

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, November 7, 2006
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, November 7, 2006 in Room U202 at the Jefferson Davis Campus. 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	absent	Karen Stennis	present
Elaine Davis	present	Lynn Tincher-Ladner	present
Kathy Dedeaux	present	Debra Watson	absent
Foster Flint	present		
Buck Foster	present	<u>Others Present</u>	
Charlie Hill	absent	Bill Yates	
Patti Holloway	present	Trudi Mullins	
Faye Jones	present	Leslie Gilliland	
Anna Faye Kelley-Winders	absent	Joe Tillson	
Jennifer Leimer	present	John Smith	
Misty Maaya	absent	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 had everyone introduce themselves.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under Unfinished Business: IV.I. PRE-REGISTRATION AND RETENTION. Dr. Yates and under Curriculum Proposals: VI.C. WEB DEVELOPMENT TECHNOLOGY. Dr. Moody and ASSOCIATE DEGREE NURSING TO PRACTICAL NURSING TRANSFER REQUIREMENTS. Mr. Tillson.
- III. MINUTES OF PREVIOUS MEETING – **September 12, 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 approved the September 12th IAC minutes including the curriculums for Dance Appreciation and the removal of Workforce Development. The Executive Council reemphasized the policy that the instructional dean approves instructor assignments for online classes. Ms. Leimer asked if the limit for online instructors was two and then dean approval for more online classes only. **Dr. Cliburn said he understood it to be a limit of two but that the Executive Council minutes do not explicitly state this and that he will clarify this with the Executive Council.** The career-technical programs are pursuing NAIT accreditation. Dr. Cliburn stated that the Executive Council has renamed the Institute for Learning in Retirement to the Life Long Learning Institute. At the last meeting, Dr. Cliburn said there

were discussions of going to a tobacco-free campus. At this time, there has not been anymore discussion on this. There have been brief discussions of the four-day work week. Ms. Tincher-Ladner has developed an employee survey that is still being reviewed by the Executive Council. Once approved, the survey will be sent out to employees. Applications have been reviewed for the Vice President position at the Jefferson Davis Campus. There were a lot of very good applicants and it has been narrowed down to about five. Interviews are scheduled for this Friday.

- B. ENROLLMENT REPORT. Ms. Tincher-Ladner stated that the last report from 2004 that was filed had 10,424 as the headcount. There were 7,806 filed last fall and right now we have 8,806. This number could get higher as the admissions office gets documentation for more students. Ms. Sekul asked when we will get the pre-registration report. **Dr. Cliburn said Ms. Tincher-Ladner will get that report out soon.**
- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer stated that at our last IAC meeting a subcommittee was formed to discuss online course offerings and other distance learning issues. Ms. Leimer spoke to Ms. Gilliland and decided to revise the membership of the Title III Advisory Committee and utilize it for distance learning. This committee met last week. Ms. Leimer passed out a handout that included the proposed members for this Distance Learning Advisory Committee. The committee will consist of nine standing members and fourteen rotating members. There will also be guest members who may be invited to discuss special interest items. This is a proposed list and IAC will need to approve. Ms. Jones asked if a professional development coordinator could be added since they work so closely with distance learning. Ms. Leimer responded that this is an advisory committee and if there are issues regarding professional development, they can invite them at that time. Dr. Cliburn asked if there is a professional development coordinator on the Distance Learning Training Team. Ms. Leimer said there is. Ms. Holloway agreed with Ms. Leimer that this committee is more of an instructional meeting than a professional development meeting. Mr. Besancon asked if there will be any technology issues on this committee. Ms. Leimer said there will not be that much, but if they have something they will invite him to be a guest. Ms. Leimer will be working closely with the deans of instruction on this. Ms. Leimer added that the Distance Learning Training Team had also met and Ms. Gilliland would talk more about that. There are minutes from the last two meetings and they will be sent out soon. Do these minutes need to be sent to the Instructional Affairs Council? Dr. Cliburn said IAC needs a copy of the minutes. **IAC approved the Distance Learning Advisory Committee.**

