

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, April 11, 2006
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, April 11, 2006 in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

Official Members

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

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under new business: V.A. GRADUATION. Ms. Hartfield and V.B. FRANKLIN UNIVERSITY. Dr. Cliburn. Dr. Beverly Clark presented Ms. Kelley-Winders items on the agenda under Unfinished Business.
- III. MINUTES OF PREVIOUS MEETING – **February 7, 2006**. All previous minutes of the IAC have been deferred by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the Instructional Affairs Council minutes from the last meeting were deferred at the March 10 Executive Council meeting. The Executive Council has approved the selection of ten individuals to serve as Title III DL Training members. The Graduation Committee met in early March and recommended separate codes to be set up for pipefitting and plumbing instead of one code and getting certificates for both. The Graduation Committee also recommended a \$30 flat graduation fee that will be effective May 2007 whether they walk or have the diploma mailed to them.
 - B. ENROLLMENT REPORT. Dr. Cliburn passed out a handout on the comparison with this spring to last spring, including comparisons by race, gender, ACT composite score, and county of residence. The total enrollment is down about 17%, which is what we have been seeing on the previous enrollment reports. The county with the biggest decrease was Harrison followed by Jackson, Stone, and then George County.

- C. FEDERAL DISASTER SLEAP. Dr. Cliburn stated that as of last Friday, April 7, we had awarded a little more than half a million to students for the spring semester, last fall, and this summer. There is not a lot being awarded for next fall. Dr. Cliburn received notice that the Department of Education for 06-07 will obligate grants for a full year. September 30 is the deadline to obligate SLEAP funds. Please promote this with your students and let them know to fill out a FAFSA this year. Mr. DeDual asked if there are numbers on how many applied. Dr. Cliburn said he thought there was over 800 two weeks ago and believes it has gone over 1,000 so far. Mr. DeDual asked how much the total awarded was so far. Dr. Cliburn said MGCCC had been allocated about \$10.3 million and has disbursed about \$1.5 million.
- D. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Matthews presented for Ms. Leimer. Ms. Matthews stated that 2,335 MGCCC students are taking online classes this semester. After no shows were reported, there were 3,746 duplicated students.

MSVCC is currently working on a certified online instructor program. The first class is scheduled to start this summer and will be for facilitators only. Once facilitators have completed the course and made the necessary changes, the course will then be offered to other online instructors. Eventually, all online instructors teaching through MSVCC will be required to complete the training program.

Jones Junior College has joined MSVCC and will begin offering courses fall 2006.

MGCCC will be moving all hybrid and web enhanced courses over to the Desire2Learn local server. All online and hybrid courses will be moved before the fall 2006 semester begins. MGCCC's Blackboard license will expire in the middle of the fall 2006 semester, which means that we will no longer receive support for our local server. MSVCC will continue to offer a dual platform, meaning that online courses can be taught on either Desire2Learn or Blackboard.

- E. BANNER UPDATE. Mr. Besancon stated D2L software has not been purchased yet and the hardware should be here in about a week. The D2L contract and hardware have been ordered, and Mr. Besancon can have the server up and going about three days after receiving the software. Mr. Tanner stated that most instructors do not have D2L training. They only have Blackboard training, and we will need some time to get people trained before the college starts to migrate over. Mr. Besancon asked when Mr. Tanner would like to see training. Mr. Tanner responded that if you have the D2L server up by May, before school starts, that would be good so they would have someone here to answer questions. Dr. Moody stated that she thought Ms. Leimer was going to provide training for some faculty before the summer. Ms. Matthews responded that Ms. Leimer does have plans for providing half day training sessions during the summer semester.

Banner 7 is almost fully operational with some report issues. Mr. Besancon hopes to have these issues resolved by Friday of this week. There has been a noticeable speed increase on the Perkinson and Jackson County Campuses. MBS, the bookstore program, is operational and is being used with the point of sale system. There might be some problems with interface to financial aid to purchase book items. We are working towards outsourcing dormitory internet access to a third party. There will be policies at the Perkinson Campus for dormitory room users to access internet and to help with the slowness to the network. The next priority for the Nolij document imaging system will be the financial aid offices. There are some issues with Banner 7 upgrade and Nolij, but Cory Walters is working on this.

