

**INSTRUCTIONAL AFFAIRS COUNCIL**  
**Tuesday, February 7, 2006**  
**Minutes**

A meeting of the Instructional Affairs Council was held on Tuesday, February 7, 2006 in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

**Official Members**

Joseph Cliburn (Chair)	present	Pam Ladner	absent
Dean Belton	present	Amanda Magee	present
Judith Benvenuto	present	William Martin	present
David Besancon	present	X. Earl McCoy	absent
Mark Bounds	present	Jan Moody	present
Nica Cason	present	Tommye Skinner	absent
Lisa Courtney	present	Mark Smith	present
Chris DeDual	present	Raymond Tanner	present
Jeff Donahoe	present	Sarah Tringle	present
Cathy Goff	present		
Colleen Hartfield	absent	<b><u>Others Present</u></b>	
Carol Holley	present	Buffy Matthews	
Patti Holloway	present	Anjelica Edens, Recorder	
Anna Faye Kelley-Winders	present		
Vernon LaCour	present		

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m. He welcomed the members for being there and had everyone introduce themselves.
- II. APPROVAL OF AGENDA. The agenda was approved as presented.
- III. MINUTES OF PREVIOUS MEETING – **October 25, 2005**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
  - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the October 25, 2005 minutes were approved with the exception of one part of the 2006-07 academic calendar. This will be presented again at the Executive Council meeting on Thursday. The college will be receiving additional federal financial aid assistance for students affected by Hurricane Katrina. Dr. Lott will be scheduling dates to have campus meetings with the employees. There will be some attempt to categorize losses.
  - B. BANNER UPDATE. Mr. Besancon stated that Banner will be entering into the next version 7.x from a web browser during spring break. The Banner icon will not be on the desktop anymore. Banner will now be accessed through Internet Explorer. Everyone will need to make sure they have Internet Explorer before the update occurs. Randy Cornell has been working on getting software to your computer. Although Banner 7.x will run in Internet Explorer it will not be available from the internet. It will still only be accessible through the MGCCC college network. Mr. Smith asked if there are specific versions of Java that users will need in order for the new version of Banner to operate properly. Mr. Besancon said that

different versions of Java can coexist successfully on the same computer. Everything that has been tested so far has been fine. Ms. Holloway asked what date this would happen since the Keesler and George County Centers do not take spring break at same time as everybody else. Ms. Magee replied that it would be March 19-23, 2006.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Mr. Smith passed out a handout on MSVCC enrollments for spring. He said that the college is down about 3% from last year but that enrollment was very strong. There are 4,251 duplicated enrollments and 2,153 non-duplicated students. Dr. Moody asked if these numbers on the handout are audited numbers from years 2000 to date. Mr. Smith replied that those numbers are what he gets from SBCJC. The short-term semester starts March 6 – April 28. There are 38 classes on schedule for short term. Last fall, Pearl River Community College was participating in the short-term classes, but will not be participating again this semester.

The statewide MSVCC duplicated enrollment numbers are over 30,000 and still growing. DL personnel are currently working on building the summer and fall schedules into Banner. The reports should be done soon. MSVCC launched the new 24/7 Online Support Center. The 24/7 help desk was outsourced by MSVCC to Presidium. Presidium, the 24/7 help desk, is only for MSVCC courses. There has been a decrease in emails and phone calls in the DL office since Presidium began in January. Dr. Cliburn asked how this works. Mr. Smith said that students and instructors can access the 24/7 help desk by clicking the appropriate link on the College's Distance Learning web site. The reports are very detailed in what kinds of calls they are getting and how many.

Ms. Holloway asked if they have re-opened up the College website yet for registration. Mr. Smith said that the Gulf Coast Vision RW that allows you to register on the website closed on the 13<sup>th</sup>. He stated that you would need to talk to Lynn Ladner since she controls closing and opening registration on the web. Ms. Matthews stated that she thought Jennifer Leimer had called Lynn.

Mr. Smith went on to say that Distance Learning will begin offering three terms in the fall, the regular semester long online term, a 1<sup>st</sup> 8-weeks term and a 2<sup>nd</sup> 8-weeks term. There were 650 extra seats filled for the short term semester in fall semester. Mr. Smith said they might see 400-500 extra seats this spring depending on the marketing of the short-term courses. How can we better educate the students about online learning and how can we educate the instructors? Mr. Smith said that Jennifer is in Jackson today meeting with the DLC board to discuss these types of topics.

