

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, September 12, 2006
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, September 12, 2006 in the Darby Hall Board Room at Central Office. Attendance was as follows:

Official Members

Joseph Cliburn (Chair)	present	Jan Moody	present
Dean Belton	present	Charlie Neumann	present
David Besancon	present	John Poelma	present
Larry Burney	absent	Michelle Sekul	present
Nica Cason	present	Karen Stennis	present
Elaine Davis	present	Lynn Tincher-Ladner	present
Kathy Dedeaux	present	Debra Watson	present
Foster Flint	present		
Buck Foster	present	<u>Others Present</u>	
Charlie Hill	present	Bill Yates	
Patti Holloway	present	Joan Haynes	
Faye Jones	present	Allen Lee	
Anna Faye Kelley-Winders	absent	Buffy Matthews	
Jennifer Leimer	present	John Shows	
Misty Maaya	present	Anjelica Holliman, Recorder	
William Martin	present		
Larry Miller	present		

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m. He welcomed members to the 2006/2007 council. Dr. Cliburn acknowledged that Ms. Matthews has moved to the Distance Learning office and the college has employed Ms. Leslie Gilliland as the new Title III Grant Coordinator. Ms. Gilliland could not be here today due to previous obligations.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under Curriculum Proposals: VI.E. TELECOMMUNICATIONS TECHNOLOGY. Mr. Neumann.
- III. MINUTES OF PREVIOUS MEETING – **April 11, 2006**. 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 Executive Council has only met twice this summer. He announced that Misty Maaya has been hired as the Director of Institutional Relations. On the August 23 Executive Council meeting, Funeral Services Technology had some technical revisions for accreditation. These revisions were mostly course titles to be inline with the accrediting agency. Over the summer, these revisions were emailed to the IAC and added to the catalog. The Local Area Networking Technology proposal replaced CNT 1614 (Network Administration Using Novell) with CNT 2553 (Network Security). Process Operation Technology transferred to the Jackson County Campus. Both of these proposals were approved by email.

The Executive Council is researching the possibility of a student activity fee. This would help support a variety of activities on campus. Once Dr. Cliburn has more information and discusses it with the Executive Council, he will bring it to IAC and SSC. Executive Council also talked about a proposal to go to a tobacco-free campus. If decided, this will not be put to a vote. Dr. Cliburn noted that he visited a campus last week that was a tobacco-free campus. The students were allowed to smoke in their vehicles. This was also discussed at the AACC meeting that he attended last spring with some of the Executive Council members.

- B. ENROLLMENT REPORT. Dr. Cliburn announced that Ms. Tincher-Ladner, who was in the computer center for six years, has moved to the Institutional Research office. Ms. Tincher-Ladner passed out a handout on the Fall 2006 Registration Report. She did a comparison on last year 2005 numbers to October 3, when we came back from the hurricane. She started with the end of the first week after we got back, took the mass drop and moved forward. According to that report, we have above 9,100 students. Mr. Besancon asked how this reflects being down 10% that Dr. Lott talked about at the Fall Faculty Workshop. Ms. Tincher-Ladner replied that it took a long time to get all the students withdrawn after the hurricane and the college lost about 43–45% of enrollment. Dr. Cliburn stated that they usually stop reporting after six weeks of the semester, but they will probably still keep putting the enrollment reports out after that. After a year, the college has recovered to 9,100 students and we have some of the same numbers as Pre-Katrina.

Mr. Neumann stated that last week he had a career- technical deans meeting and one of the topics was the enrollment by majors report that they get once a week. There were one or two deans that had some concerns because the number of students by major report did not match the major pay list they receive every week. Mr. Neumann asked what piece of data is being used to match this. Ms. Tincher-Ladner explained that this is the same raw data but taken on different days. If students' majors have been changed or withdrawals entered, the reports will not match. We are also adding several majors and reorganizing major codes. Ms. Tincher-Ladner said she needs to look closer at this and make sure it syncs up properly. Dr. Moody asked if there was a deadline for all campuses. Ms. Tincher-Ladner said that if the campus does not handle it, then the computer does it when audit files are prepared. Dr. Moody asked if there is something that could be done to get all campuses to do this at the same time. Ms. Tincher-Ladner said she could rerun to see if anyone forgot to do theirs. Ms. Sekul explained that admissions offices already work on this together. **Ms. Tincher-Ladner said she will run the Enrollment by Majors report on a weekly basis until mass drop.**

