

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, April 19, 2005
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, April 19, 2005 in the Multi Purpose Room at the Applied Technology and Development Center. Attendance was as follows:

Official Members

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

Others Present

Buffy Matthews, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00a.m.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under new business: V.E. ENROLLMENT REPORT. Dr. Cliburn. The following items were added to the agenda under curriculum proposals: VI.F. HPR 2443 PREVENTION AND CARE OF ATHLETIC INJURIES. Dr. Moody and VI.G. COMMERCIAL RESIDENTIAL MAINTENANCE. Mr. Bounds.
- III. MINUTES OF PREVIOUS MEETING – **February 1, 2005**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy stated that Executive Council looked at the college's current campus smoking policy and made a revision. The revised policy states that smoking is no longer permitted in the dormitory. Prior to the revision students were allowed to smoke in the dorm if the student had roommates who also smoked.

Executive Council also looked at the college's diplomas. Beginning next year, college diplomas will no longer have the campus designation printed on them. Students will receive a diploma from Mississippi Gulf Coast Community College. The diplomas will be signed by the college President and the Chair of the Board of Trustees.

Statement 242-1 Due Process in Student Discipline has been approved by the Executive Council. Administrative Handbook statements 750 and 242-1 have not yet been approved. Dean Holloman, the college attorney, did make a few minor changes to statement 242-3. In one section the statement allotted a five day limitation, which Mr. Holloman changed to ten days in order to match the other time lines allotted throughout the statement. He also changed the wording of the section regarding center Administrative Deans. The Executive Council will meet again next week and hope to have approval on these statements by then.

The college is looking at a possible articulation agreement with the U.S. Sports Academy in Daphne, AL. Dr. Thompson-Stacy and the Deans of Instruction will be traveling to the U.S. Sports Academy to tour their facilities and see what they can offer MGCCC students. The U.S. Sports Academy offers two bachelor degree programs: (1) Bachelor of Science in Sports Coaching (2) Bachelor of Science in Sports Management.

- B. BANNER UPDATE. Mr. Besancon said the computer center has installed the Storage Area Network (SAN) for Internet Native Banner. Volunteer testing will be done using this system in the summer and the college should go live by the fall semester.

The college ordered 213 faculty computers and are now in the process of distributing them. Thirty-three of these computers were given to faculty and staff at the Jackson County. The Banner Alumni Module and Finance Self-Service Modules have also been ordered. Institutional Relations has been developing a new student bill through E-Visions that will be printed from laser printers, these will not require duplicate copies. Each business office will receive two new laser printers. Keesler will still be using the duplicate copies. The computer center purchased the Bookstore point-of-sale software, which will be tested this summer. The goal of the system is to keep students from having to carry receipts to each of the college offices. The system will integrate with the Banner system. Cory Walters has been developing a formula for tracking high school scholarship award selections. The training for entering scholarship recipients is being held today, April 19, 2005 at 10:00-11:00a.m. Dr. Thompson-Stacy said that Mr. Walters has done an excellent job on the all the projects he has handled.

Mr. Besancon stated that the printers for the ADN department have been delivered to the Perkinston Campus. The notebooks were ordered Monday, April 18, 2005.

- C. COLLEGE/DISTANCE EDUCATION. Mr. Smith said that the MSVCC is continually growing each semester. As of last Friday, the duplicated headcount for summer 2005 is 1,162 students enrolled. The duplicated headcount for fall 2005 is 687 students. Some classes have already been closed and they are currently looking for new instructors. Distance education is growing larger each semester.

MSVCC is moving forward with the Desire2Learn platform. They are currently working on signing the 5,000 user license with D2L. The college is also looking at the cost associated with implementing the Desire2Learn hybrid server at the college. The college has three options: (1) purchase our own server and host the server (2) purchase our own server and have D2L host the server (3) buy into the MSVCC D2L server. The Desire2Learn platform has been excellent. Ms. Brown stated that this system is wonderful compared to Blackboard. Mr. Smith and Ms. Leimer are conducting training throughout the state on April 25th – 26th and May 5th -6th. The college is not mandating that instructors switch from Blackboard to Desire2Learn, but most instructors are choosing to move to D2L. The MSVCC has conducted research of other institutions using the Desire2Learn platform such as the Ohio State

University and the University of Oklahoma. These institutions have been very pleased with D2L.