- D. BANNER PERMISSIONS. Mr. Smith stated that he has not made a whole lot of progress in this area due to Hurricane Katrina. Lynn recently built a test proctor class. Lynn is also implementing the other classes one person at a time and has not heard of any complaints. He stated that whenever Lynn moves a person to a new class they will be contacted by Lynn that their permissions have changed. Dr. LaCour asked who is making the decision as to who gets what permissions. Mr. Smith replied that a Banner Permissions committee was formed and that the members of this committee went to campuses got feedback before the new classes of permissions were established. Mr. Besancon added that some had permissions that do not need them and some had permissions they did not know about, which is what prompted the forming of the Banner Permissions committee. Mr. Smith stated that instructors can go to the web services site to accomplish the tasks they accomplished in Banner prior to the changes. Mr. Besancon suggested that maybe we want to have a committee put together for Banner

permissions. Dr. Cliburn asked who would be on the committee. Ms. Holloway stated that there is a committee and Mark is the chair. Mr. Smith said that we need to discuss future concerns and determine what they want to have available. Dr. Cliburn said if permission has been taken away what steps would you need to go through to get permission back. Mr. Smith stated that the procedure to obtain additional permissions is to contact the Instructional Dean at the appropriate campus. Dr. Moody asked if the deans of instruction could go back to their campus and meet with the department chairs and then meet back to discuss this further. **IAC recommends approval for the Deans of Instruction to discuss Banner permissions with the department chairs at each campus.**

- E. DOCUMENT IMAGING. Mr. Besancon stated that since Katrina the system has been slow. Cory Walters has been working on it more and more. Barbara Parshall called Cory Walters for assistance on how to pull transcripts out of NOLIJ during enrollment audits. They can pull those documents, put them in a PDF document and send them to the State Board. There should be no reason why we cannot start document imaging in offices like admissions and financial aid because of budgeting. Mr. Besancon said they are on schedule and there are no technical issues. He has codes for documents to put into banner except for the applications. Ms. Kelley-Winders suggested that he might want to check with different hospital admissions offices to see how they do it. Dr. Cliburn stated that he turned the fall semester audit over to Cory and Lynn and commended them on their efforts they put into this audit.

V. NEW BUSINESS

- A. TITLE III GRANT. Ms. Matthews gave a brief overview of the assessment centers. She stated that the Perkinston Campus testing center is in the Stone Hall Career Center computer lab. The Jackson County Campus assessment center is in the LRC Building, where the former testing center was located, and the Jefferson Davis Campus center is in Building N, Room 202 A & B. There has been a change in assessment center personnel. Ms. Tracy Gatton, JD Assessment Center Proctor, has turned in her resignation. Ms. Matthews will be sending an updated email listing to all college employees as soon as a decision has been made on Ms. Gatton's replacement. There are also MGCCC test proctors. Ms. Suzan Bounds is the George County test proctor and Dr. Angie Bridges is the Jackson County Campus test proctor. The Title III Assessment Centers conduct all college testing, with the exception of TABE. Ms. Matthews has requested information from Stacy Carmichael regarding the TABE test in case Community Campus wishes for the Assessment Centers to take it over in the future. Mr. Smith is in the process of building a Title III Assessment Center web page for the distance learning and MGCCC websites.

The second Title III objective deals with reducing the number of adjunct faculty teaching online classes. The grant proposes that the college establish a Distance Learning Training Team to help train full-time faculty for online instruction. The DL trainers will be selected by the Executive Council and will receive overload pay of \$1,300. The current college overload pay is \$1,500; however, when the grant was established the college paid overloads of \$1,300. The \$1,300 will be paid to DL trainers every semester through Title III funds.

The last Title III objective is the development of new student advisement procedures for the entire college. The college must revamp the current advisement processes to better advise both traditional and online students. To begin this process, the college has nominated student services and instructional team members to serve on the Student Advisement Development Team. The team will be responsible for researching various schools with excellent advisement processes and incorporating the processes here at MGCCC.

