effect fall 2004.

- B. BANNER UPDATE. Mr. Besancon discussed a new network policy being put into effect. This has been installed due to the virus issues that hit the college this semester, etc. The policy states that only college work should be done on the college network and nothing should be installed without contacting the network administrator. By applying the new policy we hope that it will secure the network and prioritize banner traffic.

During the last IAC meeting the student e-mail server was discussed. In order for a student to obtain their e-mail password they must logon to "web services." If the student does not have a pin they will need to access "Help for Logging In" first. E-mail instructions are as follows: (1) Visit <http://vision.mgccc.edu> to acquire your login credentials (2) After logging in click "Personal Information" on the toolbar followed by the "Retrieve Student Email Information." (3) Write down your e-mail login and password (4) Access <http://student.mgccc.edu/cgi-bin/openwebmil/openwebmsail.pl> and login using your username and password that you just wrote down. (5) Help is available for the web mail system at the bottom of the web pages. These instructions/procedures are found under e-mail instructions on the first page. This will be done by November 17th.

Currently we are running Banner AR 5.6 on the student server. This is not a typical upgrade that Banner has, so we have been bringing student accounts up to date. Lynn is working on this on an account by account basis.

The Internet Native Banner server is up and going. It seems to be working faster. David stated that they have some test users. Ms. Holloway is one of those test users. She stated that it is not appearing any slower than regular Banner, but they keep getting messages stating that the memory capacity is low, however; the machines are still functioning. Patti also stated that the speed usually depends on the computer being used. Mr. Besancon said that he hopes to upgrade to Banner 6.1 by January or February, but that this should be done after registration. Ms. Holloway requested that this upgrade be done at the end of January due to registration differences for the Keesler Center.

The scanners at both the Perkinston and Jefferson Davis campuses are still not working properly. Dr. Moody said that the biggest problem with Perkinston's scanner is that it runs slowly from time to time. David mentioned that this could be improved by increasing the speed of the network. He found that one of the problems with the scanner occurs because of generated ID's. When generating an I.D. in Banner for international students with no Social Security Number, an @ sign is used as the first character. The problem is that our scanners do not read the @ sign. We have found that a dash works so if we can change the first character to the dash sign, it may eliminate some of these problems. We can also go into Banner and change the student ID's in the system. Mark said they change these students to a 0 for the first character in the MSVCC system and that works.

After speaking with SCT, there is no way for Banner to keep the changes on expulsion holds from occurring. The college would have to implement a policy to keep this from happening.

Mr. Rusty Purvis from the MS Dept of Education has received a promotion. There is a push from Dr. Lott and Dr. Thompson-Stacy concerning electronic transfer of transcripts between schools. We currently have the software, but it does not work with out machines. Mr. Purvis will be down the first week in December working with secondary education transcripts. Currently they show the last 3 years transcript data but we are hoping to have the last 4 years. The hope is to have electronic transfer between community colleges and public secondary

schools. Everything done with the electronic transfer of data would be done through the MS Dept. of Education.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith stated that 139 sections have been built into Banner for the spring 2004 semester and there are a few more to add.

At the beginning of the semester the instructors will be able to submit grades electronically and the registrars for each college will be able to obtain these.

MSVCC in process of working on a program called "desire to learn in conjunction with blackboard." MSVCC will determine whether or not we will become a dual platform state, keep Blackboard as is, or get a new system. Currently, there are many problems with Blackboard and their customer service. Mark stated that he would move all his courses over so that he can work with it and see exactly how it will work. There will be training sessions with tutorials held on the new platform. He said that if the state chooses to use two platforms, the colleges will make the decision on which they would prefer to use, however; if the state chooses only one, all colleges will follow this platform. Mr. Shows questioned how the converting process would work if we switched platforms. Mark stated that he is doing this now to see how it migrates over. He said that "desire to learn" could use the course cartridges used in Blackboard. The only problem is with the cartridges with security codes attached. This should not be a problem in the future though because most manufacturers are turning away from the security codes. He also mentioned that "desire to learn" is working extremely hard to ensure that everything is migrating into the correct spot. There is also a significant price difference between "desire to learn" and Blackboard. The one year license for 1000 users is \$25,000 for desire to learn, where Blackboard is between \$120,000-\$140,000.

