

INSTRUCTIONAL AFFAIRS COUNCIL
Thursday, April 1, 2004
Minutes

A meeting of the Instructional Affairs Council was held on Thursday, April 1, 2004, in the Gulf Harbor Room at the Applied Technology and Development Center. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present
Dean Belton	absent
Mark Bounds	absent
Marsha Cummings	present
Foster Flint	present
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	absent
Ouida White	present

Resource Persons

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

Others Present

Eldred Green for Dean Belton
Louis Boudreaux for David Besancon
Buffy Matthews, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m. She thanked everyone for serving on this year's committee.
- II. APPROVAL OF AGENDA. The following item was deleted from the agenda under unfinished business: IV. F. ENROLLMENT REPORT. Dr. Cliburn
- III. MINUTES OF PREVIOUS MEETING – **February 10, 2004**. 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 said that Executive Council approved Statement 310. It was also e-mailed to all college employees. The college will no longer print student handbooks; these will be located on the college website. A note will be placed on the admissions application, in the Tabloid, through the student e-mail server, and on the distance learning website stating that students are responsible for understanding the information contained in the handbook. Brochures with campus crime statistics and drug information will continue to be printed and given to students. Joe Cliburn and Colleen Hartfield will work on these brochures.

Campus kiosks can now print unofficial student transcripts. Prior to these being installed students would request official transcripts from the admission offices which was adding extra work for that area.

- B. BANNER UPDATE. Mr. Boudreaux stated that the computer center attempted to upgrade from Banner version 5 to Banner version 6.1 over the spring holidays. There were some database issues with table integrity constraints. They are currently trying to resolve the table discrepancies. The next scheduled attempt to bring Banner up-to-date is Sunday, April 4. Dr. Thompson-Stacy asked what the major differences were between Banner 5 and 6.1 for users. Louis stated that there are no differences that would affect our users. Most of the improvements will help other industries which use Banner.

The computer center will be implementing help desk support via phone, e-mail and the website. The system will also have a tracking device allowing users to see where they stand in the support process and an expected time for their problem to be fixed.

The bid for the document imaging software will open on April 6th. The college expects eight vendors to bid. The document imaging software will be a huge enhancement to many campus departments.

Mr. Tillson asked what the latest news was on the spam software. Mr. Boudreaux said that we would be going live with the spam software by the middle to end of this week. He explained that there is a large list of e-mails that will not be targeted as spam. He stated that anyone who reported that a certain account was a legitimate e-mail means that everyone in the college will continue to receive e-mails from that company. Dr. Cliburn stated that there are important list serves and journals that have been marked as spam and should not be. Mr. Shows mentioned that he ordered airline tickets, for school business, online and the confirmation e-mail from the airline appeared as spam mail. Dr. Thompson-Stacy requested that the computer center not go live with the spam software until the misidentified e-mails have been fixed. Louis contacted Mr. Cornell during the break and he stated that the spam filter software would not be implemented until he received official word from Mr. Besancon. He assured the council that measures were being taken on official e-mails that are going to the spam e-mail box. Mr. Cornell will review each one of the e-mails that appear in the spam box. If it is not obvious spam, he will contact the individual to see if it is indeed a legitimate message and add the addressee to the white list. The messages that appear in the spam box will be saved for 30 days so if anyone within the college is looking for an e-mail and has not received one, they can contact Randy Cornell at ext. 3904. **IAC would like to provide additional feedback on the SPAM filter prior to it going live and will let the computer center know which e-mails are still being misidentified as spam.**

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith stated that distance learning is currently getting ready for registration on April 12th for summer courses and April 19th for fall.

MSVCC is currently in the process of securing a 1,000 user contract signed with Desire2Learn (D2L) to run a dual platform configuration from May 1, 2004 – May 1, 2005. D2L is a content management system similar to Blackboard for delivering online courses. As soon as the contract is signed, Mark and Jennifer will conduct training orientation workshops on the new platform followed by hands-on training on all three campuses. MGCCC will only be able to place 3 courses on the D2L platform each semester due to being allocated only 60 student user seats. Each of the three classes will be limited to only 20 students. Mr. Smith stated that his Business Statistics course has already been loaded onto the D2L platform and is looking for volunteers who want to teach using the D2L platform starting in the Summer semester. Mr. Smith suggested that cost will be a large determining factor when deciding

which content management system to choose. He also stated that the MSVCC consortia will be aggressively testing the D2L platform so that we can ensure we are getting the most for our money. If D2L does not work properly, other content management systems will be reviewed.

