

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, September 28, 2004
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, September 28, 2004, in the Lecture Room at the Applied Technology and Development Center. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present	Donna Parker	present
Dean Belton	present	Karla Pope	present
Judith Benvenuti	present	Brenda Rivero	present
David Besancon	absent	Tommye Skinner	present
Rusty Brown	present	Mark Smith	present
Joseph Cliburn	present	Wendell Smith	present
Colleen Hartfield	absent	Ouida White	present
Debbie Hill	present	Bill Yates	present
Patricia Holloway	present		
Karen Howell	present		
Anna Faye Kelley-Winders	absent	<u>Others Present</u>	
Bruce Layton	present	Buffy Matthews, Recorder	
William Martin	present		
Jan Moody	present		
Beverly Parker	present		

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m. She welcomed both new and old members to the 2004/2005 council and had everyone introduce themselves.
- II. APPROVAL OF AGENDA. The agenda was approved as presented
- III. MINUTES OF PREVIOUS MEETING – **April 1, 2004**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that the college will be introducing the third phase of the customer service project, the MGCCC Experience. Training will be held at all campuses during the months of November and December and will consist of three hours training for all employees. All centers will be required to attend one of the campus workshops. The campus vice presidents office will be sending information and sign-up sheets in the upcoming weeks. The group size for each of these workshops will be around twenty-five persons.

Dr. Thompson-Stacy was asked to share with all groups that administrators are also required to earn forty-five hours of professional development training in a three year period. The hours earned toward professional development should be properly documented.

The college directory is now located on the college website and is accessible for both college and outside agency use. The administrative handbook will also be going online within the

next couple of months. This document is being placed online to ensure that all faculty, staff, and administration have the most current statement is available to them.

- B. BANNER UPDATE. Dr. Thompson-Stacy stated that Mr. Besancon was unable to attend the meeting due to document imaging training conducted by Nolij. Nolij has been chosen as the college's document imaging software company. Mr. Smith stated that the Document Imaging Oversight committee has asked that different departments provide flow charts of day-to-day processes that could be document imaged. Nolij will create and tests these processes in our system while they are here this week. The Document Imaging program will be piloted on the Perkinston Campus. The college will be receiving hands on training for our train-the-trainer group, probably during the week of October 25th. After the training occurs, someone will be attending each campus discussing document imaging and conducting question/answer sessions. Mr. Martin, Dr. Moody, and Ms. White stated that no one had contacted them concerning flow charts for their departments. Mr. Smith said that he would check with Mr. Besancon on what he was doing for the instructional area. The biggest benefit with document imaging will be with student records. Each campus will be able to access student records throughout the college.

Dr. Cliburn stated that he has been getting spy ware advertisements each time he tries to conduct research online. He asked if anyone else on the council was receiving this information. Mr. Smith said that he was also getting the information and will check with David on a way to eliminate this. Mr. Smith recommended contacting the computer center about obtaining spyware/adware software.

Dr. Belton mentioned that he has been experiencing a time differential with appointments in outlook. If he schedules a meeting via e-mail for ten o'clock in the morning, some attendees calendars show the meeting at nine o'clock. Mr. Smith stated that the problem may be in the time zone the recipients computer is formatted. The recipients need to ensure that their computers are set on Central Standard Time and that the box to adjust for daylight savings time is checked. **Dr. Thompson-Stacy asked that Mark send an e-mail to all college employees explaining the formatting process.**

Mr. Martin requested that Mr. Besancon provide him a list of what items employees must have David's permission to purchase. **IAC requests that David put together a list of equipment categories that must have his approval prior to purchasing.** Dr. Moody asked Mr. Martin if the banner steering committee has met lately. Mr. Martin stated that the Banner Steering Committee has not met for quite some time.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith provided two handouts, the first handout was MGCCC's online enrollment and the second showed how MGCCC compared to other colleges in the MSVCC consortium. MGCCC's non-duplicated head count is 2,116 for the fall 2004 semester. 867 students from other colleges, filling 1,023 seats, took MGCCC classes. Total MGCCC enrollment for fall 2004 was 4,234 duplicated students. Mark stated that one problem that was created by the increase in enrollment was a textbook issue This was the first semester that a statewide textbook policy was implemented where each college bookstore had open PO's between bookstores. Each bookstore would then order textbooks from the appropriate bookstore for provided course students. The bookstores and campuses did not expect such an increase in book volume. Dr. Moody

stated that she provides Tammy Weathers a textbook need projection each semester. She asked if Mark was also providing the textbook managers with distance learning projections. The problem is that several of the campus students cannot get textbooks because the bookstores are out, and then the students cannot get access to the textbook for several weeks. Mr. Smith said that he does complete textbook projections for the book stores, but that the textbook issue is a college wide problem. Each time someone increases the number of available class seats in Banner or overrides Banner to add an additional student to a full class, this affects the number of available textbooks for both online and traditional on campus courses. We have got to stop people from bumping class limits on courses that are already filled.