- D. ELECTRONIC ATTENDANCE. Mr. Neumann stated that he received an e-mail from Mr. Bill Yates listing instructors who had no activity on the electronic attendance system. He said that he contacted these instructors who were on the listing and found that most of them had in fact been in the system, but had no tardies or absences to report. He found that if you have no absences or tardies and click on the save button no activity is reported. Dr. Belton stated that George County is still having problems with the system. He said that as far as he knew everything was fine because his instructors were not informing him of any problems. Dr. Thompson said that when we have a faculty member on the list for the entire semester for all sections they are teaching, this must be dealt with, but if there are no absences or tardies to report, then that is fine. The problem is that there are instructors just not using the system at all. This could lead to a loss of funding for those classes. If there is just a section or two showing no activity, then the instructor probably had no absences or tardies in those classes, and that is fine. David said that when tardy or absence data is keyed into Banner, Banner keeps up with this activity. However, if the instructor clicks save without changing anything in the form, no activity will show up. These no activity lists are automated for printing and from now on will be sent to the Deans of Instruction, Center Deans, and Deans of Student Services every three weeks by Lynn Ladner.
- E. ELECTRONIC GRADEBOOK. Dr. Thompson-Stacy asked if anyone had encountered any problems with the Electronic Gradebook system. Dr. Moody asked whether or not security of grades had been looked into. Ms. Holloway suggested removing the class roster from the instructors so that they can only access their classes. Jason said that most of the problems encountered are easily fixed. Music and Fine Arts have some legitimate concerns regarding the use of the electronic Gradebook due to the number of classes (one instructor has as many

CRN's as 29) and the type of grading that is done, such as pass/fail. He feels that we should offer some resolutions for these instructors who are having problems, such as the Fine Arts and Pass/Fail classes. John said that Gradebook had not been posting grades into web services. You had to define mid term grades in order for them to be posted. Currently you have to go in and post 0's for students who have not taken the test, etc. in order for it to post to web services. He mentioned that his instructors had various problems using the Gradebook but all in all faculty like using this system. Dr. Moody questioned, if you have 25 students in a class and one student misses a test, why does it hold up the entire class within Gradebook? David stated that the Gradebook has been a work in progress since the beginning and Lynn will continue to work with faculty to improve the process.

- F. ENROLLMENT REPORT. Dr. Cliburn said that as of Monday a preliminary copy of the upload file was sent to the state. The upload file has not filtered out some students who will come out before the end of the semester, but listed 10,286 names. For comparison there were 9,500 students on the list last year. We are up about 8-9% for total enrollment up to this point last year. There are students whose admissions files do not have all their admissions material. In the past the number of students pulled out because of non compliance has been in the ballpark of 200-250 students. Lynn has sent out non compliance lists and this is being worked on now. There were some classes that needed withdrawals properly marked, etc. Dr. Cliburn said that MGCCC is poised to pass Hinds Community College as the largest community college in the state of Mississippi. This is the largest enrollment in our history.
- G. CRIMINAL BACKGROUND CHECK. Ms. Anna Faye Kelley-Winders said that they have been working for the last 2 months to comply with House Bill 1077. MGCCC will be in full compliance as of January 1, 2004. Students and Employees providing direct care will comply with fingerprinting and background checks. The fingerprinting and background checks will be required for all students and faculty at their expense. MGCCC is not responsible for the of the background checks. We are currently working on a generic affidavit with those agencies and hospitals that we work with. We cannot do the background and fingerprinting because we are not a licensing entity. The current problem we face is any faculty or students who are currently employed or enrolled who cannot pass these tests. What happens to them? No future vacancy notice for health occupations employees should go out without listing this criminal background check requirement.

