

**INSTRUCTIONAL AFFAIRS COUNCIL**  
**Tuesday, February 10, 2004**  
**Minutes**

A meeting of the Instructional Affairs Council was held on Tuesday, February 10, 2004, in the Banquet Room on the Jefferson Davis Campus. Attendance was as follows:

**Official Members**

Cheryl Thompson-Stacy (Chair)	present
Dean Belton	present
Mark Bounds	absent
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 Benvenuti	present
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 following item was added to the agenda under new business: V. D. ACT STUDENT OPINION SURVEY. Dr. Cliburn
- III. MINUTES OF PREVIOUS MEETING – **November 6, 2003**. All previous minutes of the Instructional Affairs Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
  - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy stated that the 2004-2005 academic calendar has been e-mailed to all college employees. There are a few changes to the spring 2005 calendar from what was approved at the IAC level. The administration and staff will return on Monday, January 3<sup>rd</sup> and the faculty will return on Tuesday, January 4<sup>th</sup>. There will be one day of registration on Tuesday, January 4<sup>th</sup> and classes will begin on Thursday, January 6<sup>th</sup>.

Another action included changes to the ACT scholarships. In the past, the scholarship was awarded beginning fall semester only. Due to high schools with students graduating in December, we have changed the wording so that they may begin awarding the scholarship during the spring or fall semester. It is available for four consecutive semesters excluding summer. The student is required to provide a high school transcript or a letter stating they have met all graduation requirements if they are graduating in December.

Dr. Thompson-Stacy discussed the 2004 difference maker award. She encouraged everyone to nominate an individual whom they feel goes above and beyond the call of duty. The nomination form can be found in the February edition of In Touch.

- B. BANNER UPDATE. Mr. Besancon said that Internet Native Banner (INB) is currently not running. The budget cost is more than originally anticipated. It requires servers and storage. David is currently working with vendors on getting the cost of a new server down. He does not see the implementation of INB happening before July.

Mr. Besancon said that the unofficial transcript printing ability should be added to the kiosks by next week. The computer center will have to go to each of the campuses in order for the process to be complete. The admissions offices made the request for kiosks to have the capabilities of printing unofficial transcripts. **The computer center will have added the ability to print unofficial academic history to the campus kiosks by February 13.**

Mr. Tillson asked what was being done with the amount of spam email the college has been receiving. Mr. Besancon said that nothing would be put into place right now because the school does not have any blockers. He said that until there is something to block spam effectively the computer center is not going to spend money on blocking software.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith said that MGCCC had another record semester for online enrollment. The duplicated numbers are almost reaching 4,000 students this semester. The unduplicated head count this semester is 2,157 students. Between spring 2000 and spring 2004, spring enrollment numbers have gone up 1400%. Statewide we were just shy of 20,000 duplicated enrollments. MGCCC currently has the highest number of online students in the MSVCC. Mr. Kuntz asked if these figures were strictly student taking online courses or did it include hybrid. Mark stated that these numbers were online students only. **Mr. Smith said that a data sheet file would be included with the final minutes. The file will show how we have progressed over the last four years. The file will also include all colleges in MSVCC and where MGCCC stands.**

MSVCC is still in the process of trying to purchase the 1,000 user license for the Learning Management System software program Desire2Learn. During the summer and fall semesters the state will run a dual platform configuration. After testing, the state will determine whether to switch from Blackboard. Mr. Shows asked how the conversion from Blackboard to Desire2Learn worked. Mr. Smith said that it seems to be a smooth process, but that Desire2Learn is willing to add all of our courses by hand if there are problems with the conversion. There were several problems with the migrating of Blackboard 6 last semester. Currently, the testing modules within Blackboard are breaking down. Mr. Shows asked how the new platform would affect hybrid courses. Mark said that if the state switches to Desire2Learn, MGCCC will likely change as well. By the time this occurs, the kinks will be worked out. Dr. Moody asked what steps the faculty would need to take during the rollover process. Mark said that workshops would be set up, but that the new platform works a lot like Blackboard. Desire2Learn is a more feature rich and easier to use system. The instructor can set up testing permissions, a test for one student and can impersonate a student in order to figure out what problems a student is having. Instructors can also covert documents directly

into Desire to Learn from Word, unlike Blackboard. Dr. Thompson-Stacy said that one of the major problems with Blackboard is with their lack of customer service.