Ms. Leimer stated that Ms. Tincher-Ladner has relocated the online planning system. PDF copies of the minutes dating back to 2003 have been added to this site. This site will only be accessible to the network. Other minutes like this one might be put on this site in the future. If so, it will be emailed out to all members with the link to get to it. The hybrid web-enhanced server is up and running. It crashed a little over a week ago. There was some information lost dating back to after September 19. Instructors are being surveyed to see how this affected them. Ms. Tincher-Ladner responded that it affected 2,300 students. The feedback seen so far has been ok with some recovering what they had and some kept backups of their grades. Dr. Cliburn said this did not happen with the transition from D2L. Ms. Leimer concluded that registration has been going on a little over a week and Art Appreciation and Medical Office Technology courses have already closed.

- D. COMPUTER CENTER UPDATE. Mr. Besancon explained more about the D2L server. The way the computer center was doing backups was a single file capture to the server. The

snapshot was not being updated. Steps have been taken to make sure this will not happen again. There are two backups being done now and they are looking at other things that can be done. Human Resources had an issue with patches recently. The computer center, as related to Banner, does not install patches. There was not a notification that a patch needed to be installed. The college will be moving to Microsoft Office 2007 and Microsoft Office Vista, but the software has not been released. Mr. Besancon had a request from the Jackson County Campus to locate some Vista computers so they can get use to using it before the upgrade. Stacy Carmichael in workforce development will be doing training classes. Mr. Besancon will talk to the professional development coordinators about offering classes. Mr. Miller asked when the move to Microsoft Office 2007 would occur. Mr. Besancon said it was up to the instructors, but probably fall 2007. Computers were ordered last year and are still on the computer center's inventory until they get distributed. There is a 100% inventory being done right now. Hopefully, the computers can get distributed by the end of this year. The labs will need to be replaced and have upgrades but nothing major. Phase I of the Track-It ticket system is complete with everyone doing tickets. Ms. Leimer asked about Internet Explorer 7 that should be out now and had concerns about it not being compatible with D2L and Blackboard. Mr. Besancon suggested that no one should upgrade to Internet Explorer 7 because there are some things that do not run in it.

- E. TITLE III GRANT. Ms. Gilliland introduced herself and informed everyone that she is located at the Jefferson Davis Campus. Her extension is 3733. The Title III annual report is due on or before December 31 and she will be working on that. Ms. Gilliland passed out a handout with Title III updates. This handout includes the three objectives for Title III so everyone can see what they are. The Distance Learning Training Team decided at the September 29 meeting that they should focus on specific modules. They will train at different sites instead of staying on their campus and doing all the training there.

Objective 2 deals with the students. The students are required to take at least one proctored exam. These assessment centers, where the students take the exams, have been in place for about a year. Ms. Gilliland stated she has been working with the assessment centers to get the operation working well. Josh VanZile is the new Assessment Center proctor that was hired at the Jackson County Campus. Mr. VanZile worked in the admissions office on the Jefferson Davis Campus. Dr. Yates and Ms. Gilliland will decide when to extend the hours at the Jackson County Campus. The assessment center web site is complete. The site has links from the college's main site in the Department Home Pages, New Students and Current Students as well as the Distance Learning home page. Ms. Gilliland stated she has her phone number listed on the appointment software for any problems dealing with that software.

Objective 3 deals with advisement. The first meeting of the Student Advising System Development Team was on October 20. This was a large committee so it was split into four subcommittees. Ms. Gilliland looked at the different things that had to be accomplished and with Dr. Cliburn's help divided the team into subcommittees. The team discussed what things needed to be done next. The Internal Research subcommittee will review what is working right and what is not. The External Research subcommittee will look at external metrics, national type and researching other institutes that are doing a good job. This group can visit institutions to see what they are doing with advisement. The Revision subcommittee deals with what specific aspects will have to be revised and what work flows will have to be advised. The Professional Development subcommittee will take information from the entire committee and propose activities to the professional development coordinators.

