

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, February 1, 2005
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, February 1, 2005 in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present
Dean Belton	present
Judith Benvenuti	absent
David Besancon	present
Rusty Brown	present
Joseph Cliburn	present
Colleen Hartfield	present
Debbie Hill	present
Linda Hill	present
Patricia Holloway	present
Karen Howell	present
Anna Faye Kelley-Winders	absent
Bruce Layton	present

William Martin	present
Jan Moody	present
Beverly Parker	present
Donna Parker	present
Karla Pope	present
Brenda Rivero	present
Tommye Skinner	present
Mark Smith	present
Wendell Smith	present
Ouida White	present
Bill Yates	absent
Nica Cason	absent

Others Present

Terri Ormes
Cory Walters
Buffy Matthews, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00a.m.
- II. APPROVAL OF AGENDA. Mr. Martin requested that an idea be added under Curriculum Proposals VI. C. LGT 1233.
- III. MINUTES OF PREVIOUS MEETING – **November 9, 2004**. All previous minutes of the IAC have been approved by the Executive Council. All curriculum proposals were also approved. These curriculum changes will be loaded into Banner today.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that most everyone is already aware of the good news concerning the college closing for the Mardi Gras holidays. The suggestion to be closed for Mardi Gras came from the campus strategic planning forums. Dr. Lott took into consideration the feedback from these forums when making the decision. The Instructional Affairs council would like to thank Dr. Lott for his decision.

There has been some discussion at the various campuses on the college policy regarding online teaching loads. The college policy, which was developed in 2001, was that the Dean of Instruction would determine what courses could be offered and what platform these courses could be. The Deans of Instruction work closely with the Department Chairs when developing these courses and platforms. This remains the college policy.

Dr. Thompson-Stacy would like to remind everyone that deadline for nominations of the Difference Maker Award is February 28th. Please nominate anyone who you feel goes above and beyond the call of duty.

- B. BANNER UPDATE. Mr. Besancon introduced Mr. Cory Walters to the IAC meeting. Cory is taking over the HR module in the computer center and is Lynn Ladner's backup for the student module.

David mentioned that there has been a change with the Touchnet machines that the college uses for online credit card payments. Touchnet is used in conjunction with Hancock Bank, who recently changed their processor. The college had to change software to match what Hancock Bank uses. The college's online credit card payment system has been down for the last three weeks, during the software changeover. This system is now fully operational.

Last semester the computer center had an issue with rolling of grades. This caused a problem for the Perkinson Campus when the grades were rolled a day early. Mr. Besancon said that this was the computer centers fault. Prior to this dilemma the computer center had no formal production schedule in place. He is now working on building these production schedules. These production schedules will ensure that everyone is aware when grade roll-overs will occur.

As of the January Board meeting, the college will be moving forward with the new server projects. The computer center should have a working model of Internet Native Banner (INB) in March. In the future, when accessing INB, employees will be using Internet Explorer. In doing so, the computer center is hoping that this program will be a lot faster. Currently, the information comes from the Perkinson Campus or Jackson County Campus to the server in the computer center at the Jefferson Davis Campus. Thus, the system seems to be slower for users out of Jackson County and Perkinson campuses. In the future, all process and data interchange will occur between two servers.

Currently the cash registers are the only way to track money in the campus bookstores. There is no automation to keep up with processes. The computer center is looking at a way to better aid in the automation and processes the bookstore uses. Currently, there are two front runners for this program: Nebraska and Missouri. Both of these are excellent systems. Mr. Besancon is hoping to have utilization of this program by next fall.

Dr. Moody asked with the automated voice answering service that the computer center uses, if the campuses would still be able to contact computer center personnel. Mr. Besancon assured everyone that campuses will always be able to reach computer center personnel. He also added that his cell phone is always available to anyone who calls. The automated system is a help desk software with 1,000 tickets. These tickets help the computer center better understand the various computer problems college personnel are experiencing.

- C. COLLEGE/DISTANCE EDUCATION. Mr. Smith provided handouts on the MSVCC numbers for the spring semester. He stated that Jason Pugh has not given the final numbers for the entire MSVCC, so those numbers do not appear on the spreadsheet provided. The non-duplicated MSVCC numbers were around 12,000-13,000 students. Distance Education at MGCCC has continued to grow. Spring 2005 numbers surpassed every other semester. Mr. Smith stated that the number of MGCCC students enrolled in other institutions has decreased. He attributes this to the number

of instructors who are stepping up and offering online classes. Mr. Smith stated that e-mailed the online student evaluations to campus personnel. The number one complaint of online students was the downtime of the Blackboard testing system. The MSVCC is currently looking at changing the Desire2Learn user license from 1,000 users to 5,000 users. MGCCC is the heaviest user of D2L in the consortium. If the MSVCC does upgrade to a 5,000 user license, any Gulf Coast faculty who wishes to move to the new system should be able to do so.