- D. FACULTY EVALUATION SYSTEM. Dr. Thompson-Stacy said that the college is looking to implement the faculty evaluation system for the 2005/2006 academic year. The executive council has not yet approved the administrative/staff or faculty evaluation systems but will be meeting again next week.
- E. BANNER PERMISSIONS. Mr. Smith said that Lynn Ladner sent templates to different departments showing the screens people have access to. He asks that everyone look through these to ensure that each department has the proper screens and access. If you received the templates and did not receive access to screens that you regularly use, please contact Mr. Besancon or Mr. Smith. Ms. Ladner did a great job in selecting access screens. The goal is to pull instructors out of Banner to Web Services for registration purposes.
- F. DOCUMENT IMAGING. Mr. Besancon stated that Noli training was conducted March 21-24. The training for document imaging was done by functional areas: admissions, financial aid, human resources, finance, and the President's office. The next training for Noli will be held May 3-6 at the JD Computer Center. Mr. Besancon sent the schedule of training to each of the functional areas. Ms. Holloway stated that the Keesler Center has not received the schedule.

V. NEW BUSINESS

- A. TITLE III GRANT. Dr. Thompson-Stacy stated that the college was awarded the Title III Grant for \$1.8 million dollars for a five year period. The grant will begin October 1, 2005. One of the action items in the grant will be testing centers for all campuses. These testing centers will be for all testing college-wide, such as COMPASS, CLEP, NET, possible certification tests in technical areas, and online test proctoring. The top priority will be for online testing because this was part of the grant itself. Since each of these tests are given by different departments throughout the campus, the question is going to be who the testing centers should report to. Mr. Besancon asked why the testing centers would not fall under Distance Learning and Student Services under central office. Mr. Martin feels that the comprehensive testing centers at each campus should fall under the college director of student services and distance learning with input from the campus student services. Dr. Moody and Ms. White agreed. Policies and procedures will be developed for all three testing centers. Dr. Rivero asked if there would be room for growth after the five years ends. Dr. Thompson-Stacy said that the grant specified that the college will pick up the costs after the five years are completed. The other action item in the grant is to improve academic advising for MGCCC students. The college typically receives the lowest ratings on student surveys in the area of advisement. Professional development and training is also built into the Title III grant.
- B. AA DEGREE HOURS REQUIRED. Dr. Thompson-Stacy stated that the IHL institutions in Mississippi have reduced the number of hours required to earn a bachelor degree to 124 hours. Many of them are already implementing the change, but all IHL institutions have until the fall semester 2007 to implement this change. Currently MGCCC requires a minimum of 64 hours to earn an Associate of Arts degree. The 64 hours will no longer transfer to MS universities once the requirements for a bachelor degree have been reduced. The maximum amount of transfer work accepted will now be 62 hours. SACs requires a minimum of 60 hours to earn an Associate of Arts degree. Does MGCCC want to consider decreasing the graduation requirements for this degree? Ms. White stated that she had discussed this option

with many faculty members and received some mixed reactions. Faculty asked if other community colleges in the state would be moving in this direction, which courses would be omitted, and how this would affect the college's articulation agreements. Ms. Pope stated that she does not feel that any core courses should be omitted. She feels that it is the colleges responsibility to make our students more well rounded and when courses are deleted the students suffer. Ms. Pope suggested that the college should wait and see what impact the 124 hour degree has on our AA degree graduates before we make any changes. Mr. Martin reported that at the CAO and Deans Association state-wide meeting last week, no other community college in Mississippi is planning at this time to reduce their AA degree requirements. Dr. Moody stated that the college must also consider the students who are not transferring to public universities or those students that are transferring to universities outside of Mississippi. Ms. Holloway mentioned that any change in our AA degree requirements would mean that all of our current articulation agreements would have to be redone. Currently there are 532 pending graduates for the spring semester earning AA degrees. 397 of these students earned more than the 64 hours required.