- D. ELECTRONIC GRADEBOOK. Dr. Thompson-Stacy said that all instructors are required to place one class in Electronic Gradebook for the fall 2004 semester. Lynn Ladner has been working hard at developing ways of making the system more user friendly. Ms. Debbie Hill stated that Electronic Gradebook seems to be going well. IAC members discussed the possibility of moving forward with the program and have faculty place at least two sections in Electronic Gradebook during the spring semester and all classes in the system by next fall. Mr. Wendell Smith said that the only problem he has is that in career/technical classes there are thirty contact hours per week. He said that in this situation, it is more convenient for students to come to him rather than logging in to Gradebook to check their grades. Dr. Belton said that the open entry/open exit courses did not work well with Gradebook. He also said that it is more difficult for the weekend instructors due to time constraints. Dr. Parker stated that after speaking to Lynn Ladner, there was not a fix for the open entry/open exit classes. Ms. Brown asked if in the new fixes there was a way to place extra points into the system. During the previous semester there was no way to add extra points unless they were added to tests. Dr. Thompson-Stacy stated that she would check with Lynn to find out if extra points could now be averaged into the system. Ms. Howell said that from a career program stand point Electronic Gradebook is much more difficult to use. She has to do all calculations by hand, and then enter into the system. Ms. Pope said that she realizes that the goal of the college is to have all instructors complete an online gradebook and asked if the primary point was for students to have continuous access to grades. She currently uses a traditional gradebook and feels that it is much easier to provide students grades, without having to locate a computer. Ms. Donna Parker stated that several instructors use the Blackboard gradebook and then roll their grades into Banner. Mr. Layton said that he used excel spreadsheet prior to Electronic Gradebook, which allowed him to modify grades. He feels that Gradebook does not print out well and is hard to transfer from computer to computer. Mr. Smith identified that many instructors have inquired about using the MGCCC Blackboard gradebook opposed to the Banner gradebook. Many feel the Blackboard gradebook is more robust and easier to use. If the decision is to move forward, then using Electronic Gradebook should be mandatory. **Dr. Thompson-Stacy asked that the faculty representatives receive faculty feedback on the Electronic Gradebook now that the upgrades and fixes have been made and to bring this feedback to our November meeting for a final discussion.** She asked that they remember to look at the issue from both the faculty and student perspectives.

- E. POTENTIAL CELL PHONE USAGE POLICY. Dr. Thompson-Stacy explained that last year there were a few faculty who requested that a cell phone usage policy be written. Mr. Jason Ross, a faculty member at the Perkinston Campus and an IAC member last year, chaired the committee. Other IAC faculty and administration members also served on this committee. The committee conducted a survey on each campus regarding cell phone usage.

After reviewing the survey and further discussion, the committee recommended that faculty who are concerned about this issue place a statement on their syllabus regarding inappropriate technology use in their classroom and its consequences. Administrators will support faculty members who have the statement placed on their syllabus. The subcommittee did not make this a formal policy because there are certain situations where wireless technology is acceptable to use in the classroom; for example using a PDA to take class notes. Mark Smith added that there were also some faculty who use other forms of wireless technology in their classrooms, and a formal policy would inhibit this from occurring. The entire issue was introduced due to students using camera phones for cheating purposes.

V. NEW BUSINESS.

- A. ACADEMIC CALENDAR / INSTRUCTIONAL MINUTES. Dr. Thompson-Stacy provided draft copies of the 2005/2006 college calendar and summary of class minutes. She explained that for the spring 2006 semester classes would begin on a Friday. The state of Mississippi requires all colleges to meet 2,250 minutes for each semester for a three credit hour lecture course. If classes do not begin on that Friday, classes would be extended beyond the nine month faculty contracts dates in order to meet the minimum instructional minute requirement. Dr. Belton said that by beginning classes on a Friday would actually benefit the weekend classes at the George County Center. **The Instructional Affairs Council recommends the 2005/2006 Academic Calendar be sent to the Executive Council for approval.**
- B. FACULTY EVALUATION SYSTEM. Dr. Thompson-Stacy said that a group had been appointed to look at all evaluation systems within the college for faculty, staff and administration. A common complaint the Executive Council receives is on the college's employee evaluation system. There are two evaluation committees, one to review the staff and administration evaluations and the other to review faculty evaluations. The faculty evaluation committee will be discussing the suggested revisions with faculty members on each campus. Dr. Thompson-Stacy and Perkinston faculty committee members will be presenting the proposed changes at the Perkinston campus on Thursday, September 30, 2004. For instructors who have three years or less at MGCCC, the committee is recommending that student evaluations be conducted for every class section for the first year. The committee made a few minor changes to the current student evaluation form. Instructors will also receive a classroom observation by a supervisor once during the fall and once during the spring semesters during their first year of employment at MGCCC. A supervisor could be the Department Chair, Assistant Dean, Dean of Instruction, Vice President for Career/Technical or the Vice President for Academic and Student Affairs. The observation is used as an improvement tool, not a punitive tool. New faculty are still required to earn the forty-five hours of professional development credit, but there will be mandatory professional development programs that they must attend at part of this forty-five hour requirement. Many of these programs will be offered on campus. Lastly, new faculty will receive supervisor evaluations and will also be required to conduct self evaluations. The new faculty evaluation process includes the most changes. The college hires many people with Masters degrees in specified fields, who have no teaching experience. This evaluation program provides an enrichment program for new faculty. Full-time faculty with four or more years experience are required two sections of student evaluations during the fall semester. The evaluated sections will be chosen by the Dean of Instruction. These faculty will receive supervisor evaluations and will also be required to complete self evaluations. The Jefferson Davis campus is currently piloting faculty self-evaluations. Dr. Moody stated that the draft evaluation policy for full-time faculty with four or more years experience does not include