Starting this semester, each college in the MSVCC consortium is being billed \$10 for each online student. Last Friday MGCCC was billed \$38,650 for its students. This charge pays some contract positions at MSVCC and the Blackboard and Desire2Learn platforms. With this funding, the MSVCC is hoping to enhance online learning. Ms. Pope asked if this funding would affect the cost to our students. Mr. Smith stated that this funding came from the online course fee already in place. Many colleges are now implementing this online course fee.

Mr. Smith stated that Mr. Jason Pugh has been promoted to the Assistant Director of SBCJC. Ms. Audra Kimble, who was the Distance Learning Coordinator from Holmes Community College, is now the Director of Distance Learning for SBCJC.

Dr. Thompson-Stacy said that there have been some discussions at the campuses concerning funding for online students. The funding is as follows: If the student is taking an online course with MGCCC, the college receives full funding. MGCCC receives full funding on the majority of its online students. If an away student takes an online course through MGCCC, the college receives 50% funding. Dr. Thompson-Stacy said that Mr. Smith has worked extremely hard over the last several years to ensure that MGCCC is offering as many classes online as possible.

- D. FACULTY EVALUATION SYSTEM. Dr. Thompson-Stacy provided the council with the proposed faculty evaluation system. She stated that the committee received great input from faculty at the campus forums. Faculty provided the committee with positive feedback on the proposal. The only changes to the proposal, since the last IAC meeting, were on classroom observations and the mandatory professional development program. Many faculty discussed the pros and cons of having an announced classroom observation. The committee decided that the first classroom observation will be announced and all following observations will be drop-ins. The recommended change for the mandatory professional development program is to have all new faculty sit in on a classroom to see how their counterparts handle a class. This would be for information purposes only, not to evaluate their counterpart. Mr. Smith asked if there was going to be any Banner training in the mandatory professional development programs. Dr. Thompson-Stacy said that she was going to have someone from the computer center conduct these training sessions. The entire evaluation committee will be meeting on March 2nd to finalize evaluation proposals for the Executive Council. Dr. Moody asked how the faculty self-evaluations would work. Ms. White stated that there is an instrument in place for each faculty member to conduct a self-evaluation. This includes a plan of action for the instructor to fix what they diagnosis as being a problem. The self-evaluation information is worth 20% of the overall evaluation conducted by the supervisor. Ms. Pope stated that she found a self-evaluation to be very helpful. During each year's evaluation, she actually compares her last year self-evaluation with the current year. This helps her see what goals she has met and where she still needs to improve.

Dr. Thompson-Stacy asked Dr. Rivero to share the staff and administration evaluation system to the IAC. Dr. Rivero stated that the committee has conducted all campus visits on the evaluation proposal. They ran into a bit of a problem in how to classify the Learning Lab Instructional Assistants. These individuals do not fit into the faculty or administration categories. Three forms of evaluation were developed by the Learning Lab Directors and Dr. Rivero: one for the supervisor, one for nonstudent or counterpart evaluators, and one for students. This information was also submitted to the Learning Resource Council for input and resubmitted to Dr. Higdon. The staff/administration committee will be meeting tomorrow to finalize their evaluation proposals.

- E. **BANNER PERMISSIONS.** Mr. Smith stated that there is a college committee currently looking at Banner user access for the student module. Lynn Ladner is in the process of developing a series of classes or groups. College personnel will be placed in the various classes depending on job responsibilities. In some cases an individual may fall in more than one class/group. For instance, a department chairperson will fall into the faculty group along with the chairperson class. These individuals will have the necessary Banner accesses for both job functions. Once these classes have been built in Banner, they will conduct a training version to test the functionality of the system. Once they have received all necessary feedback, the system will move to the production phase. At this time, all current access will be wiped away, and access will be based on class/group. The committee is currently receiving first name, last name, and job duty information to determine what class individual users fall. This information is to be obtained by February 18th.

Mr. Besancon is looking at similar processes for the finance and human resource modules. His committee is also collecting user ID, first name, last name, and job function information. During this process, the college is trying to develop a policy to determine who has authority to request Banner access capabilities. It is also important to develop a policy on informing the computer center of individuals who have retired or left the college.