V. NEW BUSINESS.

- A. ADMINISTRATIVE STATEMENT 212-25. Mr. Martin said that this statement was put into effect when faculty were guaranteed 10th month contracts whether the class made or not. This has not been true effect for many years. All summer classes will be filled with full-time personnel first and then adjuncts. Dr. Thompson-Stacy explained that the administrative statement changes reflect what is already being done. She would like everyone to be comfortable with the new statement. Ms. Holloway asked how this will affect her instructors for the summer term. William said that seniority is no longer a factor in choosing instructors to teach the courses and has not been for about ten years. The seniority was done away with along with the 10th month contracts. If classes do not make you cannot get your 10th month contract by working in an office for 5 weeks as you used to be able to do. Dr. Moody proposes that the wording be changed from "Academic instructors are limited to one summer contract" to "increased to two summer contracts." Currently they can only get one summer contract but technical faculty can get two. Steve stated that we need a statement stating that everyone would receive their full summer contract before giving some a second summer

- contract. Dr. Thompson-Stacy recommended that the Deans of Instruction continue to work on this statement and bring it back to IAC at the January meeting.
- B. ADMINISTRATIVE STATEMENT 309. Dr. Moody said overload pay amounts were already changed by the Executive Council. Ms. Anna Faye suggested that we delete the statement under I.B. “as required by the State Department of Education, Vocational Division.” Charlie recommended that “maximum load 48 academic / 52 technical be added under I. **After making these changes, the statement has been approved for Executive Council consideration.**
- C. ADMINISTRATIVE STATEMENT 310. Ms. White discussed the changes to the statement. Mr. Shows was concerned about the “3 week” policy. He does not feel that it is fair for a full-time faculty member to bump an adjunct instructor after the adjunct faculty already prepared for the class. Ms. Holloway said that she had this happen and the adjunct was displeased with the way the situation was handled and stated that she would never teach a course for MGCCC again. Marsha said that she definitely feels that there would be a time stipulation set because it is disheartening for the adjunct instructor after the adjunct has spent time and effort preparing for the class. Mr. Smith stated that the time stipulation is already in place for online courses due to the amount of preparation that goes into those courses. Ouida stated that she does not feel that an adjunct instructor should be bumped for an overload, but should be bumped when dealing with the instructor’s yearly contract. As an instructor, Jason said that he feels that he only offers 5 classes in the beginning of the year he does not feel that he should bump an adjunct, however; if he offers 7 courses in the beginning and they do not all make, he feels that he should be able to bump an adjunct. Dr. Belton and Ms. Holloway said that at the centers they rely on the adjuncts and bumping them is a problem. Dean feels that this will poise a major challenge. Ms. Holloway stated that when faculty members are pulled from teaching courses at the centers, they have to look for adjunct instructors. Dr. Thompson-Stacy requested that all faculty IAC members speak with other instructors and get their opinions on this issue. She asked that once they have gotten feedback, they e-mail her, the Deans of Instruction and Ms. Anna Faye Kelley-Winders their responses. Dr. Thompson-Stacy recommended that the Deans of Instruction continue to work on this statement and bring it back to IAC at the January meeting.
- D. ACADEMIC CALENDAR. Dr. Thompson-Stacy issued a draft copy of the 2004/2005 Academic Calendar. Mr. Hartfield stated that the Perkinston dorm dates may change. Questions were also brought up concerning the Wednesday set forth for graduation. Dr. Thompson-Stacy said that Wednesday was a compromise between Instruction and Student Services. Graduation is set for Wednesday to give Student Services time to prepare and to check graduation application. Mr. Hartfield stated that the coliseum usually expects that we have our graduation for Wednesdays and it is normally booked up the other days of the week. **After the dates are corrected the council recommends the 2004/2005 Academic Calendar be sent to the Executive Council for approval.**
- E. POLYMER SCIENCE. Dr. Thompson-Stacy said that USM is submitting a grant to offer polymer science courses to community colleges, where they would pay the faculty member. This is dependant on them receiving the grant. Dr. Thompson-Stacy heard back from only

one campus that had concerns. The benefit of us working with USM is that the students would be MGCCC students and registered through us.

VI. CURRICULUM PROPOSALS.

- A. BFT 2783 – MORTGAGE LENDING. Dr. Parker stated that this class would be added to the electives for banking employees. By adding this course we would not be adding hours to the curriculum, but would be added as an additional elective course. **The council recommends that this course be added into the catalog and sent to the Executive Council for approval.**

VII. OTHER BUSINESS. There was no other business.

VIII. FUTURE MEETINGS.

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 11:30 a.m.

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