- F. BANNER PERMISSIONS. Mr. Besancon stated he will schedule a meeting next week when Ms. Lynn Ladner is back from vacation. Some people have regained permissions since the update.
- G. DOCUMENT IMAGING. Mr. Besancon discussed this in IV.E. BANNER UPDATE.
- H. TITLE III GRANT. Ms. Matthews gave a brief assessment center update. Crystal Davis, the Jefferson Davis Assessment Center Proctor for evenings and weekends, is out on extended medial leave. Renita Mouchett had been working Tuesday – Thursday from 8 a.m. to 8 p.m.; however, due to extenuating circumstances has gone back to her 8-5 Monday – Friday schedule. Michelle Pickering from the Perkinston Campus will start assisting on Tuesday and Thursday’s from 5-8 p.m. until a temporary full-time employee is hired. Please notify students that testing can still be done at the Perkinston and Jackson County Campuses.

The DL Training Team consists of ten individuals college-wide selected by the Deans of Instruction and the Executive Council. The three lead trainers will be Carla Stout from the Jackson County Campus, Jean Scafide from the Jefferson Davis Campus and Tommy Snell from the Perkinston Campus. These individuals will receive training through distance learning and will be responsible for training instructors that are interested in teaching online classes.

The Assessment Center Policies and Procedures manual is being developed. The test proctors coordinated all information throughout the campuses to find out how tests were being conducted. When creating a standardized college-wide version, the test proctors noticed that tests were being administered differently at each campus. The Student Services Council is in the process of reviewing and approving the manual. As soon as it is approved by SSC, it will go through the Instructional Affairs Council for approval via email.

- I. ADN UPDATE. Ms. Cason was not present. Dr. Cliburn stated that Ms. Cason has been preparing for the NLNAC Accreditation site visit that will be taking place on April 19 – 21. Ms. Cason has distributed a tentative agenda, but everyone should keep their schedules open. There was supposed to be an IHL accreditation visit tomorrow, but it has been rescheduled. Dr. Moody has a new nursing department to bring through this visit. In the past, there were two separate programs for Jackson County and Jefferson Davis Campuses. This year, there will be one program with the Perkinston Campus included. Dr. Cliburn asked that everyone please keep an eye out for updates. If anyone has any questions about the visit, please let Ms. Cason know.
- J. STUDENT ATTENDANCE POLICY. Dr. LaCour stated that a meeting has not been called because there is not enough information to call one yet. All three instructional deans said that the majority of their faculty is in favor of keeping the absentee policy as it currently is stated. Ms. Tringle stated that she discussed with her campus and everyone wanted to leave the policy alone. The deans had their department chairs survey their faculty members regarding absences. Dr. Moody asked the Perkinston Campus faculty if they would like to see the policy changed and if so to please submit suggestions. Dr. Cliburn asked if this is important enough to periodically have the college to review. Ms. Courtney suggested going ahead and sending out the survey to see what people would say. Ms. Holloway stated there should be a fourth question for the health and related department on the survey. Dr. Cliburn agreed that health occupations should be added to the survey. Ms. Courtney asked if Dr. Cliburn could get the survey out next week. Dr. Cliburn stated that we should get the survey out pretty quickly and we should periodically review other policies. Dr. Moody asked that the minutes

reflect that the faculty was not directed to respond with a yes/no answer regarding the absentee policy.