- F. **LISTING OF HYBRID COURSES ON THE WEB.** Mr. Smith said that Lynn Ladner will be running script soon in order to populate the session field. This will enable courses to populate from here on out. Once this is done, it will allow the college to display whether a course is day, evening, hybrid, online, weekend, short-semester, etc. Mr. Smith is also working with Keith Lee to determine how this information should be laid out on the website. The information will probably need to appear in a drop list. This will enable students to pick a class based off of the course, time of day, day of week, etc. By changing the appearance of the website, the information will fall in line with the Tabloid changes.
- G. **DOCUMENT IMAGING.** Mr. Besancon said that this is not going as smoothly as he would like. The Nolij system is not completely automated from our standpoint. He hopes that this will be resolved by mid February. Nolij has conducted one training session for the campus trainers: Amanda Frye, Becky Parker, Marleen Moore, Michelle Sekul, Mark Smith, Kim Morgan, and LaShanda Chamberlain. These individuals brought one workflow from their department to the Nolij trainer. This information was placed into the Nolij system so that they could see how the process works. Mr. Smith added that the workflows are being keyed into the system, so that they can be tested. Ms. Sekul would like to begin a test program at the Perkinston Campus. She already has the equipment in place for the test program. The committee would like to also send equipment to other locations for training/testing purposes. Mr. Besancon stated that he would contact Mr. James Flowers, our Nolij trainer, today to setup another training session for the college. After the second training session, he is hoping to have Nolij down once a month for additional training opportunities. Mr. Besancon said that

the college should begin seeing demonstration and utilization of the system this summer. Dr. Thompson-Stacy stated that the computer center needed to begin meeting with all college offices on what Noli processes work best for each office. She also mentioned that the committee is looking at using a centralized location for document imaging. The campuses would still have the capability to scan documents if needed immediately. The centralized processing should become a reality in the next year to year and a half. Ms. Hartfield stated that there is a tremendous amount of printing done for the recruitment process, so her department will need lead time in order to change all of these materials to reflect a centralized location process.

- H. **TABLOID PRODUCTION.** Ms. Hartfield said that they are working on changing the Tabloid to make it a more useful tool for our students. The revised format will be seen in the upcoming summer and fall Tabloids. The new format lists the courses by discipline, rather than by campus. Under each discipline the course sections are listed in order of campus groupings. For instance, 200 sections (Perkinston Campus) are listed first, then 300 sections (Jefferson Davis), next 400 sections (Jackson County Campus), then online course sections. A column has been added to inform the students on whether the class is a day class, evening class, hybrid, online, etc. The expanded listing will still include the location, room number, time, etc. One benefit in reformatting the Tabloid in this manner is that the online classes will no longer be duplicated. The Center information will continue to print in a separate section of the Tabloid. This will allow them to highlight different information for their students. The Tabloid will continue to include specific pages for residence life, etc. After the first Tabloid is produced, we will continue to fine-tune the processes to make it an ever better tool for our students. Mr. Smith said that the website will be another tool for students to use. Dr. Thompson-Stacy asked the faculty members present if they preferred using the website or printed Tabloid. The faculty stated that the web version is more up-to-date. Normally by the time the students receive the Tabloid, it is already out of date. Dr. Thompson-Stacy asked if the college should move away from the printed Tabloid and use another marketing tool. Ms. Pope felt that students would always need the Tabloid. The students use it as a beginning basis for scheduling classes, and then use the website to view what courses are open/closed. Ms. Hartfield added that the bulk of the Tabloids were sent out to the community. They are trying to evaluate if the Tabloid is the best marketing publication for the college's budget. Institutional Relations is looking at using a smaller marketing publication.

The revised schedules are currently in the proofing phases. Ms. Allison Matthews will check with Lynn on whether or not these schedules will be online or print proofs. At the end of this week, the campuses and centers should complete the entering of courses into Banner. It looks like everything is on schedule for production. Tabloids should be delivered to campuses on March 4, 2005.

V. **NEW BUSINESS**

- A. **STATEMENT 242-3.** Dr. Thompson-stacy stated that the Student Services Council reviewed student discipline procedures and recommended changes to Statement 242-01. The suggestion was to remove the Board of Trustees from the student grievance procedure. This recommendation was made because the Board rarely, if at all, overturns the college ruling. If a student has made the decision to take a matter to court, they are going to do so regardless of the college grievance procedures; however, the court will require a student to complete the college's grievance process. Mr. Smith stated that a committee was created to look at Administrative Statement 242-3. The committee looked at the time line of the appeals process. The process normally takes between two and three months. This is a problem for