- supervisor classroom observations. She requests that a statement be added that classroom observation of all faculty is at the discretion of the supervisor. She conducts classroom observations on established instructors each year, and is very impressed with their classes. Mr. Mark Smith asked why the student evaluations were only conducted during the fall semester only for experienced faculty. Dr. Thompson-Stacy said that by conducting the evaluations during the fall semester, problems could be addressed and changes could be implemented before the end of the academic year. Dr. Belton asked if there was a way that the results could be sent directly to the instructors. Dr. Cliburn said that this could be done, but there may be a problem getting information to adjunct instructors. Ms. Holloway added that without the actual student evaluation form, the results would be difficult to understand. Dr. Thompson-Stacy said that if anyone had any major changes for the adjunct faculty evaluation procedures, that they please meet with committee members. Presentations on this draft proposal will also be made at the Jefferson Davis and Jackson County Campus. The dates have been set and appear on the professional development calendar for these campuses.
- C. **BANNER PERMISSIONS.** Mr. Smith identified a problem where people are modifying seat numbers in the SSASECT screen in Banner to get around overriding the class in the SFAREGS screen to enroll a student in a full class. Mr. Smith suggests that write access to the SSASECT screen be limited to prevent this from occurring. Mr. Martin said that in the old system there was a code that was used and only three people knew the password for that screen. Dr. Thompson-Stacy recommended that a committee be formed to identify who needs to have access privileges. **The committee will be composed of Mark Smith (chair), Deans of Instruction, Lynn Ladner, and a Director of Admissions.** At tomorrow's SSC meeting, additional members from the student services areas may also be added to this committee.
- D. **LISTING OF HYBRID COURSES ON THE WEB.** Mr. Smith said that Karla Smith called and said that the open and closed listing on the web does not indicate whether a class is a traditional class or a hybrid class. At the last tabloid meeting a suggestion to add the word hybrid after the course name in the SSASECT screen was proposed. Patti said that the problem with this is that it will show up on students transcripts. Mark said that he will bring this back up to that council. Dr. Cliburn said that when it is being formatted for the web, add hybrid after the course name or number. Patti recommended that they define what a hybrid course is and that it uses computers. Rusty said that this has been done for her class because in the past her classes filled immediately and closed and then students who actually wanted the class couldn't get in. Then she had a large amount of students to drop because they did not know what hybrid means. Mark said that online is stated on the web because they use the fields entitled 'building' and "room number" to insert the word online. The problem with that is that with hybrid you will be meeting in actual classrooms so this field cannot be used to place the word hybrid in.
- E. **CHANGE IN BACKGROUND HISTORY GUIDELINES FROM STATE BOARD OF HEALTH.** Dr. Benvenuti said that in August the legislature met regarding the approved House Bill 1077 which amended the background check requirement. All students have to do now is have an affidavit signed and notarized. We have notified 97 of our clinical affiliates and let them know about the change. The only organization to date that is still requiring a background check is the VA Medical Center. When we met with them, they were asked to purchase a fingerprint scanner so that there is no cost to our students and the VA center agreed to do this. We have had a problem with just a few of our students who couldn't sign affidavit because they have had felony convictions, The affidavit must be signed by a notary

public. Debbie Hill said that one of the things they did in the A D N area is have a notary public come the first day of class which helped them and the students get the information. Patti asked what happened to those students who cannot get the affidavit signed due to conviction purposes. Debbie said that they did this during a break so that other students in the class would not know if a student was unable to sign an affidavit.

