

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, October 25, 2005
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, October 25, 2005 in the Darby Hall Board Room. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present
Dean Belton	present
Judith Benvenuti	present
David Besancon	present
Mark Bounds	present
Nica Cason	present
Joseph Cliburn	present
Lisa Courtney	present
Chris DeDual	present
Jeff Donahoe	present
Cathy Goff	present
Colleen Hartfield	present
Carol Holley	present
Patti Holloway	present
Anna Faye Kelley-Winders	absent

Vernon LaCour	present
Pam Ladner	present
Amanda Magee	present
William Martin	present
X. Earl McCoy	absent
Jan Moody	present
Tommye Skinner	absent
Mark Smith	present
Raymond Tanner	present
Sarah Tringle	present

Others Present

Thea Wells
Buffy Matthews
Anjelica Edens, Recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m. She welcomed members to the 2005/2006 council and had everyone introduce themselves.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under Curriculum Proposals: VI.H. COSMETOLOGY. Dr. Belton. Dr. Moody asked that V.F. FRESHMAN EXPERIENCE CLASS under New Business be deleted from the agenda.
- III. MINUTES OF PREVIOUS MEETING – **April 19, 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 the NLNAC accreditation visit was cancelled. The customer service training scheduled for this semester has also been cancelled along with the administrative workshop for this fall. The reason for these actions is that we can not afford to miss anymore instructional time.

Dr. Thompson-Stacy also said that the college will be going to a two-year catalog for 2006/2008. There will still be 35,000 hard copies printed, but the college will also include 35,000 CD catalogs. We have talked about a two year catalog in the past and the time appears right to move in this direction. A two year catalog will result in some financial savings. Ms. Holloway asked if we can get more copies if we use up all of the catalogs. Dr. Thompson-Stacy replied that we will be able to get more CD copies, but we will not be able to get more hard copies. Ms. Matthews mentioned that the online catalog is available on the

website. Mr. Smith responded that each time we re-order a batch of CDs; the most current catalog will be on the newly duplicated CDs. Dr. Thompson-Stacy stated that anytime there is a major catalog change it will be reflected on the online version.

- B. **BANNER UPDATE.** Mr. Besancon stated that document imaging is moving along. The Human Resources department is imaging and admissions and the president's office are also functioning. There was a special format set-up for the president's office and Perkinson's vice president's office. The documents are not searchable as of yet. Hopefully, this will be resolved this month. A financial aid programmer has not yet been hired. Mr. Besancon hopes to get somebody in by mid-spring. The Alumni Banner module has been purchased and this project has been put back on track after Hurricane Katrina. Lynn Ladner is doing some rearranging to get the bookstore project back on task. The bookstore project will consist of new cash registers, inventory on all books, a point of sale system, and students will be able to use their financial aid funds to purchase books and other bookstore supplies. At the end of this project we should have state of the art bookstores. Mr. Besancon said that Dr. Higdon asked him to look into alternatives to having a CCN room because only the Jefferson Davis Campus CCN Room is functional. He would like to have two way communications and asked Mr. Besancon to look into web cams. Mr. Besancon asked IAC to communicate with faculty and let him know suggestions for alternatives to CCN rooms so that he can research these options. Dr. Higdon needs to have the information by the second week in November.
- C. **MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION.** Mr. Smith provided the council with three handouts: MSVCC Fall Semester 2005 Enrollment Data, MSVCC Numbers Fall 2005, and Hurricane Katrina pre and post enrollment numbers. He reviewed the enrollment numbers reported by the SBCJC for the fall across the state. MSVCC wide non-duplicated enrollment was 12,672. Duplicated enrollment across MSVCC was over 27,000. MGCCC continued to lead the state in non-duplicated enrollment with 2,068 students. MGCCC fell to 3rd in enrollment numbers behind ICC and Hinds CC for total number of class entries, total number of seats provided and total number of seats provided to in-district students. Audra Kimble, SBCJC Director of Distance Learning, will be sending out an updated enrollment spreadsheet which will include the short-term enrollment in MSVCC. Post Katrina duplicated enrollment in MSVCC by MGCCC students fell 8% from pre-Katrina numbers. MGCCC offered 40 short-term online classes. Twenty-eight of the forty classes made. Duplicated enrollment in these classes was 621 students. MGCCC plans to continue offering short-term online classes in future semesters due to the great success of these classes this fall. A second 8-week short-term semester will be offered in Spring 2006. In Fall 2006 a regular online semester, a first 8-week short-term semester and a second 8-week short-term semester will be offered. MGCCC has received approval through MSVCC to continue offering short-term online classes and is working with MSVCC on processes to make this process efficient.
- D. **BANNER PERMISSIONS.** Mr. Smith stated that no additional actions had been accomplished on this project. Dr. Thompson-Stacy provided a general overview of the Banner Permissions project for new IAC members.
- E. **DOCUMENT IMAGING.** Mr. Besancon discussed this in IV.B. BANNER UPDATE.