students who are appealing a final grade. Mr. Smith stated that during the revamping process Mr. Rex Moak provided great wording for the document and added continuity throughout the document. The committee added part C. Student Appeals of Faculty Decisions in the Associate Degree Nursing Program. A separate section was added for the ADN program because it is a “division” committee. In the handout given to the IAC council, all strikethroughs are recommended deletions and italics are recommended additions. Ms. Debbie Hill stated that the Perkinston faculty were allowed to stay throughout the grievance hearing, but that they are requested to leave in Jackson County Campus hearings. Dr. Thompson-Stacy said that this issue would be addressed in the next Student Services Council. Looking at section B.4. Mr. Martin stated that at the Jackson County Campuses, grievances go directly from the Department Chairperson to the Assistant Dean of Instruction. The Perkinston and Jefferson Davis Campuses have students grievances go from the Department Chairperson to the Assistant Dean of Instruction and then to the Dean of Instruction. Dr. Belton stated that Centers do not have Deans of Instruction or Assistant Deans. Center Deans sign off as the Department Chairperson and then send grievances directly to the campus Vice President. Dr. Cliburn recommended B.4. stated “the student may appeal in writing to the appropriate Dean within five working days” and add a footnote to as to which Dean it refers to. Mr. Layton asked why there was no time frame for a student grievance procedure, Statement 242-3 section A. His concern is that important evidence can be lost before a disciplinary hearing begins. Dr. Thompson-Stacy asked that Ms. Becky Layton share this information with Mr. Rick Hartfield, who is on the committee to revise this statement. **Mr. Smith will make appropriate changes to Statement 242-3 and e-mail to IAC members.**

VI. CURRICULUM PROPOSALS.

- A. POS 1112 INTRODUCTION TO POLYMERS. Mr. Martin said that the University of Southern Mississippi is working with Mississippi Gulf Coast Community College and state community colleges in establishing a two-plus-two program in Polymer Science. Our instructors will attend a two week working at the end of May to get critical materials to teach these classes. Dr. Thompson-Stacy added that during this training, community college chemistry instructors will receive a free doctoral course. USM is also providing free dorm rooms for the two weeks of training. **The council recommends approval of both POS 1112 and POS 2112 to the Executive Council.**
- B. POS 2112 PHYSICAL ASPECTS OF POLYMERS.
- C. LGT 1233 MATERIAL MANAGEMENT. Mr. Martin stated that this curriculum was defined a few years ago as Warehouse and Inventory Control. The problem is that it is now difficult to find textbooks. After working with Northrup-Grumman, Delgado, and instructors, they feel that it would be better to change the name of the course to Materials Management. **The council recommends approval by the Executive Council.**
- D. Mr. Martin stated that the Mississippi Department of Health gave a presentation to the state board on the Department of Homeland Security. The Department of Homeland Security program will be a bachelor degree program offered through University Medical Center. They have asked community colleges to offer two-plus-two programs for this concentration. Mr. Martin will bring this information to the next Instructional Affairs Council.

VII. OTHER BUSINESS.

Dr. Belton said that one of the realities for the George County Center is that they rely heavily on adjunct instructors. It is very difficult to schedule classes until all campuses have used their full-time employee's overloads. There is no way to schedule these classes in advance because you do not want to have an adjunct setup and then an overload bump them. There is also no way to schedule an overload because if the instructor already has meet their overload capabilities, the Center is waiting last minute to find an adjunct. Ms. Holloway stated that the Keesler Center also uses a tremendous amount of adjuncts. She runs into the problem with campuses requesting these same adjuncts, leaving her with none to choose. She has made the recommendation to Dr. Sykes to have classes taught at the Keesler Center during the lunch break. Dr. Belton asked if there was a possibility to hire full-time adjunct faculty that could rotate between the campuses and centers. Mr. Martin stated that the Jackson County Campus hold an "Open House" each spring and fall. Ms. Joy Mitchell runs an ad in the paper explaining the open house as a means of applying for adjunct positions with the college. Although all those that attend do not meet qualifications, it has been a successful way to acquire adjunct instructors. He stated that Dr. Dunn has been very pleased with the open house. He found several adjuncts to teach nighttime Anatomy classes. Dr. Belton stated that the George County Center will be conducted an "Adjunct Fair" on February 18. He asked if it was a possibility to increase the load that adjuncts can teach. Dr. Thompson-Stacy said that this had occurred at Kent State University and many lawsuits were filed. The adjunct employees felt that if they were teaching full loads they should receive the pay and benefits of a full-time faculty.

Dr. Thompson-Stacy informed the council of Ms. Ouida White's retirement. She has done a lot for this group and the Jefferson Davis Campus. We will miss you!

Dr. Belton that there are new articulation guidelines for career/technical programs. These are for the Child Development Technology, Business Office Technology, and other technology programs. We are currently preparing for the state board of nursing evaluation to occur in 2007. There is also a committee working with the State Department to write the state plan of federal guidelines for career/technical programs.

Ms. Holloway wanted to remind everyone that Keesler registration begins February 22, 2005 for active duty military.

VIII. FUTURE MEETINGS.

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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