- C. ADN UPDATE. Ms. Cason said that the ADN department will be visited for accreditation as a one college program October 19-21, 2005. The ADN division is currently working together to ensure all three campuses are consistent with one another. The accreditation consultant came down a few weeks ago and reviewed our ADN program and processes and made some recommendations for improvement. Dr. Benvenuti suggested that they also complete mock visits at each of the campuses to prepare for the faculty interview portion of the accreditation process. Ms. Cason appreciates all of the help received throughout the college in preparing for this accreditation. Dr. Moody complimented Nica on her work as the ADN division chair. She has made the implementation of the college ADN program a smooth transition.
- D. DRUG TESTING FOR HEALTH OCCUPATIONS STUDENTS. Dr. Benvenuti asked that Ms. Cason discuss drug testing for ADN students. Ms. Cason said that ADN began collecting specimens this semester. They chose to do hair testing, which tests for major drugs of concern. The hair test conducted goes back as far as three months. The total cost to the student is \$60.00 per semester. Dr. Benvenuti stated that we have to look at the option for testing all health occupations students and how this will affect the continuing education students. Will testing affect both credit and non-credit students? She is currently working on affiliation agreements with outside agencies and has completed 119 renewal forms. Many institutions are requesting updated contracts. For instance, Biloxi Regional Hospital used to make our students sign disease waivers and now want this to be included in the colleges contract. Garden Park has requested that background checks be conducted on all students. The college will have to comply with these institutions request, which is a greater cost for our students. **Dr. Thompson-Stacy asked that Dr. Benvenuti work with Ms. Cason in reviewing clinical contracts prior to signing them. Dr. Benvenuti will continue to work on a drug testing policy for Health Occupations students.**
- E. ENROLLMENT REPORT. Dr. Cliburn said that Lynn Ladner updated the college's spring audit files into the state board system. For the spring 2005 semester there are 9,677 students enrolled, a decrease of 40 students from spring 2004. There are 639 students enrolled in academic programs, 2,189 students enrolled in technical programs, and 583 students in career programs. Ms. Cason stated that the MGCCC ADN program is now the largest in the state of Mississippi.

VI. CURRICULUM PROPOSALS.

- A. EMS 1113 EMERGENCY MANAGEMENT PLANNING. Mr. Martin said that this program is being pushed by the state because of grant monies received for emergency management. **The council recommends approval by the Executive Council.**
- B. COMPOSITE APPRENTICESHIP PROGRAM. Mr. Martin said that this program is a non-credit program, but falls in line with the college's apprenticeship programs listed in the catalog. This is a two year program for Northup Grumman shipyard on building composites. This program has been approved by the Department of Labor. **The council recommends approval by the Executive Council.**
- C. INDUSTRIAL TRADES MANAGEMENT –Dr. Thompson-Stacy said that this proposal was e-mailed back in March and she appreciates the response received. Due to timelines, this two year program was approved via e-mail on March 3, 2005. **The council recommends approval by the Executive Council.**
- D. MEDICAL INFORMATION SPECIALIST. Ms. White said that this program was approved by the state to begin implementation by fall 2005. This will fall under the Billing and Coding Option at the Jefferson Davis Campus. **The council recommends approval by the Executive Council.**
- E. CNT 2533 NETWORK PLANNING & DESIGN. Ms. White said that this is current technical course offered at the college. For consistency purposes, the contact hours need to be updated for this course. It is a 3 hour course. The lecture/lab hours will be corrected in the catalog to reflect what is being done in the classroom.
- F. HPR 2443 PREVENTION AND CARE OF ATHLETIC INJURIES. Dr. Moody said that this proposal in for an academic course. There are several sports medicine and sports training students on the Perkinston Campus. This course would benefit these students. **The council recommends approval by the Executive Council.**
- G. COMMERCIAL RESIDENTIAL MAINTENANCE. Mr. Bounds said that this is a proposal for a one year career/technical program for the Perkinston Campus. This would be the only Commercial Residential program in the state of Mississippi. The program will begin during the fall 2005 semester. **The council recommends approval by the Executive Council.**

VII. OTHER BUSINESS.

VIII. FUTURE MEETINGS.

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

* * *