Mr. Smith said that the college is looking at adding testing centers to each campus. A committee met with Ms. Nell Murray concerning a Title III grant for funding the testing centers. The testing centers are only in the planning phase. Title III funding is very hard to secure, but the grant package can then be used to look for other funding sources if the Title III grant is not approved. Currently the students are using the learning labs for testing purposes. With the new testing centers, there will be capability of testing forty students at a time. Mr. Snell asked if all online students had to test on campus. Mr. Smith said that all students are required to take one proctored exam, but if a Co-Lin student is taking a MGCCC test, they would just use Co-Lin's testing facilities. The testing centers will not only be used for online proctored exams, but will also be used for test such as ASSET, COMPASS, etc.

- D. ELECTRONIC ATTENDANCE. Dr. Thompson-Stacy said that she has asked Lynn to generate the EASY non-activity report to be sent to the campus/center deans. She reemphasized the importance of faculty using the EASY system in a timely manner. It is fine for an instructor to be on the non-activity list if they in fact have had no absences to report. The problem is with instructors who have absences but have not entered them into the EASY system. She mentioned that the Jackson County Campus is piloting a paperless withdrawal system and that using EASY seemed to help with the implementation of the new policy. Mr. Martin said that the faculty seemed more conscious about using EASY. Dr. Thompson-Stacy has asked that JC administrators in student services, the business office, the bookstore, etc. meet with their counterparts and share their experiences with the paperless withdrawal process. Ms. Cumming's said that she like using the new system. Dr. Thompson-Stacy explained that these withdrawals were student initiated withdrawals. The student contacts the instructor and expresses that they would like to withdraw from a class. The instructor keys the drop into the EASY system. The next day admissions receive a report from Lynn so that the student can be withdrawn from Banner. A report is generated the following day to all areas on whether or not it was a total withdrawal so that the business office can make adjustments. The students are given an instruction sheet, which lists the process they need to follow for returning books, concerns about financial aid, etc. Mr. Hartfield said that his concern is the advisement for the student who wants to withdraw from all their classes because the instructors are withdrawing individual classes. Mr. Snell said that this is normally a question he asks the students. He tells the student that by dropping they may drop below full-time hours and how that would affect financial aid, etc. **Dr. Thompson-Stacy will ask the JC administrators (admissions, financial aid, business office and bookstore) to work with their counterparts on the other campuses to explain how the process works in each area and to address their concerns.**
- E. ELECTRONIC GRADEBOOK. Dr. Thompson-Stacy stated that everyone is required to use Electronic Gradebook for one class this semester just as they were last semester. The Perk campus had Lynn sit down with individuals having trouble using the system. Dr. Moody complemented David and Lynn on the help that they have provided for additional training of faculty. She appreciates that they are willing to come and sit one on one until the problems are worked out. Mr. Besancon said that individual training was an idea Lynn came up with during a staff meeting. They plan to continue the training sessions.
- F. ENROLLMENT REPORT. Dr. Cliburn said that as of yesterday, MGCCC had a total enrollment of 9,797 students. In transition with the funding formula for full-time versus part-time, student credit hours are up 6.3%. The state board funds the college for a full-time fall-

spring student. Mr. Besancon said that he understood that the Mississippi Community Colleges were in a five-year cycle for FTE. He asked where we were currently standing in the cycle. Dr. Cliburn said that this year is our first year of phasing in the FTE funding formula.

