

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, February 6, 2007
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, February 6, 2007 in the private dining room at the Jackson County Campus. Attendance was as follows:

Official Members

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

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m. He passed out a revised copy of the agenda to everyone.
- II. APPROVAL OF AGENDA. The agenda was approved as presented.
- III. MINUTES OF PREVIOUS MEETING – **November 7, 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 there has been much discussion about what is going on in Jackson and hiring Dr. Susan Scaggs as the new Vice President at the Jefferson Davis Campus. Much of the focus has been on Legislative matters. Administrative Statement 403-1 (Student Club Funds) and Administrative Statement 400-5 (Processing Returned Checks) have been revised and approved. There is a new policy for Southern Linc and school supplied cell phones. At the last IAC meeting, there was a recommendation advanced about the length of late registration that went to the Executive Council on December 13. The Executive Council requested additional research about the relationship of ACT scores of late registrants. The research was reported back to the Executive Council on January 11. The Executive Council vetoed the proposal. The research the subcommittee did was in line with SACS requirements. The Executive Council felt that enrollment is too tight right now. The curriculum proposals have been approved. Executive Council has begun reviewing for SACS, and Dr. Cliburn will discuss this more at the next IAC meeting in April with Ms. Tincher-Ladner. This will be a major focus at the Administrative Workshop in March.

- B. ENROLLMENT REPORT. Dr. Cliburn stated that the fall enrollment audit will be Thursday. Ms. Tincher-Ladner stated that the enrollment report this morning showed enrollment is up 5.7% from last year and down 14.5% from spring 2005. A committee was formed for enrollment recovery at the Jefferson Davis Campus. There were 3,783 students lost after fall 2005. Once the students from the mass drop and the ones involved in the apprenticeship program are excluded, there were 2,999 students lost in academic, career and technical programs. The Jefferson Davis Campus enrollment loss that semester was 34.4%. The Jefferson Davis Campus, Keesler Center, and the Navy Base recovery will take longer. The Jefferson Davis Campus accounted for 54% of total college enrollment losses. The following is a breakdown of recovery by campus. There were 703 students recovered at the Jefferson Davis Campus, 51 students at the Perkinson Campus, 427 students at the Jackson County Campus, 15 students at the George County Center, 96 students at the Keesler Center, 30 students at the West Harrison Center and 10 students at the Navy Base. This study will be available on the SACS Planning website.

Ms. Tincher-Ladner has gotten access to a Student Clearinghouse database. This database shows what university or community college these students are at. Dr. Lott has requested a study on the reimbursement and FTE from last year to this year. The college is funded for fall, summer and spring. The Keesler Center will start classes March 5 and with the second term, this will help with enrollment. Mr. Martin asked why we divide by 30 instead of 24. Dr. Cliburn stated that the Senate changed it to 15 hours per semester and Dr. Lott requested that it be changed to meet the new funding formula. This bill passed, and the formula was changed to divide total credit hours by 30 now instead of 24.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer passed out a detailed report on MGCCC online enrollment for spring 2007. The number of MGCCC students taking online classes is up by about 10%. Ms. Leimer did a hand count of no shows and withdrawals to adjust what was pulled from MSVCC enrollment tool. There were 4,143 duplicated MGCCC enrollments in MGCCC online courses. There were 4,106 MGCCC enrollments in MSVCC online courses less the no shows. Ms. Tincher-Ladner's report shows distance learning to be up by 10%. Ms. Leimer is trying to reduce the number of withdrawals, but there is no past data to go by. With the help of Title III, Ms. Leimer will start tracking these.

This year, Ms. Leimer got information about orientation sessions out earlier. The orientation is taught by one of the online instructors and it lets the students know what to expect. There were 100 students between the three campuses participated for the spring semester. Ms. Leimer will try to start a workshop before pre-registration. The READI program is a website where students can measure their typing speed, computer knowledge, and learning style to determine whether they are ready to take an online class. The college is approved to purchase the administrative side of the program and set up for any students, not just online students, to take it. If the college is interested, Ms. Leimer will contact Julie Owen, and she will demonstrate it to everyone. Ms. Sekul asked about the computer competency test. Ms. Leimer said she will have to check into that. Ms. Tincher-Ladner will conduct a study to see how many students have withdrawn and why they have withdrawn. Some students withdraw because they have no idea what they are getting into. Ms. Watson asked if there will be a reading component. Every student that takes a Franklin University course is required to take "Strategies and Online Learning" that shows what to do and what is required. Ms. Watson asked if we could go in and look at that the Franklin course. **Ms. Leimer stated she will send Ms. Watson the syllabus that Bill Chan sent her.**