V. NEW BUSINESS

- A. TITLE III GRANT. Ms. Matthews has purchased a total of 54 computers and they have been delivered for the Assessment Center testing facilities. The breakdown is as follows: 21 JC (one proctor station); 22 JD (two proctor stations); and 11 PK (one proctor station). The computers were delivered to all campuses Thursday, October 20, 2005. The furniture should be purchased by Wednesday, October 26. It will take approximately 5-7 days to order merchandise from CBI and should be delivered and assembled during the week of November 7th by the latest. The Jackson County Campus assessment center will be located in the LRC Building, across from the current testing center. The Jefferson Davis Campus center will be in Building N, Room 202 A & B. The Perkinston Campus testing center will be located in the current career center computer lab. The assessment center proctors have been hired and will begin on November 1. The proctors will be: Jackson County Campus – Crystal Davis, Jefferson Davis Campus – Tracie Gatton and Renita Thomason, and Perkinston Campus – Michelle Pickering. Jackson County Campus, one position at Jefferson Davis Campus, and the Perkinston Campus schedules are as follows: 11-8 Tuesday through Thursday; 8-5 Friday; and 8-5 Saturday. The Jefferson Davis Campus will also have an 8-5 Monday through Friday position. The proctor schedules will be reviewed for usage after the first year of operation to determine if changes need to be made from Saturday to Monday.

Ms. Matthews needs the council to approve a distance learning advisory team. The Title III grant stipulates that a “distance learning advisory team” must be established with representation across the curriculum and across campuses, with a minimum of 15 participants. The primary responsibilities of the DLA Team are as follows:

1. The DLA Team will work with the Director of Distance Learning, Title III Activity Director, Professional Development Coordinators, and the Director of Institutional Research to survey FT faculty to determine: perception of and interest in online instruction and technology proficiency level.
 - Design a survey instrument
 - Complete online survey
 - Tabulate results and present findings to DL Team and IAC
 - Incorporate results into planning, professional development, and scheduling
2. The DLA Team will work with the Vice President of Instruction, the Director of Distance Learning and Instructional Deans to appoint/assemble A Assessment Proctoring (AP) Committee to review assessment capability.

The following people are “primary participants” that were written into the grant: (1) Dr. Thompson-Stacy (2) Mark Smith (3) Dr. Cliburn and (4) Buffy Matthews.

The following people are recommended for serving on the DLA Team. These include faculty, student services personnel, learning lab staff, and instructional affairs: (1) Raymond Tanner (2) Karla Smith (3) Joan Haynes (4) Joy Mitchell (5) Dr. Bill Yates (6) Sheri Stanford (7) Joyce Calcote (8) Dr. Pam Ladner (9) Tom Taylor (10) Dr. Brenda Rivero (11) William Martin (12) Dr. Carol Holley and (13) Dr. Jan Moody

Dr. Thompson-Stacy asked if anyone else on IAC was interested in serving on this team.

The Instructional Affairs Council recommends approval of the distance learning

advisory team as noted above. Ms. Matthews said they would like to have the team survey work completed by November 30. Dr. Thompson-Stacy said we will be providing all college testing needs at the assessment centers at each campus and the assessment center proctors will report to the Deans of Students at each campus. This was a 1.8 million dollar grant that started October 1, 2005 and will run for five years.

- B. ADN UPDATE. Ms. Cason stated that the NLNAC visit will probably be rescheduled in the spring semester although this has not yet been confirmed. The A D N department is reviewing the self-study right now and because of Hurricane Katrina some of the data may need to be adjusted. The Perkinson Campus Bower A D N Grant has allowed their department to purchase a SimMan (a patient simulator) that can do just about anything. It was sent for delivery, but returned to the company because no deliveries were being made due to Katrina. The company is now going to issue the college an updated version. Ms. Hartfield would like to do a news release on this and suggested maybe we should see if the company would donate it due to the hurricane. Ms. Cason said she purchased it with a discount for \$27,000.
- C. DRUG TESTING FOR HEALTH OCCUPATIONS STUDENTS/ADMISSIONS. Dr. Benvenuti provided the council with two handouts: Health Occupations Education Medical Examination Form and Proposal for Certified Nursing Assistant Requirement for Practical Nursing Department. VA Medical Center agreed to help with background checks as well as Gulf Coast Medical Center to do background checks and drug testing. Hancock Medical requires drug testing and will be opening back up at the end of November. This would be consistent with the ADN program that requires drug and background screening. Dr. Benvenuti stated that Dr. Thompson-Stacy's office revised the medical examination form and it is now on the forms drive.

