

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, November 9, 2004
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, November 9, 2004 in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present	William Martin	present
Dean Belton	present	Jan Moody	present
Judith Benvenuti	present	Beverly Parker	present
David Besancon	present	Donna Parker	present
Mark Bounds	present	Karla Pope	present
Rusty Brown	present	Brenda Rivero	present
Joseph Cliburn	present	Tommye Skinner	absent
Colleen Hartfield	present	Mark Smith	present
Debbie Hill	present	Wendell Smith	absent
Linda Hill	present	Ouida White	present
Patricia Holloway	present	Bill Yates	present
Karen Howell	present	Nica Cason	present
Anna Faye Kelley-Winders	absent		
Bruce Layton	present		

Others Present

Buffy Matthews, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m. She welcomed Nica Cason, Associate Degree Nursing Division Chair, as a new resource member to the council. The NLNAC requires that there is nursing faculty representation on councils throughout the college.
- II. APPROVAL OF AGENDA. Mr. Mark Smith asked that IV. G. and V. C. are discussed in conjunction with one another. Dr. Moody requested that an item be added under New Business V. E. Faculty Representation at the Board of Trustees Meetings.
- III. MINUTES OF PREVIOUS MEETING – **September 28, 2004**. Executive Council has not met since IAC minutes were completed from our last meeting.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that the Executive Council did address via email a \$60.00 substance testing fee. This information was sent to the Deans of Instruction. The \$60.00 substance test fee will be charged to all ADN students. The fee will be applied beginning with the Spring 2005 semester. Although the fee has been approved by Executive Council, it is still pending Board approval. The Board will discuss the fee at the next Board of Trustees meeting to be held Wednesday, November 17, 2004. We have already placed the \$60.00 substance test on student accounts, so that if the Board approves this, the students will already be aware. Executive Council felt that it was better to assess the fee up

front and remove it if the board does not approve rather than to try and assess the fee after a student has already preregistered. Nica mentioned that this fee was charged for four semesters to students taking the ten (10) hour nursing courses.

B. BANNER UPDATE.

Mr. Besancon attended a meeting with computer center managers from the fifteen other community colleges within the state. This meeting was to discuss the Student Clearinghouse and different ways of using this system. The Student Clearing House is used with outside companies who wish to verify student degrees. The company contacts the Student Clearinghouse, who contacts the college for verification. Once verification is received, they contact the inquiring company. Many companies prefer to use services outside the educational institution. Ms. Holloway asked how the college reports degree verifications to the Student Clearing House. David stated that this information comes through Banner.

The group also had a committee to look at online registration. The committee looked at forty different types of enrollment software. Currently the only students investing additional time during the registration process are the online students. Our software does not integrate with the MSVCC enrollment tool. The committee is looking for software that would allow students to web register and update the MSVCC system as well at the same time.

The computer center has been experiencing several problems over the last few weeks. There have been a total of three system failures. There was the SIRSI library system, motherboard, and web server failure. The library has to conduct a lot of business manually, but they will be receiving a new server. The estimated time for the new library server to be up will be Friday, November 12th; however, the computer center is trying to get this completed sooner. The web server suffered a drive shaft failure and was down for about two hours. The Distance Learning and Library sites were down two or three hours, where other web pages were down for a few days.

The Distance Learning Blackboard server has to be restarted frequently. The computer center is looking at planned downtime to ensure the problems are fixed before next summer. Mr. Besancon hopes that the MSVCC consortium will choose a new platform. There is poor technical support through the current Blackboard platform.

David stated that the computer center needs to effectively communicate system failures to all college personnel when the problems arise. He will develop a policy where the computer center will notify college personnel when a problem occurs, the estimated timeline for a resolution to the problem, and possible ways to work around the problem until the problem is resolved.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith said that college registration opened last Monday, November 1, 2004. After three and a half days, there were 1,050 duplicated online seats. He estimates that MGCCC now has between 1,300 to 1,500 duplicated seats already taken. With the influx of students, the college is picking up several new instructors. Some of these instructors are being used from the local area. Mr. Smith said that the college is still experiencing problems with Blackboard. There have been numerous e-mails from students due to the problems. The college will still be piloting the Desire2Learn platform during the spring semester. He has asked that Jason Pugh inform him of

colleges not using this platform, so that MGCCC can use these open seats. There will also be training sessions conducted for those instructors who are not familiar with this platform.