Mr. Shows stated that the Blackboard hybrid server had been making the test banks erroneous. He asked if Mark was e-mailing the hybrid instructors to notify them of these Blackboard problems. Mr. Smith stated that he includes all hybrid instructors on e-mails concerning Blackboard problems and upgrades. He asked that anytime an instructor incurs problems with Blackboard that they contact him or Jennifer Leimer directly, so that the problems can be resolved immediately. He was unaware that Mr. Shows had 13-14 instructors having testing problems in Blackboard. Ms. Holloway asked that Mr. Smith please inform Keesler when a Blackboard upgrade will be done. She had an instructor who was affected last week when the server went down for the upgrade. Mark assured her that if he would have known the date and time of the upgrade ahead of time, he would have definitely informed all affected personnel. He was not aware of the date and time of the recent upgrade until after it had occurred.

Mr. Smith stated that beginning this summer, distance learning will be conducting Blackboard orientation classes for students at all campuses. There will be a session the week before registration begins, the week of registration, and the first week of online courses. They are currently in the process of developing the orientation outline. These orientations will help students be more successful in online classes. Ms. Hartfield asked how the students would be notified of such orientations. Mr. Smith said that the notice will be placed in the welcome e-mail sent to all students registered for online classes. He stated that they would consider placing signs up in registration areas as well. Mr. Smith stated that he would also place the information regarding online orientation on the distance learning web page.

- D. ELECTRONIC ATTENDANCE. Dr. Thompson-Stacy stated that she would ask Lynn to print an updated non activity report for the campus and center deans. She stated that there were not as many people on the last report which is excellent. Mr. Shows asked if Dr. Thompson-Stacy has ever considered possible alternatives for the career program sections. He feels that by using possible alternatives, the participation level may increase in those sections. Dr. Thompson-Stacy asked John for some suggestions and stated that she would also speak with Lynn on possible alternatives. Dr. Moody added that private lessons also were affected by the number of sections. Mr. Greene, welding instructor at the George County Center, has twelve sections and feels that electronic attendance has gotten much easier. He can now complete the attendance for all twelve sections in about a ten minute time frame. Dr. Moody stated that since the other campuses have not voice this concern, Perkinson would resolve it at their campus.
- E. ELECTRONIC GRADEBOOK. Dr. Thompson-Stacy said that Ms. Ladner had done some individual training and helped answer questions concerning Gradebook. She asked for feedback from the council. Mr. Roberts finds that it is not flexible enough to meet his grading scales because he sometimes gives optional exams. He does not like Gradebook calculating the averages for him. Mr. Shows asked whether or not the issue on when faculty go into web services and change a grade, it does not change in Gradebook has been addressed. The problem occurs when students check their grade through Gradebook during the holidays and show they made a D and return to find they actually made an F. Ms. Holloway stated that the grade in web services overrides the grade in Gradebook which is how the faculty asked that it be set up. She asked whether Gradebook should be disable during this time so that students

would be forced to check their grades through web services. Dr. Moody posed the question on what to do with the numerical discrepancies. Dr. Thompson-Stacy stated that students have six weeks to challenge a grade. Within this time frame, we should be able to contact the instructor to verify the proper grade. Ms. Cummings stated that her instructors are having difficulties with Gradebook rolling over properly. If a course was created in the Spring 2003 it will not roll into Spring 2004 correctly. Dr. Moody said that the problem was that new CRN numbers were being created each semester and that faculty members do not always maintain the same CRN numbers. Mr. Ross said that his science instructors were having problems on the number of points awarded. He did direct this particular question to Ms. Ladner and she is still working on a solution. Dr. Moody and Mr. Martin asked if Gradebook could be optional because some instructors have a more difficult time using the system. **Dr. Thompson-Stacy stated that we will continue doing one course per full time faculty member on Electronic Gradebook until all the bugs get corrected.**