MSVCC is working on an online certified teacher course. The team is now working on narrowing down the scope of the course. This would not be required for all online instructors. Ms. Stennis stated that a chairperson can't even get into the course. Ms. Leimer said that the deans of instruction can. Ms. Leimer will try to start having a workshop for the department chairs and the deans. Dr. Moody stated that at one time all three department chairs sat in on looking at courses. Ms. Stennis asked if the department chairs could be put in. Ms. Leimer said she could do that. In traditional classes, chairs just go to their room, and the instructors are not told when you are coming. Mr. Miller said the instructors are told the deans have access, and they might be dropping in. Ms. Leimer said if the department chair has experience in teaching online, this would be a great idea. Ms. Stennis stated the department chair could even go into that course and help new instructors out with teaching the class if there is something they don't know. Dr. Moody said it needs to be like that. Ms. Leimer stated if the deans want her to go in and put the department chairs in across the board to send her an email and let her know. Mr. Poelma added this would also help with SACS. Mr. Martin stated that there are not many instructors at the Jackson County Campus that teach online. This would help in evaluating online classes, but there will need to be some workshops. Ms. Leimer stated that a lot of people come into the distance learning office at the Jefferson Davis Campus, and if there was a lab where they could go this would help. Dr. Moody asked if we could get the department chairs together at the administrative workshop. Dr. Cliburn stated we could. Ms. Leimer stated that she started a student manual, instructor manual, and IT manual. Ms. Watson stated she asked Michael Knowles to track students that leave her classes to see where they go and if they are successful taking an online class.

Ms. Dedeaux asked Ms. Leimer when they let instructors know about the online orientation. Ms. Leimer said emails were sent out to all instructors. Ms. Stennis asked if something could be put on a bulletin board to let students know so they can see it. Ms. Leimer has talked to Ms. Maaya about creating a brochure for distance learning. The distance learning student manual will also help along with flyers or posters. Ms. Dedeaux stated that if you could let students know who the instructors are that teach online, the students can come to them for help.

- D. COMPUTER CENTER UPDATE. Mr. Besancon talked about Microsoft VISTA and Microsoft Office 2007. Microsoft released the software in November. For the past three years, Mr. Besancon has been approving machines that would run VISTA. Over the last week, Mr. Besancon has asked the deans to get with their faculty to see if they are ready. Robin Hayes at the Jackson County Campus has Oracle 10g that is not certified on VISTA, and her lab can't run it right now. Mr. Besancon said he needs this type of response. There needs to be a final vote if we want to teach our students VISTA starting fall 2007 or wait until fall 2008. Ms. Leimer asked if this is all or none. Mr. Besancon said he is not going to do two upgrades when it could do it all at one time.

Mr. Martin asked what the difference was between the two. Mr. Besancon explained some of the changes. Ms. Leimer asked what the benefit is. Mr. Besancon stated that the primary reason to teach the students using the latest software. Ms. Dedeaux stated that we are not going to have an option because we will not be able to buy textbooks for older software. Mr. Poelma stated that new machines will have Microsoft Office 2007. Dr. Moody said we can use Microsoft XP to teach Microsoft Office 2007 right now. Dr. Cliburn stated this will be a big expense and if Office 2007 is not going to go to businesses until 2-3 years from now, then we do not need to teach it yet. When we made the transition from Word Perfect to Microsoft

Word, if you had a document created with the new version emailed to you and you had the old version, then you could not open it. Mr. Besancon said if we have labs that can't support the software, we will upgrade those labs. If the college is ready, the entire college will switch to VISTA this summer. Professional Development will need to get started for everyone and labs will need to get done before moving. We need to make sure we have the resources to run VISTA 2007. The J Lab at the Jefferson Davis Campus is being upgraded so we can prepare everyone to switch. **We will run Microsoft Office 2007 and Microsoft VISTA college-wide in the fall.**

*****Note: It was later determined that the college would move from Office 2007 for start of the Fall 2007 semester and move to VISTA (the next version of Windows) for the Fall 2008 semester.***

Mr. Besancon will work with the deans to upgrade the labs throughout the summer with minimal disruption to the students. He can leave Office 2003 on the computer and have Office 2007 on the same desktop. Mr. Neumann asked if anyone knows if the textbooks to teach the students are available. There has been very little software found that doesn't work with VISTA. Mr. Besancon asked who is in charge regarding professional development. Ms. Jones said that Dr. Cliburn is in charge. Mr. Besancon stated he will put the resources out there and will leave it up to everyone to get trained in these workshops. A lab at each campus will need to get upgraded so professional development coordinators can get everyone trained and the coordinators will need to get trained from the J Lab.