- F. STUDENT ATTENDANCE POLICY. Dr. Cliburn deferred this item. Mr. Martin proposed that this item be removed from the agenda. This was proposed last year to either do away with the policy or to change the policy. Since then, the people doing the research have rotated off the council. **Dr. Cliburn stated that this item will be removed from the agenda.**
- G. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Dr. Cliburn stated that Ms. Kelley-Winders is still waiting written approval and this item will be deferred until we get approval.
- H. LATE REGISTRATION. Dr. Moody asked that Anjelica Holliman email IAC the background research that Ms. Tincher-Ladner did regarding late registration and thanked Ms. Tincher-Ladner for the report. Dr. Moody did a survey of other late registration policies at the other 15 community colleges. All colleges had as many days as gulf coast currently has on schedule or a longer period of time for late registration. Ms. Tincher-Ladner did two studies on A Review of Late Registration Participants of Mississippi Gulf Coast Community College. The first was a survey of other colleges on late registration and the second compared students registering during regular registration with those who late-registered. Dr. Moody thanked all the members on the subcommittee. The second study looked at accounts receivable and compared overall GPA of late registrants and students who registered during regular registration. Dr. Cliburn summarized the report by observing that late registration lowers the students GPA, they are more likely to drop and less likely to pay, and no one was registering on the last day anyway. The IAC Late Registration subcommittee recommended moving to a two day late registration so students will not miss much class. This will ensure that students that register late would only have one absence in either a MWF class or a TTH class. This is the subcommittee's first recommendation, but a three day late registration would be their second option if two days is unacceptable for some reason. Dr. Cliburn asked that Dr. Moody forward him the proposal in writing with detail about mass drop. Ms. Sekul stated that the drop/add period is not an issue. It is adding a class after classes has already started. Ms. Tincher-Ladner stated that under special circumstances you will still be able to add a class after late registration dates. The students may also add second nine/eight week classes after the late registration period. **IAC recommends approval to move to Executive Council with Dr. Moody sending Dr. Cliburn the proposal.**
- I. PRE-REGISTRATION AND RETENTION. Dr. Yates stated that pre-registration is going on right now. Pre-registration is an early commitment for a student. Next week, there will be an Enrollment Management meeting at the Jefferson Davis Campus to discuss pre-registration and other concerns. This group will be looking at what we can do to pull in certain groups of students. They will also look at retention issues. Starting next semester, they will be looking at ways to do early intervention. If anyone has any ideas, please let Dr. Yates know before the meeting. The group will rotate between other campuses for there next meetings. Ms. Dedeaux stated that Ms. Sekul had a meet and greet day at the Perkinston Campus and it worked out very well.
- V. NEW BUSINESS
- VI. CURRICULUM PROPOSALS.
- A. NURSING – COMPREHENSIVE SEMINAR. Mr. John Smith attended for Ms. Cason. Mr. Smith distributed the curriculum proposal. The state licensure examination has changed significantly over the past few years with increased difficulty of the test. In order to better