- C. FEDERAL DISASTER SLEAP. Dr. Cliburn stated that he asked Dr. Yates and Ms. Tincher-Ladner to give a report on SLEAP over the past year. He stated that the program ends on September 30. Ms. Tincher-Ladner passed out the report. She explained that at the top of the report under amount paid that this is what is actually on the student's accounts for 05-06 and fall of this year. The Spring 2007 column is the obligated amounts and may or may not be paid depending on whether students enroll for spring. The recipients' column is unduplicated. The bottom of the financial aid report shows the basic SLEAP award and the amount that replaced institutional scholarships with SLEAP awards. The Institutional Fund Replacement table shows what the college recovered. Dr. Cliburn stated that this table shows that the Perkinson Campus has higher numbers because of the students that are on scholarships with band, sports, etc. Mr. Besancon added that it is also more expensive to go to Perk. Dr. Yates said that even with Perk's housing, meal costs and the number of scholarships, all campuses got the same amount of funds. He stated that the financial aid offices did an excellent job in the short time that had to do it. Dr. Cliburn said that they had

\$10.2 million starting out and the numbers on the report are obsolete because more awards were being still made (at the time of the council meeting).

- D. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer passed out the MGCCC Enrollment Report Fall 2006 that is normally given as a board report. She stated that they are in their peak time. These numbers were pulled out of the MSVCC enrollment tool. Ms. Leimer stated that she changed the headings from the previous reports given to make it easier to read and better to understand. She plans to do different reporting on this and will work with the deans of instruction. These numbers do not reflect no shows at this time. The instructors just finished reporting the no shows. This number is 2,232 and is up by 40%. The total number of MGCCC enrollments in MSVCC online courses taken is 3,886. This is not individual students but rather course registrations. There are 562 non-duplicated students from other community colleges signed up for MGCCC classes. There are 134 MGCCC students enrolled in online courses provided by other institutions; this represents FTE money we do not collect. This is down from last fall.

There were a lot of personnel changes, platform changes, and Title III changes that have happened. We want to bring distance learning to the next level, but we have a long way to go. Title III is going to play a big role in making sure faculty is trained adequately. In the minutes from the last meeting, it stated that we are working on an instructor certification course for MSVCC. This has been postponed. All online instructors will be required to complete this course. Jones County Junior College has joined MSVCC.

The hybrid and web enhanced server is moving to D2L, and Blackboard will no longer exist after December 15. MSVCC Blackboard is not going away. Instructors need to migrate their course shells to the new server. We upgraded D2L from 7.4 to 8.0 and had few problems.

Mr. Miller asked if a student that is full-time will make the same money as away. Ms. Leimer said the college brings in more money for full-time online students. Ms. Leimer stated that she has had some concerns about cutting the number of online courses that our faculty can teach. With the demand for online courses, if we cut the number of classes offered by MGCCC full-time instructors, we will have to find adjunct instructors or place students with away colleges. With away colleges, we lose money and can't manage the instructors as effectively. We can manage an adjunct instructor, but students prefer to have instructors that they can go to with problems. Instructors have concerns about cutting number of classes offered. The spring semester will hurt us because classes are growing and faculty are only allowed to teach two online classes. Ms. Leimer said she would not have a problem having two to start and then adding more classes later. Mr. Miller said that he prefers to have his faculty teach on-site classes first and then if they want teach online he can look at it. Ms. Leimer stated that the policy is up to the instructional deans to set how many online classes they will allow the instructors to teach. Ms. Holloway thinks that in the future we are going to have to staff online and onsite instructors so the students will have someone to go to when they have problems. We need to have trained instructors ready when they are needed for more classes. Ms. Leimer stated that the demand in some classes is online and not on campus. Ms. Watson added that some online classes are making first before campus classes. Ms. Leimer said that most students are taking 2-3 online classes and some campus classes. We are cutting classes that are necessary and those are the classes that make the most money. Ms. Tincher-Ladner said that no student goes through this institution taking just online classes to graduate. Ms. Matthews asked why we are decreasing the number of online courses being taught when students are registering for these classes, especially when the college is focused on enrollment. There was a lot of discussion on this matter by all members