- K. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Dr. Beverly Clark attended for Ms. Kelley-Winders. Dr. Clark stated that the programs were ready at the Jackson County and Perkinston Campuses. Dr. Benvenuti stated they are using the master learning theory and students are staying in the program. They are pursuing funding and have grant sources that have been identified. Dr. Benvenuti said that the counselors should be taking applications and getting the students tested so they are ready to go in the program. Dr. Cliburn asked how many students there were. Dr. Benvenuti said there are 41 enrolled out of 48 available slots right now.
- L. OPEN ENTRY – OPEN EXIT PROGRAMS. Dr. Clark stated that open entry – open exit programs would not be eliminated for the summer semester. Students can enter so many Monday's out of the semester until a certain point.
- M. NEW/EXPANSION CAREER-TECHNICAL PROGRAMS. Dr. Clark stated that two programs, Forensic/Crime Scene Investigation and Child Development Technology, are proposed to the State Board tomorrow for approval. Child Development is an expansion for Jackson County Campus and Perkinston Campus, and will be expanding to the Jefferson Davis Campus. Dr. Benvenuti stated that phlebotomy will expand to the Perkinston Campus, and this will be a free noncredit class. This is a ten-week program and there will be some pre-admission requirements for certification. Students will make about \$9-12 an hour when done. Dr. Clark said they are asking the State Board to shorten the welding programs to a one semester program from a one year program. Dr. Cliburn asked if there was a consensus of this group to recommend approval. **On May 19, 2006, the State Board for Community and Junior Colleges (the Board) did not approve to convert the welding program to a one semester program.**
- N. DRUG POLICY. Dr. Benvenuti gave an update on the drug screening policy, which is being finalized and coordinated with AD Nursing Department. There are currently over 100 clinical affiliates. MGCCC issues a standardized affiliation contract with annual renewals. Because of the affiliation contractual agreements, MGCCC will comply with agency policies, and all nursing and allied health students will need to comply with screening protocols. In the past, some affiliates would waive the \$50 fee and do the screening for us. This is no longer the case after Hurricane Katrina. We must now do our own drug testing. Currently, ADNs are using a hair testing. This policy draft has gone to Dean Holleman's office for review and will go back to the Executive Council for final approval. Dr. Benvenuti stated she would distribute to all the counselors as soon as it is finalized and include the policy in program-specific student handbooks. The clinical affiliates would like this policy implemented by the fall. Dr. Moody asked to send the policy draft to the instructional deans before going to the Executive Council. The draft has gone to the career/technical deans for review on their campuses. **Dr. Cliburn asked that Dr. Benvenuti distribute this policy to the deans of instruction before going to the Executive Council for approval.**
- O. SUBSTANCE TESTING. Dr. Benvenuti discussed this in IV.N. DRUG POLICY.
- V. NEW BUSINESS
- A. GRADUATION. Ms. Hartfield was not present to discuss graduation.

B. FRANKLIN UNIVERSITY. Dr. Cliburn stated that Dr. Paul Otte, the president at Franklin University, will be at the Jefferson Davis Campus next week along with six students that have bachelor degrees from Franklin to present an award to Dr. Lott. On April 20, Bill Chan, who is the Director of the Community College Alliance at Franklin, will be at the Jefferson Davis Campus. Mr. Chan did not have enough time on the Gulf Coast to go to all campuses. He will set-up in the Commons area to talk to students, and he will meet with faculty advisors and counselors at lunch.

VI. CURRICULUM PROPOSALS.

A. FUNERAL SERVICE TECHNOLOGY. Mr. Bounds was not present due to another meeting he had to attend. Dr. Cliburn stated that this will be postponed and will poll committee to get approval. There are some changes to this program including going to a three year accreditation. **IAC recommends approval of the curriculum changes for Funeral Services Technology via email.**

VII. OTHER BUSINESS.

A. Dr. Moody stated that the Perkinson Campus hopes to have everything up and running for the Forensics program in the fall.

B. Dr. LaCour asked if there is a procedure in place where the instructors can evaluate department chairs and if not why? Mr. Martin stated that a committee met on this. They had prepared two new forms, and others were discussed, but probably not enough to get ready for this fall. Dr. Moody stated that she does informal evaluations to evaluate them. Mr. Martin stated that he does the same thing and takes that along when evaluating the others to talk to the department chairs.

C. Dr. Moody congratulated Dr. Lott on his receiving the 2005 South Mississippi Outstanding Community Leaders Award.

VIII. FUTURE MEETINGS. Dr. Cliburn thanked everyone for serving on this council. He stated that Dr. Thompson-Stacy set-up a system where some were elected. Dr. Cliburn asked that the instructional deans get the names of their faculty who would like to be on this council for this year and get it to him within two weeks.

IX. ADJOURNMENT. There being no further business, the meeting was adjourned.

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