- B. ADN UPDATE. Ms. Cason stated that the state and NLNAC visit is set for April 19-21. This was postponed last semester due to Katrina. Next week, there will be a consultant conducting a mock visit and she will meet with different groups. Dr. Cliburn added that you may have gotten notice about the mock visit and you do not need to consider it optional. This is very important. We will be approaching the first accreditation as a single program in three locations instead of being two separate programs. Be sure to please mark your calendar for those sessions. Dr. Moody asked if they could be reminded of those sessions. Ms. Cason said she will send an email out to everyone. Ms. Cason said they will be looking at faculty and students along with everybody at the college. She concluded that she appreciates all the support and will continue to talk with you. Dr. Cliburn added that Dr. Benvenuti and Mr. Bounds are having the Funeral Services Technology accreditation visit this week. Dr. Benvenuti said that they have three evaluators coming in. Hopefully, they have done everything they can to get ready for it.
- C. ENROLLMENT REPORT. Dr. Cliburn said that most should have received the enrollment report by email yesterday. Let Dr. Cliburn or Sharon Parker know if you would like to be added to the daily reports. The career/technical majors receive weekly reports that are broken out by major. The reports generally come out on Wednesdays. They have made a big improvement in the accuracy of that report thanks to advice from the assistant deans. Dr. Moody asked if her department chairs/assistant deans can get that report. Dr. Cliburn said for her to send a list by email and they will get it out. They are starting to see people register for short-term classes. We are down by 19% compared with last spring but this is less of a decline than last fall. There is a 5% improvement over impact from last fall.
- D. STUDENT ATTENDANCE POLICY. Dr. LaCour passed out a handout that contained information from different colleges about their attendance policy. He checked after being approached by several faculty members regarding the policy. There have been several emails on this and Dr. Thompson-Stacy asked that he bring it up to the IAC. He asked everyone to read through the handout. Mr. DeDual and Dr. LaCour like Meridian Community College's policy. They mentioned the enrollment audit and stated that it would make it easier to keep students. Dr. Moody said that the Perkinston Campus has to deal with large numbers of excused absences due to athletics, band, etc. She asked that they please think about this when looking at the policy. Ms. Courtney said that the instructors she has talked to were glad to see January come and the old policy back in force. She had the worst grades last semester she has ever had and attributes the low grades to missing class. She also feels that in order to be successful, students need to be in class. Mr. DeDual said they could eliminate the actual number allowed to miss and go to a more broad statement that it would be up to the instructor to decide what could be missed. The University of Southern Mississippi has a statement like this. Mr. Tanner said they need to tighten up instead of loosen up. Ms. Magee added that you can continue to allow them to stay in your class and leave it up to the instructor's discretion without changing the policy. Mr. Smith asked that they consider online classes when considering this policy and that these people are volunteering to come to school here. Ms. Holloway said it goes back to the financial aid part of it. Students receiving Veterans Benefits have to be reported as not enrolled within 30 days of their last attendance. Ms. Holloway asked if a student is not in attendance can they be considered enrolled. Dr. Cliburn said according to our rules, if you have the flu for a week you can be dropped from a class. Mr. Tanner said that we need something to go on because some instructors will let them go at only one absence. Dr. Cliburn said that most instructors will look at it on an individual basis. Ms. Tringle said if a student comes to her with a doctor's excuse she will allow it. Mr. DeDual added that some colleges do have exceptions for certain programs such as nursing.

Since this was just brought up as informational, Dr. Cliburn asked if this is important enough to keep moving as unfinished business. Ms. Cason said this is an important issue and there should be some way to meet both needs. Mr. Smith suggested that a group get together to have something when environment is a little more stable. We cannot go by last semester because of Katrina and the attendance policy. A pilot testing should be done when enrollment is more stable. Mr. Donahoe recommends putting somebody from the financial aid office on the committee to make sure that any recommendations are compatible with financial aid rules. Dr. Cliburn requested that the subcommittee be formed now. Dr. LaCour will be chair and all three instructional deans will be on it. Dr. Cliburn will contact one of the financial aid directors to be on it along with Chris DeDual, Amanda Magee, Raymond Tanner, Cathy Goff for nursing, Lisa Courtney and Jeff Donahoe for student services. Dr. Cliburn asked that they report back by April 11. Mr. Besancon asked how many emails he got regarding this. Dr. LaCour said he got three and mainly from the Jefferson Davis Campus. Ms. Tringle said she would like somebody from academic at the Perkinston Campus to be on it. She suggested Kathy Dedeaux. Dr. Cliburn added that if they need a survey done to let him know by April 11. Perkinston Campus Faculty and Dean stressed attendance in class helps in student's success. **IAC recommends approval of the subcommittee formed as noted above with reporting back by April 11.**

- E. SACS PROCESS. Dr. Cliburn stated that we have not kicked off the self study yet. Between now and September we will appoint our leadership team. The leadership team is much smaller than the steering committee in our last self study. The Fall Faculty Workshop will kick this off. Dr. Margaret Sullivan will be the speaker for our fall faculty workshop. She was our consultant during the follow-up to our last self study. The first year or 18 months will be devoted to a compliance audit where we demonstrate that we meet core requirements that SACS sets forth for institutions. The compliance audit is an administrative type of activity but will probably involve the department chairs. The second phase involves development of a Quality Enhancement Plan (QEP), which will involve faculty. Mr. Smith has attended SACS sessions on QEP. Selecting a QEP focus is important. Mr. Besancon said he doesn't know what our QEP is yet. Mr. Smith said to talk with the consultant because they will have to have an input on that. QEP were going to be very broad. Dr. Sullivan will also be the consultant on this. Mr. Smith said they have to show it in progressive stages.
- F. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Dr. Benvenuti covered this for Ms. Kelley-Winders. They can finance up to 50 students to enroll in the program. The Perkinston and Jackson County Campuses were chosen to expand. The curriculum is the same as the existing PN program only arranged into five blocks. The expansion was approved by NLNAC in December 2005. Clinical will be in area affiliates. Four new full-time, temporary PN instructors were hired with grant funds.
- G. OPEN ENTRY – OPEN EXIT PROGRAMS. Ms. Kelley-Winders stated that students can enter some of the career programs after the semester begins. She will meet with the deans to make a recommendation to this council on whether to discontinue this. With enrollment the way it is, it is probably not a good thing to do away with at this time. The Executive Council's view point on this will be vital and input is needed from all people. They encourage everyone to do a lot of research before bringing that forward. You might have seen on television the various training programs going on with organizations to develop training and trade industry for free to respond to the building efforts. Community Campus is continuing to see a lot of short term especially in construction. She will bring back to the council recommendations on open entry – open exit programs.