present. Ms. Leimer would like to work closely with the department chairs and deans. Because there were not any policies set, Ms. Leimer would like to know if this could be discussed in a subcommittee. Dr. Cliburn said that the subcommittee should have this meeting prior to the next IAC meeting. The working group should include the three instructional deans and representation from departments with a lot of expertise. Dr. Belton said we need to include the center deans, too. Dr. Cliburn added Dr. Dean Belton and Ms Patti Holloway. He would also like for one student services person to be in the group. **IAC recommends approval of the subcommittee formed as noted above with reporting back by November 7.**

- E. BANNER UPDATE/PERMISSIONS/DOCUMENT IMAGING. Mr. Besancon stated that Banner Permissions is on hold right now with the turn over in the computer center. They are implementing new projects like alumni. Mr. Corey Walters is the new Database Manager. The computer center has a job opening for the networking side. On the social security number change, Ms. Tincher-Ladner has developed a white paper on the process, and the computer center would be studying that plan. There is a concern about emailing out everyone's social security number all over campus. Mr. Besancon stated that we need to get away from this. There was a Banner issue last Friday around lunch time when the computer center hit the 100 millionth session. Banner was not written to go up that high. It started with crashing SFAREGS. Mr. Walters got the problem resolved with Banner being down for about 14 hours. D2L is up and going. Mr. Besancon thanked Ms. Leimer and her group for their help. Banner 7 is up and going. Ms. Tincher-Ladner helped with this and got it going spring break of last year. Nolij has slowed down. There is a required piece of software, the Oracle Client, which is needed. Banner 7 eliminated the need for the Client and Nolij did not give it up. The computer center is working on a method so we will not need that. Document imaging cannot scan documents in an effective manner at remote campuses.

With the turnover in the computer center, we have implemented a ticket system to track progress on requests. This system will be called Track-It. Some might have been getting tickets already saying their work order has been done. Ms. Holloway asked if we will be doing away with the computer center request form. Mr. Besancon said yes. The PC repair people have ongoing projects that have kept them away from replacing the old PC's. Mr. Broussard is working to get the computers in by the end of this semester. Mr. Harry Scovel is replacing the computers on the Perkinston Campus as the computer goes bad. If they are on the list to get a new computer, he is giving them their new computer.

The college will be implementing Microsoft Office 2007. When we go to this upgrade we will have to upgrade everybody at the same time. Currently, we use Microsoft Office 2003. This upgrade will have to happen pretty fast. This upgrade will be Microsoft Vista capable and all computers should be able to run with no problem. Mr. Besancon said he will get workforce to help us train on Microsoft 2007 sometime in 2007. Mr. Neumann said Microsoft Office 2007 will impact all textbooks and the bookstores are going to need to change all applications.

Wireless campuses are a priority for the capital campaign. With wireless technology changing rapidly, this will cost a lot to put in at all campuses inside and outside of all buildings. What do we need to do to make this a wireless campus and how do we accomplish that goal? Dr. Belton said that Dr. Lott has already signed off on two grants for the George County Center and the Perkinston Campus to have wireless. Mr. Besancon said we will have to see what requirements are in the grants to require wireless and see what we can do. It would cost \$750,000 now if we go wireless and we would need to replace it in a year. -

Dr. Moody added that we usually get reports for EZ attendance and asked if we are going to get them. Mr. Besancon said he would check on that and get them to her.