- prepare students for that exam, the nursing department recommended adding a course. It is a one hour course and would be taught in the last semester. Ms. Holloway asked if this will increase the number of hours in the program. Mr. Smith replied no. The course is listed on the proposal as NUR 2421 and NUR 2411. This will have to be checked for the correct course number. Dr. Cliburn added that this proposal will need signatures from everyone before it goes to the Executive Council. There might need to be some guidance on what needs to be done for the signatures. Mr. Miller suggested that the department chairs should sign. Dr. Cliburn will have the three department chairs sign and Nica Cason will sign in the dean of instruction blank. Ms. Davis asked if this is in compliance with the state curriculum and Mr. Smith replied yes. Ms. Davis stated this is a technical course and it will be required for graduation. The course number should be NUR 2421. Ms. Holloway suggested that NUR 2411 should be deleted since it will be part of NUR 2410 now. **Dr. Cliburn will check with Ms. Cason about deleting NUR 2411. IAC recommends approval of the curriculum addition of NUR 2421 with Ms. Cason getting the signatures required for the proposal.**
- B. MFL 2243 AND MFL 2253 CONVERSATIONAL SPANISH. Mr. Martin distributed the curriculum proposal. Mr. Martin stated that MFL 2243 is listed incorrectly in the catalog. It should read Conversational Spanish I instead of Conversational Spanish for Law Enforcement. The proposal includes adding MFL 2253 Conversational Spanish II to the catalog for college credit. Ms. Holloway asked if we checked with USM to see if they will accept this course. Mr. Martin replied that a majority of our students felt like they needed Conversational Spanish I and II for their jobs instead of the Spanish program already offered. One course will be offered for spring 2007. These classes will not take the place of the existing Spanish program, but it will be added into the program. **IAC recommends approval of the curriculum addition for MFL 2243 and MFL 2253.**
- C. WEB DEVELOPMENT TECHNOLOGY. Dr. Moody distributed the curriculum proposal to remove WDT 2323 XML Programming from the catalog and add WDT 2414 Flash Game Programming. XML is now covered in the other courses in the program. The advisory committee felt this course should be added. **IAC recommends approval of the curriculum changes for Web Development Technology.**
- D. ASSOCIATE DEGREE NURSING TO PRACTICAL NURSING TRANSFER REQUIREMENTS. Mr. Tillson distributed a document the nursing department has been using for students who transfer from Associate Degree Nursing into Practical Nursing. The PN guidelines in the catalog describe the transfer guidelines and course equivalencies. Those students exiting level 3 in the Associate Degree Nursing program can substitute ADN courses for LPN courses. This form that is sent to the state board has been modified to add the substitution courses, instructor signature line, and date lines to certify and to validate. Mr. Tillson would like to get approval from IAC to assign a form number to add to the forms drive to use college wide. The first page of the form at the bottom of the page has Mississippi Gulf Coast Community College/Jackson County Campus. Should this signature line state the campus location or just Mississippi Gulf Coast Community College? Ms. Sekul stated it should just read MGCCC. The Perkinston Campus has a stamp that can be stamped with the location. Dr. Cliburn stated that if the student is making this transition, they should have been admitted with their information into Banner. Ms. Sekul said this information would not be in Banner. Dr. Moody agreed that this does need to be done, but would like to take the form with her to look at it and address these issues. This form will be to get it on paper what has already been done in the past. Ms. Holloway stated that the college has to provide the state with this information. BIO 1613 is the substitute for Basic Nutrition, so the

students can still be admitted and would be able to take that one course. Dr. Cliburn does not see a problem with Mr. Tillson going ahead and using this form at this time. Mr. Tillson can bring this form back at the next meeting to decide what to do with this form for college-wide use. Ms. Holloway asked if we could make the form to be a type in form so the campus and the affiliating hospitals can be typed in at that time. Dr. Cliburn suggested that there might also need to be a blank for the school so the campus can be entered. Ms. Holloway suggested also taking out CAT and adding TABE. **IAC recommends approval of the form with the two changes noted above, adding BIO 1613, and taking out the campus on the first page. Dr. Cliburn will have Anjelica Holliman add a form number and circulate to IAC.** -

VII. OTHER BUSINESS.

The first nine weeks and second nine weeks need to be looked at to make sure dates are correct. Dr. Cliburn asked that everyone look at these dates now and let him know if we need to make any changes for the spring semester.

VIII. FUTURE MEETINGS.

Tuesday, February 6, 2007	9:00 a.m., Jackson County Campus (Private Dining Room)
Tuesday, April 10, 2007	9:00 a.m., Applied Technology and Development Center

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

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