- F. BOOKSTORE INTEGRATION. Mr. Boudreaux said this issue is being discussed internally within the computer center before it is made a college wide initiative. In the past each bookstore has been operating as an independent entity and has not been integrated with Banner. They are currently working on ways to mainstream them into Banner user functions. Ms. Holloway added that the integration system will help with students who have financial aid and how they can track and pay for their textbooks.
- G. ACT STUDENT OPINION SURVEY. Dr. Cliburn said that a package was sent out to the campuses before spring break. The original letter stated that the surveys should be administered this week, however next week will be fine. These forms just need to be completed as quickly as possible. After tallying the surveys, ACT will send back a report showing how MGCCC stacks up to other colleges within the area. There will also be an option of breaking the report into 15 subgroups. The campuses count for one of these subgroups, but after reviewing the dataset, additional subgroups can be considered throughout the year. Mr. Smith asked whether or not online was a subgroup. Dr. Cliburn said that online students are located within the MSVCC survey.

A purchase order has been completed for scantron software for small scale surveys. There will be bubble scan forms with college logo. By purchasing the software, scantron surveys can be completed via mail, online or via e-mail.

- H. ADMINISTRATIVE STATEMENT 212-25. Dr. Thompson-Stacy asked that IAC to further discuss Statement 212-25 concerning academic/technical faculty having two additional summer contracts. The statement currently reads academic faculty receive one summer contract and technical instructors receive two. After researching, there are many more academic courses offered than technical during the summer. There are also more transient students attending during the summer. If academic summer contracts are raised to two, it will cost the college a significant amount of money and the budget is not looking optimistic for the upcoming year. There were only four technical instructors that had two summer contracts last year. Does the council want to make the recommendation that both academic and technical have one summer contract? Ms. White said that she is not in favor of cutting the technical summer contracts since only four people receive them. The college is not known for taking things away from their employers and she does not want to start now. Dr. Moody stated that she would have a problem leaving the statement as it is now. Since it looks like we can not do the two months summer contracts for academic faculty due to the cost and the consensus of this group is to leave the summer contract policy the way it was (one for academic/two for technical), she is requesting that the council go back to the other

administrative statement regarding points paid for the fall and spring for academic/technical instructors and reinstate the old policy regarding these issues. Since both issues were proposed for equity, both should be accepted or both denied. She does not feel it is fair for one group to get two summer contracts plus now the potential to have additional points paid in fall and spring while the other groups gets no increase. Mr. Martin felt that we should leave the statement alone until we had the money to add an additional summer contract for academic faculty. Mr. Ross said that his instructors felt that summer contracts should be equal for both academic and technical faculty but that he also did not like the idea of cutting the pay of four people. Mr. Roberts agreed that we should not reduce the pay for the four technical faculty who would be affected. However, all of the faculty members present would like to revisit this issue when the financial situation improves and make it equitable between academic and technical faculty members. **The consensus of the group is to keep the original language regarding the number of academic and technical summer contracts allowed in Statement 212-25.**

Mr. Shows asked if the administrative handbook was located online. Ms. Hartfield said that Dr. Higdon's office has the official college manual and they are working on getting each of the statements online. This is a huge task because many of the statements are in typewriter format. Mr. Flint requested that an updated index for the Administrative Handbook Statements be provided online. This would help to determine if the copies filed in the binders are current copies. Ms. Hartfield stated that we may also want to consider adding the statements that are used more often such as the employee leave statement, etc. Ms. Smith said that the document imaging software may aid in the process of uploading the handbook online. It will allow the statements to be viewed and not edited. **The council recommends that an up-to-date Administrative Handbook index be placed online and asked that the college work toward placing all policies online.**

V. NEW BUSINESS.

- A. POTENTIAL CELL PHONE USAGE POLICY. Mr. Ross said the Perkinston Campus has met with Dr. Graham concerning the strategic plan and cell phone usage was brought up. He spoke with his faculty, and they felt there should be a cell phone policy college wide. There were instances where students were text messaging test questions, taking pictures of instructors, talking during class, and taking pictures of tests. Dr. Thompson-Stacy mentioned that in January Executive Council made the recommendation that instructors place a cell phone policy on their syllabus. However, Mr. Ross stated that the Perkinston faculty would also like a college policy to be developed in addition to having this on their syllabi. Mr. Smith said that instructors may also want to include wireless devices to the policy. Mr. Martin stated that he had several instructors bring the cell phone issue up as well. Dr. Thompson-Stacy asked if the council had any problems with developing a policy. Dr. Cliburn's concern was that if the college implements a no cell phone/wireless device policy, the instructors are not at liberty to adjust to fit his/her class. He feels that this should be the instructor's responsibility. Mr. Smith added that grade schools and high schools are using PDA's for class assignments. We have to be cautious when implementing a policy so that we do not hurt our instruction. Dr. Moody suggested that a committee be formed to further discuss the issue. **The committee will be composed of Mr. Ross, Chair; Ms. Cummings; Mr. Hartfield; Mr. Smith; Dr. Moody; Dr. Parker and will bring back a draft policy to our next IAC meeting.**