- E. TITLE III GRANT. Ms. Gilliland distributed a handout with Title III updates. These are updates she felt would be most important to IAC. The Distance Learning Training Team is being paid from Title III funds. There were thirteen workshops delivered in fall 2006. These workshops were arranged by campus equally across the college. They mainly focus on technical aspects. This semester, the trainers are anticipating 18-20 workshops. Dr. Moody asked if Ms. Gilliland has the number of people that attended the thirteen workshops. Ms. Gilliland stated that she has it and will send it out to the three deans of instruction. The campus assessment centers are a huge piece of distance learning now. The website has changed a little. Ms. Gilliland would like feedback on the website. Keith Lee tracks the number of hits and has usage statistics of how many hits it is getting. The assessment center website is the 29th most accessed page on the college website. Over 7,000 tests were administered in our assessment centers and about 6,000 were proctored exams. The assessment centers were not listed on the campus maps to show where they were located, and this has been corrected. Ms. Gilliland is in the process of editing the Assessment Center policies and procedures and will send it to the Assessment Proctoring committee for approval once editing is complete. The assessment center computers have arrived, but not the furniture. There are ten additional student computers at each center. Students now make appointments using the online appointment software. This software started on October 1, 2006 and 1,700 students have used it. These numbers do not include NET. LanMonitor, the new monitoring software, allows proctors to look at an image to see what the student did. The committee will make a ruling on how this should be used. COMPASS will move to an internet-based version soon. Dr. Yates stated they are looking at the extra cost and will make a decision on it when they get more information. The Title III report was submitted to the Department of Education on December 15.
- F. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Ms. Kelley-Winders was not present. This item was deferred.

V. NEW BUSINESS.

- A. COLLEGE CATALOG. Dr. Cliburn stated that this is just an informational item. The hard copy catalog was issued on a two year print cycle with updates being made to the website for the most current information. A CD containing the college catalog was issued this year mainly as a marketing piece. Dr. Cliburn asked if the two year plan is working. There was a cost savings in the second year by making the CD's. Ms. Sekul stated that the catalog changes too much. Dr. Cliburn added that the CD-ROM is very popular with the recruiters. It not only has the college catalog on it, but other material as well. Ms. Sekul stated she was not aware that the CD-ROM had the catalog on it. Ms. Holloway stated she was not aware there was a CD-ROM catalog either. Ms. Sekul stated that a date needs to be on the CD. Dr. Cliburn stated that the hard copy might be more cost effective in an 8 1/2 x 11 format. Mr. Besancon stated that past discussion was to have an electronic catalog that changes could be made to. Dr. Cliburn said the latest catalog is on our website, but it is just one massive PDF and it is not indexed. At the bottom of every page of the catalog; it does state that the most current information is on the website. **Dr. Cliburn wants everyone to think about this and other ideas before our next meeting in April.**
- B. ACADEMIC CALENDAR 2007-2008. Dr. Cliburn stated that there was discussion a year ago about the academic calendar with less than two weeks off for Christmas holidays. The MSVCC Advisory Committee just issued their fall 2007 calendar. Ms. Leimer stated that the calendars are published years in advance. In their calendar, classes begin on August 20. With our classes starting after this date, our MSVCC classes could get packed with away students. Christmas Holidays didn't begin until December 21. The solution would be to push everything back by one week to line up with MSVCC and have December 14 as the ending date for Christmas holidays. August 16 would be the date nine-month faculty contracts will start. Faculty workshops would have to be scheduled before this date. The original calendar had offices opening January 7 with classes starting January 9. The suggestion would be to have the administrative offices open January 3 and for faculty to return on January 7. This would give the two days back to the nine-month faculty. The original calendar also had Good Friday at the end of Spring Break. Dr. Lott had suggested moving Spring Break to the week after Good Friday to give everyone a longer break. Ms. Davis stated that having the administrative offices opening on January 3 would have registration and late registration going on for two weeks. Dr. Cliburn stated these couple of days would give them time to devote to going though mail and offices more time to prepare. Dr. Moody wanted to note that when the deans of instruction met, they suggested to Dr. Cliburn that everyone come back on January 7 with everyone else. Mr. Besancon stated he would like having the two days in the computer center. Ms. Sekul stated this really would not be any spare time because students will be coming in once they realize someone is here. Mr. Poelma suggested moving the withdrawal date instead of it being during spring break. Dr. Cliburn asked if these suggestions would work for everyone. Ms. Sekul stated that the withdrawal needs to be before spring break rather than after spring break. Dr. Cliburn said he would change it to the Thursday before spring break. Mr. Martin stated that before it was nine weeks before mid term and seven weeks after mid term. This has been moved back to make both eight weeks. **IAC recommends approval to move to Executive Council with the changes noted above.**
- C. COMPASS MATH ISSUES. Ms. Holloway distributed a handout regarding COMPASS. Students are not being placed accurately. The student has to score a high amount in Math to get into Intermediate Algebra. Ms. Holloway was asked to review this by IAC. She researched two other colleges: Cape Fear Community College in North Carolina