- D. **ELECTRONIC GRADEBOOK.** Dr. Thompson-Stacy asked what input the faculty representatives had received concerning mandatory use of Electronic Gradebook. Ms. Pope said that she had received feedback from six faculty members, which had a split decision. She received one very detailed response from Ms. Jean Scafide with discussed both the positive and negative aspects with Electronic Gradebook. The number one problem is that Electronic Gradebook is not user friendly when making changes to a grade system. Other faculty members stated that the Blackboard gradebook was much more user friendly and allows instructors to make changes to grades. Ms. Brown stated that she also received split feedback. The general consensus of her faculty members is to keep the Electronic Gradebook system optional. Ms. Debbie Hill stated that she had received eighteen replies that also had very split comments. The negative comments on the egradebook were very negative. The basic issue was the technical complications of changing the grading system such as adding extra credit partway through the semester plus the time it takes to enter the information. Ms. Brown asked if there was a way to integrate the Blackboard gradebook with Banner. David said that he does not feel comfortable using a third party vendor to transfer student grades into Banner. He foresees multiple problems with student grades being incorrect. Ms. Linda Hill said that she had taken a vote with her faculty on whether the system should be optional or mandatory. Forty-six faculty requested that Electronic Gradebook be optional, and only six asked that it be mandatory. The George County Center has one faculty trying to get Electronic Gradebook to work with his class. Dr. Thompson-Stacy explained that Electronic Gradebook is not the same thing as Electronic Attendance. Electronic Attendance (EASY) is mandatory. Many people get the two systems confused with one another. The consensus of the group is to have the Electronic Gradebook system be optional for faculty use. Hopefully, as more and more faculty has their courses web enhanced; the more user friendly Blackboard electronic gradebook will be used.
- E. **FACULTY EVALUATION SYSTEM.** Dr. Thompson-Stacy said that she has been doing presentations at the campuses and has had positive responses concerning the changes in the faculty evaluation system. She is also hosting a presentation at the Jackson County Campus today at 12:30p.m. in room F28. The evaluation committee has been very pleased with the positive feedback. The committee did an excellent job!
- F. **BANNER PERMISSIONS.** Mr. Smith stated that Ms. Holloway put in a lot of effort in finding information on what screens college employees can view and which screens employees should have access to. Mr. Smith said that he will be reviewing this information and then will formally meet with the committee that was named at the last IAC meeting to determine what individuals should have certain permissions. Lynn Ladner has pre-built groups in the system, that can have permissions assigned to them. Mark said that one major problem is that Lynn receives constant phone calls during the registration period, requesting Banner access. Many of these individuals need certain permissions during registration, but do not need these same permissions on a daily basis. Ms. Holloway explained that during registration at JD, they gave certain permissions to various faculty in order to override and place students in one of their classes. These faculty members needed access, but would not need access during daily tasks, etc. Mr. Besancon said that a major problem area is the override functionality. There are too many people with access to this function. Mark said that a more formal procedure should be put into place for Banner access requests. Mr. Besancon

said that the computer center requires Dean's approval before providing additional Banner approval. For instance, the Academic Deans must request access for instructional staff and the Business Deans must request access for the business office staff, etc. Dr. Belton asked if the computer center would eliminate all user access and start over or if those that have access would keep access. Mr. Besancon said that a more limited approach is the best. He will probably delete all user access and add back permissions to those that need them.

G. LISTING OF HYBRID COURSES ON THE WEB. See item V. C. TABLOID PRODUCTION.

V. NEW BUSINESS.

- A. DOCUMENT IMAGING. Mr. Besancon stated that document imaging is the greatest change that the college is currently going through. Currently Nolij is conducting training sessions with the separate departments such as Human Resources and Admissions. Dr. Thompson-Stacy asked if there was an implementation plan for training the different offices for document imaging. Mr. Smith said that the pilot program will be first implemented on the Perkinston Campus due to the smaller population. They will use the pilot to determine the amount of bandwidth needed to communicate between the campus and computer center. The primary emphasis will be in the Admissions and Financial Aid offices. Dr. Yates requested that before any recommendations are made, that this issue be discussed with someone from each campus in the appropriate areas. Ms. White stated that she needs to know who is going to be trained and when this training will occur so that she can prepare her staff. Mr. Besancon stated that information on the implementation process will take place at the Administrative Workshop to be held next Tuesday, November 16, 2004. He said that the process is not as complicated as it seems. It is as simple as going to a website, pulling the individual file, and scanning the documents. Mr. Smith added that additional training will be conducted at each of the campuses as well. **Dr. Thompson-Stacy asked that Mr. Besancon provide her with a list of the individuals who are currently being trained.** These individuals will be responsible for training at the individual campuses.
- B. STUDENT TRANSFERS BETWEEN CAMPUSES. Dr. Moody said that when she first came to the college she thought there was a statement discussing the situation where students, within the first two weeks of classes, could transfer to another campus in extreme circumstances. This would be in a case where a student had a death in the family or were extremely ill. In this case, the transfer had to be completed by the campus Vice Presidents. She has been researching for a copy of this statement, but has been unable to locate it. She found where statement 731 states that the information is located in the student handbook and personnel manuals, but the information is not located there. Ms. Holloway said that she remembered this situation coming up several years ago. At that time, the decision was made that the students would have to wait to transfer until mid-term. The student's grades were then transferred. The problem is that after the first two weeks, there are some courses that are difficult to transfer. For example, classes do not necessarily teach the information in the same order. Dr. Moody does not recommend waiting until mid-term, but feels that it is appropriate during the first couple of weeks. The concern is that students are not just transferring to another campus because they are unhappy with an instructor, etc. There have only been a few cases in the last five years that were outstanding and the Vice President from the originating campus, contacts the Vice President from the transferring campus. The question is whether a policy needs to be implemented. **Dr. Thompson-Stacy will research statement 731 to see what it says and if it needs to be revised.**