VI. CURRICULUM PROPOSALS.

- A. LOGISTICS TECHNOLOGY. Mr. Neumann passed out a rough draft of the proposal written for Northrop. Two weeks ago, he and a few others met with Northrop to discuss their needs and asked what MGCCC could do in regards to educating and training their workforce. Northrop would like us to work with Avondale Shipyard in New Orleans and Delgado Community College to develop a program where credits could transfer to a university. They would also like to involve the University of Southern Mississippi in future discussions. Mr. Neumann e-mailed Northrop a copy of the survey and they distributed among one group of individuals interested in taking the program. They had 200 of those individuals who stated they were interested in the program. Mr. Martin said that since Northrop has taken over, they are more educationally minded. He feels that more people will be taking non credit and credit classes as part of their pay raise / evaluation process. There were over 900 engineering employees who did not have a bachelor's degree. They would like to begin this program in the fall. Mr. Neumann said that this program would also be beneficial to other industries within the district, but the curriculum is tailored to Northrop. He stated that they would need to hire new faculty. The position will probably begin as adjunct but will develop into a full-time position. Mr. Martin added that there is a possibility to pay for the program through workforce development. **The council recommends Executive Council approval on the concept of the new degree program in Logistics Technology.**
- B. HUMAN SERVICES. Mr. Neumann is requesting to change two courses within the current Human Services curriculum. He would like Child Psychology to be dropped and Human Growth and Development to be added. Ms. Yolanda Mayberry requested the change and felt the human growth course would be more beneficial to her students. The second change is to drop American History and replace it with World Civilization I and II. This change is due to the transferability to the universities. Dr. Thompson-Stacy asked if we would be flexible enough to accept American History for those students who did not take Western Civilization. Mr. Neumann assured her that they would work with the students in every way. **The council recommends Executive Council approval.**
- C. PROCESS TECHNOLOGY. Mr. Shows said that the curriculum has been in the catalog since 1999. The recommended change is the result of a change at the state level. They also met with the DuPont and Chevron corporations to develop the proposed curriculum. The curriculum was developed by CAPT. They changed the course lettering from POT to PPT, and kept the exact course content. Other changes made is they have added a technical writing course and changed the chemistry from general chemistry to process chemistry. Ms. Hartfield asked if the students taking this program would come from industry or be traditional students. Mr. Shows stated that traditional students have been taking the courses, but industry is their main market. The industry did request that we offer more hybrid classes so that the students do not have to travel to Perkinston as often. **The council recommends Executive Council approval.**
- VII. OTHER BUSINESS.
- A. TABLOID. Ms. White expressed that the hard copy of the tabloid is virtually useless at JD by the time registration rolls around. The problem is that students complete their schedules before they come to register and are disappointed to find the discrepancies. Mr. Shows said that they use the online version of the Tabloid because it is normally updated every 15 minutes and is more accurate. Ms. White asked if we could eliminate the hard copy and use the online version only. Ms. Hartfield said that they would be more than happy to do this; however, there are people in the community and within the college that worry about the amount of access with it only being located online. The hard copies are also used as a

marketing tool, being sent in papers and to potential students. By taking it away, the students will be without an important tool. Ms. Cummings stated that she agrees, she has students who do not know how to use computers, much less the internet. They would not even be able to search for the document. Dr. Benvenuti said that we need to look at what our competitors are doing. If USM is printing hard copies and sending them in the paper, the public will expect MGCCC to do as well. **Ms. Hartfield will e-mail the Deans of Students the numbers of tabloids being sent to their campuses to determine if the amount of hard copies should be cut. Dr. Thompson-Stacy recommended that the tabloid issue be discussed during the SSC meeting on Friday, April 16th.**

VIII. FUTURE MEETINGS.

IX. ADJOURNMENT. There being no further business, the meeting was adjourned at 11:30 a.m.

* * *