H. USE OF SOCIAL SECURITY NUMBERS FOR STUDENT IDENTITY. Dr. Cliburn passed out a handout from the Social Security Administration. Identity theft is the fastest growing crime in America. They recommend against the use of social security numbers for student id's. Mr. Besancon said that he brought this up several years ago. Dr. Cliburn said there are a number of issues involved here. We have to have it for financial aid, students employed by the college, and 1098's, but we don't have to send it out on everything produced by the computer center. Mr. Smith mentioned all the banner reports that go out through email unsecured. Dr. Cliburn added that we report a large amount of personal information to the State Board on both students and faculty and that this data is currently not encrypted when it is transmitted. Dr Lott has contacted the State Board and Dr. Stonecypher is aware of this and will be creating a solution. Lynn Ladner has concerns of transcripts because some need to have their social security number on them. Ms. Holloway said it would be nice to have at least the last 4 digits. Mr. Besancon said we will need to do this quickly. The computer center is ready to start at any point. Mr. Smith said that many institutions have taken the social security number off. Ms. Holloway added that a long time ago the college used identity numbers. Dr. Cliburn said he would advance this rapidly to the Executive Council. Mr. Besancon said that both the social security number and the ID number will work in SPAIDEN. Mr. Tanner asked if we all have ID numbers. Mr. Besancon said not yet but they will be generated. **IAC recommends approval to advance to the Student Services Council.**

I. FEDERAL DISASTER LEAP. Dr. Cliburn stated that LEAP stands for Leveraging Education Assistance Partnership. Senator Thad Cochran was instrumental in getting 95 million dollars to use for institutions of higher learning. Louisiana will give federal money for faculty salaries, student financial aid and other Katrina losses. The IHL Board had our money written into the Title IV financial aid and allocated it to institutions in the state. The LEAP distribution formula is based on total enrollment and cost of attendance, which greatly favored the universities. To receive LEAP funds, students must meet general Title IV eligibility rules. They can receive up to the cost of attendance which varies depending on the students' financial situation. We are taking some applications now. They will be applicable for short term, summer, and next fall. Recruiters can make offers to some high school students. Large numbers of students would qualify. The college website and financial aid offices have applications for this. There is a meeting in Jackson tomorrow on this and we are hoping to be able to use LEAP funds to cover some of the tuition we refunded last semester.

## VI. CURRICULUM PROPOSALS.

A. DDT 2926 SUPERVISED WORK EXPERIENCE IN DRAFTING AND DESIGN TECHNOLOGY. Mr. Martin distributed the curriculum proposal. This is mainly for the apprenticeship program to be able to get 6 hours credit instead of taking two elective classes. Most apprenticeship classes are non-credit and employers wanted students to take college credit classes. **IAC recommends approval of the curriculum changes by the Executive Council.**

B. PSY 2553 PSYCHOLOGY OF PERSONAL ADJUSTMENT. Mr. Martin distributed the curriculum proposal. He stated that this course used to be in the catalog and for some reason it was taken out. There are now quite a few psychology majors and this will give them at least two courses before transferring to a college/university. Dr. Cliburn asked how many sections were needed for this course. Mr. Martin said not that many. They will have one session in the fall to get it started back. **IAC recommends approval of the curriculum addition by the Executive Council.**

C. LOGISTICS TECHNOLOGY. Mr. Martin distributed the curriculum proposal. We started this program about two years ago, but did not have a full time instructor. We have hired someone with a master's degree and he has made some suggestions. He also suggested renaming some of the classes to be more appropriate with current industry standards. Dr. Benvenuti asked if these people are employable with an associate degree. Mr. Martin said this is big with Northrop Grumman and other local industries. You cannot get promoted at Northrop Grumman without a degree in this. **IAC recommends approval of the curriculum changes for Logistics Technology.**

VII. OTHER BUSINESS.

Ms. Holloway passed out the Keesler Center 2006 Spring Schedules.

VIII. FUTURE MEETINGS.

Tuesday, April 11, 2006                      9:00 a.m., Jackson County Campus

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

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