- C. TABLOID PRODUCTION. Mr. Smith and Ms. Hartfield passed out a sample of a proposed tabloid with a revised format. The fifth column is new information added to both the tabloid and the website's open/closed class listing. There was a part of Banner not being used, which allows the college to place one letter in Banner identifying whether a course is a daytime, evening, hybrid, or online course. This will identify what classes a student is registering for. In the past, the title name has been changed in the Banner system, which prints on students transcripts. For example, someone adds the words Second Nine Weeks after the course title of English Composition – on the students official college transcript the words second nine weeks is printing out. We must keep our college transcripts correct and consistent. This course title information will now be standardized to ensure that transcript information is more uniform. Mr. Smith said that if those who are populating the information in the system, who do not find the designation option they need, to please contact the computer center so that this option could be added.

Ms. Hartfield stated that Dr. Thompson-Stacy had previously appointed a committee to review the online course listing in the Tabloid. The committee recommended that online courses be listed in all sections of the Tabloid. There was still a concern for the center listings. Dr. Thompson-Stacy, Ms. Hartfield, Mr. Smith, and Ms. Allison Matthews met and looked at several options to revise the tabloid format. If a new Tabloid format is chosen, the changes would not occur until the summer and fall print production. Several people were concerned with the Tabloid not being an effective piece of material because the information is outdated almost from the date of publication. Others felt that the printed Tabloid is extremely important, due to a lack of computer access by some of our potential students. The following are some revision options: (1) Keep the Tabloid as it currently is, but rework the size (2) Use a more condensed format where all the courses are not listed, but information is provided on the programs offered, how students should apply, etc. (3) An electronic version. This semester the college had less Tabloids produced. Ms. Hartfield received calls that every campus had run out. She stated that on campus students should be using web services, rather than the paper Tabloid. Mr. Smith passed out an example of the Tabloid where the schedule is listed by discipline, rather than campus. By printing the Tabloid in this manner, the online sections will not be repeated in every section. Under each discipline, such as English for example, each campus would be listed with their course offerings. Online would be listed at the end of each of the sections. This would be done to ensure that students could locate the online courses more easily. Ms. White suggested that online courses be listed first under each discipline, or have a note added to the top of each discipline stating that online courses could be found at the end of each discipline. That way students know where these can be located. Mr. Martin said that he would like to discuss this issue with his department chairs. Dr. Moody thinks that the listing of classes with day, evening, online, etc. was great. With the smaller size of the Perkinston Campus, she would rather the tabloid stay as it is now divided by individual campuses/centers. She thinks that online courses should be listed only once in their own section of the Tabloid instead of being mixed in with the individual campuses. Ms. Pope likes the idea of the new Tabloid. She has had several students contact her and ask whether certain classes are offered at either the JC or PK campuses. She explains to the students that these are online courses. The students express their happiness that this information is listed so that they can take full advantage of these courses. The new Tabloid will be an even greater asset for advising. Mr. Smith stated that the computer center will generate one process. **Dr. Thompson-Stacy asked that each of the Deans of Instruction discuss the proposed changes to the tabloid with the department chairs at each campus. Please send the department chair feedback to Colleen Hartfield as soon as possible.**