- F. TITLE III GRANT. Ms. Matthews gave a brief assessment center update for Ms. Leslie Gilliland. Ms. Matthews stated that Ms. Gilliland began working as the Title III Coordinator on August 16, and is working out of an office at the Jefferson Davis Campus. The Distance Learning Training team consists of ten faculty members college-wide and is responsible for conducting distance learning training at each campus. The DL training team will begin training faculty this semester. Jennifer Leimer, Buffy Matthews, and Leslie Gilliland met with the team and the Professional Development Coordinators on August 29 to discuss training responsibilities and logistics. The team will also be creating step-by-step handouts on the technical training sections of Desire2Learn. This will help to provide training to those faculty members who have to leave during the workshop or who are unable to attend. The handouts will be given to all workshop attendees and saved in the online Instructor Support course.

Ms. Gilliland met with Ms. Leimer and the Deans of Student Services on September 7. They decided that Ms. Gilliland will be responsible for all tasks related to the coordination of the assessment centers and the Deans of Student Services will continue to handle all personnel issues. The Jefferson Davis Campus is staffed by two full-time proctors, six days a week. The hours are Monday and Friday from 8-5; Tuesday and Thursday 8-8; and Saturday 8-5. The Perkinson Campus hours are Monday and Friday 8-5; Tuesday and Thursday 10-7; and Saturday by appointment only. The Jackson County Campus has one test proctor and is in the process of hiring a new proctor. Currently, the hours are Monday and Friday 8-5; Tuesday and Thursday 11-8; and Saturday by appointment only. These hours will be the same as the Jefferson Davis Campus hours once the new proctor is hired. Ms. Gilliland is working with Mr. Keith Lee to update the web page. We would like the web page to be easily accessible to the students.

Ms. Gilliland is working with the Deans of Student Services to clarify some policies and procedures for the assessment centers. Ms. Leimer and Ms. Matthews visited Itawamba Community College last semester and they use Appointment Quest, web-based appointment software. Our assessment centers will begin using this software on October 1st. The software allows students to schedule tests via the internet. This should help reduce the phone calls and emails that the proctors receive. We feel that this will lesson the number of complaints that we receive each semester regarding assessment center scheduling. The assessment centers are also considering new monitoring software installed on each computer that will allow the proctors to make sure all students are not going into other sites and cheating.

Year 2 of the grant will include improving student advisement and adding ten computers at each of the assessment centers. Ms. Dedeaux asked what the procedure is when the proctor schedules a test and something comes up where they are unable to administer the test. Ms. Leimer stated that the Jackson County and Perkinson Campuses have backup personnel that fill in. It is much easier for JD because they have two proctors. This is an issue that is being resolved by the Deans of Student Services, Jennifer Leimer, and Leslie Gilliland.

- G. ADN UPDATE. Ms. Cason was pleased to tell the council about the final report on the accreditation visit. In April, we had a successful site visit and a little later our state visit. Phase 2 and 3 went well. The college received the maximum accreditation for 8 years for a consolidated program and will not have to do this again until 2014. The ADN program is working on moving to a competitive admissions process. We are the only program that has a

“first committed” policy and we are now looking into a selective admissions process. The other project we are working on is upgrading the curriculum. Ms. Watson asked what the difference is in competitive admissions and our present system. Ms. Cason responded that it the top performers rather than the first to apply would be admitted.

H. STUDENT ATTENDANCE POLICY. Dr. Cliburn deferred this item.

I. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Mr. John Shows attended for Ms. Kelley-Winders. Mr. Shows stated that the LPN program is running in the evening on the Jackson County and Perkinson campuses. The funding source will run out this year. The application has been made from an additional funding source and it looks very good that we will get continuation funding for January.