On the second sheet, she provided a recommendation carried from the Joint PN faculty meeting in April to help with the LPN Attrition and withdrawal/failure rate. The proposal is to require the candidates for admission to PN program to complete a certified nursing assistant course (CNA), or an equivalent option, which requires 80 hours of non-credit instruction. Ms. Goff stated that this will make students better prepared when starting clinical. The CNA course will let the candidates experience expectations of direct care to patients before having all the expenses only to decide that this career is not for them. This 80 hour non-credit instruction would be a pre-requisite for the PN program. Ms. Hartfield asked if this would affect enrollment. Dr. Benvenuti thinks it will increase enrollment in both CNAs and PN programs, and improve PN retention graduation rates. Ms. Goff said they usually lose about 1/3 of the class in the first semester. Dr. Cliburn thinks that item #3 that states "Current work experience as a nursing technician/aid/medical corpsman within the last two years at a hospital or licensed facility or home health agency" needs better development or more detail. Mr. Martin wanted time to talk with his assistant dean and faculty. The Joint PN faculty will meet again with HOE counselors and campus deans on November 8 and Dr. Benvenuti will have the changes to IAC by mid November for consideration for recommendation for approval.

IAC recommends Dr. Benvenuti clarify statement #3 and that the deans of instruction talk with their assistant deans and faculty. IAC will then reconsider the proposal and send to executive council. Dr. Benvenuti recommends doing the non-credit training as a pilot for two years and evaluation outcomes before adding to the catalog admission requirement.

- D. ENROLLMENT REPORT. Dr. Cliburn stated that the total enrollment as of Monday morning is 7,785 students. This is down 25% from last year. The Part-time enrollment decrease is much greater. It is down 32% and full-time enrollment is down by 21%. Jefferson Davis Campus and Jackson County Campus are running almost exactly the same enrollment. Compared to last year, Jefferson Davis is down 1,500 students, Jackson County 690 students, and Perkinston is down 2.3%. Ms. Hartfield added that she appreciates the faculty and deans of instruction for all their help to get the fast track schedule done.
- E. TRACKING OF PROFESSIONAL DEVELOPMENT HOURS. Dr. Thompson-Stacy wanted to let faculty know you can now go to the website to track professional development hours. The web address is vision.mgccc.edu and you will login to secure information, click on personal information and click on professional development activity. Faculty can then view the professional development credit hours they have earned in their current three year cycle.
- F. FRESHMAN EXPERIENCE CLASS. Dr. Moody deleted this item from the agenda.
- G. PLAGIARISM SOFTWARE. Mr. Smith stated that the state is looking at trying to adopt this software. They are looking at two packages, turnitin.com and mydropbox and safe assignment. Mr. Smith hopes they will have something in place soon. Mr. Smith said that the technology sub committee is researching these packages and deciding what they think would be the best fit to our needs. It will take all of next year to migrate D2L over to the D2L server.
- H. CRIMINAL BACKGROUND CHECKS FOR ALLIED HEALTH. Dr. Benvenuti covered this for Ms. Kelley-Winders in item V.C. DRUG TESTING FOR HEALTH OCCUPATION STUDENTS.
- I. ADVISORY REGARDING BACKGROUND CHECK AND FINGERPRINTING. Dr. Benvenuti discussed this in item V.C. DRUG TESTING FOR HEALTH OCCUPATION STUDENTS.
- J. STATEMENT 750. Dr. Thompson-Stacy gave some background on this statement. She stated that many administrative statements had not been updated in sometime and a small group of student services council members were assigned to update statement 750. Since it deals with advisement, IAC also needs to review this statement. Ms. Courtney found a few minor grammatical errors and will make some grammatical changes and send back to Dr. Thompson-Stacy. **IAC recommends approval of statement 750 with the correction of the grammatical errors.**
- K. ACADEMIC CALENDAR 2006-2007. Dr. Thompson-Stacy stated that she took the draft calendar to SSC and LRC last week and incorporated their recommendation into this one. The fall 2006 semester is not much different from the fall 2005 semester. For spring 2007 semester in the original draft, classes were starting on Friday because of the instructional minutes time requiring 2,250 minutes. If we did not start classes on a Friday, commencement would have been scheduled after May 15, which would not work. Dr. Thompson-Stacy took the draft calendar to SSC and Dr. Cliburn had an idea. He suggested starting classes on Monday for the spring semester and ending classes on Monday, April 30. The final exam week would be Tuesday through Friday, May 4. Graduation would move to Friday, May 11. The summer 2007 semester changed to one day of registration instead of two. Ms. Holloway asked if we should develop two calendars since we are having a two year calendar now. Dr.