- G. **CRIMINAL BACKGROUND CHECK.** Dr. Benvenuti said that the state has implemented House Bill 1077. The bill states anyone involved with direct patient care are subject to background checks and finger printing. As of December any student entering into a health related program were informed of this during orientation. We currently have contracts through Singing River Hospital, Garden Park, Biloxi Regional, Memorial and Gulf Coast Medical Center to complete the background tests for \$50.00. This is the lowest fee charged within the state. The college is not required to send the results to the agencies but should keep all records on file. So far, we have had a few students and a faculty member with clearance problems. The cost of testing is affecting our non-credit enrollment as well. Dr. Benvenuti has already seen a 20% drop in non-credit enrollment this semester.
- H. **ADMINISTRATIVE STATEMENT 212-25.** Mr. Martin said that the input from IAC at our last meeting were made to the draft statement that he distributed to the group. **The consensus of the group is to recommend Executive Council approval of Statement 212-25.**
- I. **ADMINISTRATIVE STATEMENT 310.** Ms. White said that there was discussion by the faculty about informing the department chair that an overload is desired at least three weeks prior to the course beginning. The major concern was that instructors felt that if they signed up to teach seven classes and one of their classes was bumped, they felt they should be given the opportunity to bump an adjunct to make up for their scheduled class being cancelled. Ms. White reminded the group that the language regarding the three week notice has been in this statement for many years. It is not a new proposal. Mr. Martin said that in reality faculty let their department chairs know which classes they want to teach several months in advance of the beginning of the semester. Given that fact and given that statement 310 does state that if a faculty member's scheduled classes do not make they have the right to bump an adjunct, **the consensus of the group is to recommend Executive Council approval of statement 310.**
- V. **NEW BUSINESS.**
- A. **MANDATORY DRUG SCREENING FOR SOME ALLIED HEALTH/NURSING STUDENTS.** Dr. Benvenuti stated that the Department of Transportation guidelines must be used regarding student drug screens to comply with Mobile Infirmary Hospital protocols. The current cost of DOT drug screens run between \$25 and \$50 depending on the location of the screen. This is a very controlled environment as for as the screening process goes. More clinical affiliates will likely begin adding a drug screen policy as an addendum to their contracts. Dr. Benvenuti suggested that MGCCC take a unified approach from one program to the next so that it does not appear as though we are discriminating against any particular group of students or faculty. Because of the impact the new drug screening is having on our students, some schools are requiring students to sign an affidavit form stating they are free of drugs and are subject to random drug screenings.
- B. **ADN PROGRAM.** Dr. Thompson-Stacy said that the ADN program is expanding to the Perkinston Campus starting fall 2004. There will be two faculty positions in this program at Perk. The program will admit twenty students the first year. In 2005, all three programs will be accredited as one. In the past, the JD and JC programs were accredited separately. Ms. Cason and Ms. Murphy and all of the ADN faculty have been working extremely hard on the

consolidation process. Dr. Moody requested that she, Ms. White, Mr. Martin and the nursing faculty meet to discuss a possible drug screening policy. Dr. Benvenuti suggested that students be involved in these meetings as well. Dr. Thompson-Stacy will further discuss with Nica and Sandy.

- C. BOOKSTORE INTEGRATION. Mr. Besancon said that the finance council is considering buying a point of sale bookstore procedure. The computer center is looking at a system designed to match books to courses. The bookstore would receive a printout stating what books a student would get for certain courses. Mr. Martin said the problem with this system is that each campus has different book editions. **Dr. Thompson-Stacy asked that when David work on this project that he include online component, faculty, bookstore managers and Dean's of Instruction so that all areas that will be affected are involved in the process.**
- D. ACT OPINION SURVEY. Dr. Cliburn said that during the spring each year the college administers a student survey to a sample group of classes. The survey asks students about a variety of student services. This year we were approved to shift from an in house survey to an ACT provided instrument. ACT assumes all of the processing and will send us a final rating report. They also provide a cross reference of other colleges within our peer group so that we can have a set of benchmarks. There are enhancements built into the survey. The students can rate the service along with how often they use it. Currently, the student just rates the service independent of their level of usage. With using the ACT instrument, we also have the opportunity to add up to 30 institutional specific questions. He will be circulating forms through the deans of student services and center deans for institutional questions. **Dr. Thompson-Stacy asked everyone to review the survey questions and make suggestions for the institutional specific questions to Dr. Cliburn.**

VI. CURRICULUM PROPOSALS.

- A. GLY 1114 PHYSICAL GEOLOGY. Mr. Martin said that there was an open house for adjunct instructors and one of those who attended had a degree in Geology. Dr. Dunn spoke with this individual and felt that MGCCC should offer this course. He felt that this would offer students an additional science course. **The council recommends Executive Council approval.**
- B. DDT 2564 – MARINE SYSTEMS INTEGRATION. Mr. Neumann said that Northrop Grumman has had a presence on the Jackson County Campus for many years. Last year NGI approached MGCCC with developing an apprenticeship program in the drafting and design program. Northrop Grumman has several individuals that could begin taking this course next fall. Mr. Martin said that adding the course would be beneficial for the college. Many of these students complete their apprenticeship programs lacking just a few courses to complete an Associates degree. This will entice many individuals to return to MGCCC to complete their degree. **The council recommends Executive Council approval.**
- C. DBT 2614 – LINUX OPERATING SYSTEM FUNDAMENTALS. Mr. Neumann would like to create a new technical elective course in the database information technology program. The course is a four semester hour course. The nature of the Linux Operating System Fundamentals course is different from the Linux course offered under the computer networking program. The instructors have just returned from a vigorous training session on

using landlines, VI editor, and how to manipulate Linux file system. Mr. Smith said that this course is more of an introductory course to the Linux networking course. **The council recommends Executive Council approval.**

VII. OTHER BUSINESS. There was no other business.

VIII. FUTURE MEETINGS.

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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