J. NEW/EXPANSION CAREER-TECHNICAL PROGRAMS. Mr. Shows stated that the Surgical Technology has been added at the West Harrison County Center and Early Childhood Education at the Jefferson Davis campus. Forensics Crime Scene Technology and Power Plant Generation Technology have been added at the Perkinson Campus. The Truck Driving Program has moved to the George County Center. Process Operations Technology - Petrochemical is at the Jackson County Campus. The Disaster Planning Grant for NSF this spring will take 6 months. We will be submitting to NSF for \$1.5 million. This will have the potential for two new programs. There have been ads on TV and radio for Project Outreach and in the next 60 days the Jefferson Davis Campus will be kicking off 120 hours of training. We did the same at the Perkinson Campus yesterday. Ms. Sekul asked if the booklet could be distributed to the LPN students with the requirements they had to meet and the deadline dates with that information. Mr. Shows said they will try to get that information out soon.

K. LATE REGISTRATION. Dr. Moody said that there was discussion of late registration at the dean’s meeting and departmental meetings. Dr. Moody asked if this committee would like to look into this for the students waiting until the last minute to enroll and missing class. The council agreed that this should be looked into. Ms. Tincher-Ladner said she could pull the information to see how many were new and how many made schedule changes. Dr. Cliburn put Dr. Moody, Ms. Watson, Ms. Tincher-Ladner, and student services, admissions and financial aid representatives on the working group. Ms. Tincher-Ladner said it needs to be people that were not registered until after registration. Dr. Cliburn added that he would like either Ms. Leimer or Ms. Matthews and Ms. Elaine Davis to be on this subcommittee. **IAC recommends approval of the subcommittee formed as noted above with reporting back by November 7.**

V. NEW BUSINESS

A. PEER-TO-PEER FILE SHARING. Dr. Cliburn stated that he received information from the American Council on Education from Dr. Lott. Network resource limitations and the dorms could bring problems through downloading media. The other problem has to do with copyright issues. Dr. Cliburn encouraged everyone to look at this letter. There will be a video available later this year and he suggests that this might be a good training tool for our students. Ms. Leimer asked if there is an internet usage policy. Mr. Besancon said the policy is there, but we have never kicked anyone off of the network unless it is something serious. They make peer to peer traffic look like web page traffic and it goes past the system.

VI. CURRICULUM PROPOSALS.

- A. DANCE APPRECIATION. Dr. Moody distributed the curriculum proposal. There are only four appreciation classes that are offered (music, theatre, art, allied arts) and the Perkinston Campus would like to put dance back into the catalog. **IAC recommends approval of the curriculum addition for Dance Appreciation.**
- B. COMPUTER NETWORKING. Mr. Lee distributed the curriculum proposal. There have been additional courses added and previously approved courses changed in the curriculum from the state. The name changed back from Local Area Networking to Computer Networking with a new description. **IAC recommends approval of the curriculum changes for Computer Networking Technology.**
- C. PROCESS OPERATIONS TECHNOLOGY – PETROCHEMICAL REFINING. Mr. Neumann distributed the curriculum proposal. College Algebra is needed for NAIT accreditation requirements. **IAC recommends approval of the curriculum changes for Process Operations Technology – Petrochemical Refining.**
- D. DELETION OF WORKFORCE TRAINING AND DEVELOPMENT. Mr. Miller stated that this is on page 104 in the college catalog. This was to be a 2+2 program with William Carey College. This curriculum is in the catalog, but the college is not teaching the courses because the classes never made. Mr. Miller recommended removal of this program out of the college catalog. **IAC recommends approval of the curriculum deletion for Workforce Training and Development.**
- E. TELECOMMUNICATIONS TECHNOLOGY. Mr. Neumann distributed the curriculum proposal. These courses are either revised or new to the curriculum framework. A physical science elective was added as a requirement to the program. **IAC recommends approval of the curriculum changes for Telecommunications Technology.**
- VII. OTHER BUSINESS.
- VIII. FUTURE MEETINGS.
- | | |
|---------------------------|--|
| Tuesday, November 7, 2006 | 9:00 a.m., Jackson County Campus (Private Dining Room) |
| Tuesday, February 6, 2007 | 9:00 a.m., Jefferson Davis Campus |
| Tuesday, April 10, 2007 | 9:00 a.m., Applied Technology and Development Center |
- IX. ADJOURNMENT. There being no further business, the meeting was adjourned.

* * *