Northeastern Technical College in South Carolina. Cape Fear's English and Reading placement scores are similar to MGCCC. Reading and Survival Skills placement scores are the same at three colleges. MGCCC's Math cut-off scores are much higher. A student has to ask for an override to take what class they feel they need. Ms. Holloway took the test and could only get into Beginning Algebra. There were some other instructors that took Math and could not get past Beginning Algebra. The student could start off in Pre-algebra and set the level they need. Ms. Watson stated that the way the test is given needs to be changed. Dr. Yates asked if we need a subcommittee. **Dr. Cliburn formed a subcommittee with Ms. Dedeaux, Ms. Sekul, Ms. Watson, Ms. Holloway and Mr. Miller to be on to start that dialog and make a recommendation. They will need to coordinate with Ms. Tincher-Ladner for the research background and report back at the next meeting in April.** Ms. Holloway stated that it will need to be set-up as a pilot test before making it college-wide. Dr. Cliburn stated that this has SACS implications as well. Dr. Yates stated that there is an ACT workshop on February 27 if someone wants to attend in Jackson.

- D. FUNERAL SERVICE TECHNOLOGY ADMISSION CRITERIA. Dr. Haynes distributed a handout on changes to the admission criteria of the Funeral Service Technology program. The entrance requirements in the college catalog are set internally. The ACT score is a 16 in Reading and Math and without ACT scores an 85 in Reading and 55 in Math on the COMPASS test. These scores do not correlate. TABE of 12 does not match up with ACT score of 16. Dr. Haynes would like to go by the ACT scores, and this would be a 72 in Reading and 34 in Math on the COMPASS test. With successful completion of three courses, students that do not meet the testing requirements in Reading would require at least a grade of C in each course and two courses in Math with C grade in each course. Dr. Cliburn asked what is 12 on the TABE. Dr. Haynes stated that 12 is 12th grade. Allied Health probably does not match up in college catalog, as well. **IAC recommends approval of the changes to Funeral Services Technology admission criteria.**

VI. CURRICULUM PROPOSALS.

- A. ENVIRONMENTAL TECHNOLOGY. Mr. Martin stated that this program will be closing out in fall 2007. The proposal for the replacement for this course will come later. Dr. Cliburn asked how many is in this class. Mr. Martin said there is about six or seven in the program and all should be graduating in fall 2007.
- B. SOCIAL WORK. Mr. Miller stated that this is information only for the Introduction to Social Work class. This is a partnership with USM. MGCCC was asked back in the fall if we would offer the introduction to social work course as a pilot. We are trying to get this started for the second week in March. If this works out, it will come back to IAC for approval. Mr. Neumann stated he is not sure how this will impact our Human Services program. Dr. Cliburn stated that this is the only sophomore class in their curriculum that we do not teach.
- C. MEDICAL LABORATORY TECHNOLOGY. Mr. Martin distributed the curriculum proposal. The proposal includes adding a one semester seminar course to the technology programs. This will keep us in line with the state curriculum. **IAC recommends approval of the curriculum changes for Medical Laboratory Technology.**

VII. OTHER BUSINESS.

Executive Council approved to change the Learning Resource Council meetings to one meeting per semester instead of two.

VIII. FUTURE MEETINGS.

Tuesday, April 10, 2007 9:00 a.m., Central Office

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

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