D. REGISTRATION PERMITS. Mr. Martin said that Lynn Ladner has developed a system for printing registration permits by individual faculty members or other college personnel. The permits can be printed either in a batch by an advisor, or the faculty can print individual students as they come in to pre-register. These permits are for pre-registration only. Ms. Parker stated that the only problem that she foresees is for the faculty members who have to leave one building in order to get the printouts. Dr. Thompson-Stacy suggested that in this circumstance, they request the permits to be printed in batch form. Ms. Pope stated that she was receiving permits on students who were not even registered for classes. Mr. Besancon asked that she please e-mail him with some examples so that he could research the problem. William Martin had talked with his department chairs about them printing their own registration permits and they were in support of this. Many of the permits go unused each semester and are thrown away. Changing to this new method of printing will eliminate waste. **The consensus of the group is to have individual faculty members print registration permits when needed.**

E. FACULTY REPRESENTATION AT THE BOARD OF TRUSTEES MEETINGS. Dr. Moody said that she is responsible for selecting the Perkinston Campus representatives to attend the Board of Trustees meetings each month. She asked if the faculty who were presenting at the Board meetings, could also be the faculty representatives. She would like these to be coordinated, so that two faculty members are not out of class on those days. Dr. Thompson-Stacy said that she has attempted to coordinate the faculty representatives in the past but it did not work because JD and JC choose their faculty representatives a year in advance while the presenters are not chosen that far in advance. Mr. Martin stated that he sends all names for the entire year to Dr. Christmas's office. Ms. White said that she also plans these a year in advance for Dr. Sykes and felt that it would be difficult to coordinate the two. Dr. Thompson-Stacy said that she would inform the Deans of Instruction on the board presentations that are scheduled.

VI. CURRICULUM PROPOSALS. Dr. Thompson-Stacy asked that any major curriculum changes be presented to the Instructional Affairs Council. Although many changes in the career/technical areas are state-wide curriculum changes, these should still be presented to the council so that the information can be entered into the minutes for future reference.

A. WEB DEVELOPMENT TECHNOLOGY. Mr. Bounds stated that all changes to the Web Development Technology program are state mandated. He passed the curriculum proposals to include current and revised college catalog revisions. **IAC recommends approval of the curriculum changes for Web Development Technology.**

B. FUNERAL SERVICES TECHNOLOGY. Mr. Bounds stated that all changes to the Funeral Services Technology program are state mandated. He passed out the curriculum proposals to include current and revised college catalog revisions. Ms. Holloway asked why the curriculum did not require a humanities course. Dr. Moody said that she would look into this and get back to the group. There were a couple of errors on the information that was distributed. The total program hours should be 66 rather than 69. The hours for the sophomore year, spring semester should be 15 hours. The hours for the freshman year, fall semester should also be 15 hours. Dr. Thompson-Stacy asked that Dr. Moody e-mail her the curriculum proposal after these corrections are made. **After the specified changes are made to the curriculum proposal IAC recommends approval of the curriculum changes for Funeral Services Technology.**

- C. WDT 2263 GRAPHIC DESIGN TECHNOLOGY. Mr. Bounds said that MGCCC would like to specify WDT 2263 to take the place of a technical elective within the curriculum. He felt that this course would prepare the students for employment in the field of Graphic Design Technology. **IAC recommends approval of this change.**
- D. SOC 2133 SOCIAL PROBLEMS. Ms. White said that Ms. Karla Smith received a call from Dr. Tim Rehner at USM. He told her that a major entitled Social Work will be offered at the USM Gulf Park Campus beginning fall 2005. USM already has fifteen students enrolled in the program. He wanted to know if MGCCC offered the SOC 2133 Social Problems course. USM may not be offering this course, which is a requirement for the program. Ms. White would like to add this course so that MGCCC could get those students. This course is a required course, not an elective, and will transfer to USM. Ms. Smith is in the process of obtaining a current syllabus from the USM Hattiesburg Campus. SOC 2133 is in the statewide uniform course numbering system. **IAC recommends approval of the SOC 2133 course.**

VII. OTHER BUSINESS.

- A. Dr. Thompson-Stacy discussed the statewide articulation agreement issues. There are some concerns with some state universities not following the articulation agreement. At the IHL, Dr. Mary Ware has been appointed as the assistant commissioner for academic and student affairs and has been assigned the project of the revision of the IHL information in the statewide articulation agreement. She has done an exceptional job over the last three months. There should be something on the website later this week for the community college chief academic officers and deans to look through at for any problems.
- B. Dr. Thompson-Stacy stated that Ms. Kim Peterman, CB Base Coordinator, has resigned from the college. Her last day is Friday, November 12th. For those of you who know her, please wish her well. She has given many excellent years of service to the college.

VIII. FUTURE MEETINGS.

Tuesday, February 1, 2005	9:00a.m., Private Dining Room, Jefferson Davis Campus
Thursday, April 7, 2005	9:00a.m., Applied Technology and Development Center

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

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