- F. ADN CONSOLIDATION UPDATE. Ms. Hill said that the A D N faculty are working hard to consolidate the program. They have in place a new structure, bylaws, and policy changes. Nica Cason is now the A D N division chair and there are three new department chairs at each campus. Department chairs are responsible for day to day issues. If student files an appeal they now go from the department to the division chair to Dr. Thompson-Stacy. We are now the largest ADN program in state. The NLNAC Accreditation visit coming up next fall. In the past each campus has had their own syllabi and guidelines and were accredited individually and now they are we are consolidating this information. For example, the first semester syllabi is printed by JC, the second semester printed by JD. Dr. Benvenuti recommended a mock visit using internal site evaluators and administrators prior to accrediting agency visit to ensure everyone could answer the usual NLNAC evaluator questions. Dr. Thompson-Stacy stated that the division chair position was created at MGCCC because the NLNAC requires one person with a Masters degree in Nursing be responsible for the A D N program at a multi-campus site if the program in being accredited as one.
- G. ACT OPINION SURVEY. Joe distributed a hard copy of the ACT student survey results. Dr. Cliburn said that if you don't want to go back and print copies for your campuses, there is a website where this can be viewed @ http://www.mgccc.edu/~instr_aff/factbook. This past spring MGCCC changed its approach to institutional student survey. The college used to use a 100 item in house survey to gauge student satisfaction in a variety of student services. EC approved a budget to use an ACT Student Opinion two year college survey. The benefits to using ACT is that they provide national norms and can tell us how our scores match up to other schools nation wide that are similar to MGCCC. Joe mentioned that the Graph on page 8 did not have the legend print. The Upper bar is occupational choice, the lower bar is current area of study. The most highly ranked reason that people attend MGCCC is that we offer the courses people want when they want them. This item wasn't even on old survey at all as a question. For Each item there were two questions, one where the student self reported how much they use the service, then they rated the services. The top five highest rated services were the library, VA services and day care services. Very few students use the VA or child care services. Dr. Cliburn is also planning to make available a PowerPoint slide summarizing this information and how MGCCC ranked nationally. Most of our results were higher than the national norm. Even our five areas of the lowest rated aspects were significantly higher than the national norm. Dr. Cliburn said that if you want a spreadsheet copy he asked that you contact him. There is a web page version of this without the graphs that is available. Dr. Thompson-Stacy asked that the IAC members please share this information with their campuses. We Need to make use of the results. Dr. Thompson-Stacy said that Joe did a wonderful job on this and put a lot of work into it. Dr. Ben said that this will be a excellent tool to use during site visits to provide this information. Mark said that on the spreadsheet the first two pages are all hyperlinks.

VI. CURRICULUM PROPOSALS.

- A. CRJ 2393 SURVEY OF CRIMINALISTICS. Dr. Pope passed out the curriculum proposal paperwork which was signed by both campus. This course is in the statewide uniform course number system for criminal justice. JCJC has been offering this class for years. She has had

more and more students asking for a forensic related course because of the success of the CSI television shows. She has talked with the Forensic Science department and was told they would accept the course in the Forensic major. Karla plans on using the same textbook that USM uses. Dr. Pope will be in touch again with the CJ department at USM to get in writing their willingness to accept this course for transfer into the criminal justice bachelor's degree program Dr. Thompson-Stacy asked about other institutions such as USA. Karla said that USA doesn't transfer many of our criminal justice classes. She hasn't spoken to them recently but agreed to contact them to work on transferring more courses to them. **IAC approved the course CRJ 2393 Survey of Criminalistics.**

- B. DDT 2563 INTRODUCTION TO STEEL SHIPBUILDING AND BLUEPRINT READING. Mr. Martin said this is a course for the apprenticeship program. The class is designed for the apprenticeship program but other students may be interested in taking it. Mr. Martin said that there is well over 100 in that program and it supposed to increase by 60 each year. **IAC approved the course DDT 2563 Introduction to Steel Shipbuilding and Blueprint Reading.**
- C. CHANGE TO ART COURSE CATALOG INFORMATION. Mr. Martin **worked with the fine arts chairs to correct some information in the college catalog. Mark Smith will make the corrections in the next catalog copy.**
- D. PHYSICAL EDUCATION DEGREE PROGRAM FOR CATALOG. Mr. Martin said that Amy Hunt and Dr. Taylor and Mrs. Bevill went to USM this summer and there used to be a physical education degree in the catalog and recommend that it be put back in. **IAC recommends putting the first two years of a physical education degree back into the catalog for students who are interested in majoring in this field.**
- E. BAD 2323 BUSINESS STATISTICS. **Mark Smith will work with the Deans of Instruction on changing the catalog copy to reflect the prerequisite for Business Statistics.**

VII. OTHER BUSINESS.

VIII. FUTURE MEETINGS.

Tuesday, November 9, 2004 – Jackson County Campus

Tuesday, February 1, 2005 – Jefferson Davis Campus

Thursday, April 7, 2005 - ATDC

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