Thompson-Stacy said she has thought of that and will be developing another calendar for 2007/2008. **IAC recommends to Executive Council approval of the academic calendar as presented.**

VI. CURRICULUM PROPOSALS.

- A. DATABASE ADMINISTRATION TECHNOLOGY. Mr. Martin stated that all changes to the Database Administration Technology program are state mandated. He distributed the curriculum proposals to include current and revised college catalog revisions. He said MGCCC is the only school in MS that teaches this program. This program has good enrollment and our graduates obtain good jobs. Dr. Cliburn stated that the third paragraph in the course description about the Oracle is not consistent with other program descriptions in the catalog. Mr. Martin will ask Mr. Neumann to reword this program description. He stated you have to be oracle certified to teach this and take the exam. **IAC recommends approval of the Database Administration Technology program changes with a revision of the catalog program description.**
- B. EARLY CHILDHOOD EDUCATION TECHNOLOGY. Mr. Martin stated that all changes to the Early Childhood Education Technology program are state mandated. He distributed the curriculum proposals to include current and revised college catalog revisions. **IAC recommends approval of the curriculum changes for Early Childhood Education Technology.**
- C. ELECTRONICS TECHNOLOGY. Mr. Martin stated that all changes to the Electronics Technology program are state mandated. He distributed the curriculum proposals to include current and revised college catalog revisions. **IAC recommends approval of the curriculum changes for Electronics Technology.**
- D. ACCOUNTING TECHNOLOGY. Mr. Martin stated that all changes to the Accounting Technology program are state mandated. He distributed the curriculum proposals to include current and revised college catalog revisions. **IAC recommends approval of the curriculum changes for Accounting Technology.**
- E. OFFICE SYSTEMS TECHNOLOGY. Mr. Martin stated that all changes to the Office Systems Technology program are state mandated. He distributed the curriculum proposals to include current and revised college catalog revisions. **IAC recommends approval of the curriculum changes for Office Systems Technology.**
- F. MICROCOMPUTER TECHNOLOGY. Mr. Martin stated that all changes to the Microcomputer Technology program are state mandated. He distributed the curriculum proposals to include current and revised college catalog revisions. **IAC recommends approval of the curriculum changes for Microcomputer Technology.**
- G. HUMAN SERVICES TECHNOLOGY. Mr. Martin stated that all changes to the Human Services Technology program are state mandated. He distributed the curriculum proposals to include current and revised college revisions. Ms. Holloway asked if this one has always been a 72 hours program and Mr. Martin responded yes it has. He stated that most all technical programs are that or close to it. **IAC recommends approval of the curriculum changes for Human Services Technology.**

H. COSMETOLOGY. Dr. Belton stated that all changes to the Cosmetology program are changes made at the state level. He distributed the curriculum proposals to include current and revised college revisions. The total semester hours will increase and will be a new curriculum. **IAC recommends approval of the curriculum changes for Cosmetology.**

VII. OTHER BUSINESS.

A. Ms. Courtney stated that the technical programs change every year and wanted to know if we are going to do something to refer to those changes in the catalog, since we are going to a two-year catalog. Ms. Holloway suggested putting a statement on every catalog page to check the online catalog for most up-to-date information. Mr. Smith said that he would do something along those lines in the catalog.

B. Dr. Thompson-Stacy said that Mr. DeDual made a suggestion about IP grades. The recommendation is that for this semester only to not have IP grades automatically change to a grade of F at the end of this semester for students who did not reenroll in the class. Ms. Cason asked if they will have two semesters to complete their coursework. Mr. DeDual stated that these are IP grades received prior to the storm. Everyone on the council agrees that this would be a good thing to do for the fall semester only.

VIII. FUTURE MEETINGS.

Tuesday, February 7, 2006 9:00 a.m., Jefferson Davis Campus

Tuesday, April 11, 2006 9:00 a.m., Applied Technology and Development Center

IX. ADJOURNMENT. There being no further business, the meeting was adjourned at 11:20 a.m.

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