

**INSTRUCTIONAL AFFAIRS COUNCIL**  
**Tuesday, April 10, 2007**  
**Minutes**

A meeting of the Instructional Affairs Council was held on Tuesday, April 10, 2007 in the Darby Hall Board Room at Central Office. Attendance was as follows:

**Official Members**

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

- I. **CALL TO ORDER.** Dr. Cliburn called the meeting to order at 9:00 a.m. He welcomed everyone to the last meeting of the council. Dr. Cliburn announced to everyone that Dr. Yates is the proud father of a 9 lb, 1 oz baby girl.
- II. **APPROVAL OF AGENDA.** The agenda was approved as presented with Ms. Holloway deferring the following item under New Business: V.C. DEFENSE LANGUAGE INSTITUTE (DLIT).
- III. **MINUTES OF PREVIOUS MEETING – February 6, 2007.** The minutes of the previous IAC meeting have not yet been approved by the Executive Council. Mr. Besancon asked if a note could be added to the minutes to reflect a change since the last meeting. Dr. Cliburn asked Mr. Besancon to write a short statement for the minutes. The note reads: “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.” This note was added to the previous minutes.
- IV. **UNFINISHED BUSINESS.**
  - A. **EXECUTIVE COUNCIL ACTION.** Dr. Cliburn discussed an FTE comparison from pre- and post-Katrina prepared by Ms. Tincher-Ladner. Enrollment at the Jefferson Davis Campus has been the most critical. Dr. Cliburn met with Dr. Scaggs who has directed an Enrollment Management Plan for the JD Campus. The second revision budget has been approved by the Board. The admissions criteria for the Funeral Service Technology program have been reviewed and approved by the Executive Council. The Medical Laboratory Technology proposal has been approved. Administrative Statement 212-26 (Employment of Persons who receive Mississippi Public Employees’ Retirement System (PERS) Benefits) has been

approved to align MGCCC with the state policies. Administrative Statement 723 (Track Record Disclosure) has been deleted. This was an old policy that dealt with interim federal regulations in early 90's before the Student Right to Know Act. A second phase to the leadership program has been discussed to help prepare administrators be more competitive with our administrative vacancies. The Executive Council has discussed an additional activity fee. This focuses on student activities and intramurals. The 2007-2008 academic calendar has been discussed and some changes have been made. Fall registration started after MSVCC registration. The Christmas holidays have changed and faculty will come back from the holidays after staff. Spring Break has been moved to the week after Good Friday.

MGCCC is working with USM on an online, articulated Sport Management Program. This will be targeted at professional athletes. Ms. Holloway stated that there might be a problem with filing an application with USM and not MGCCC, because we will not get the transcripts. Ms. Leimer stated she has been talking to Dr. Matt Wilson at USM. USM knows that MGCCC will have to have the transcripts and the student's information. Ms. Holloway stated that Dr. Wilson will need to sign something saying he will send MGCCC transcripts, and if there are any fees he will pay and not the student. Any student could come take on-site courses and transfer to USM for this program. Ms. Stennis asked when the curriculum will be made available. Dr. Cliburn responded that he has a rough draft copy in his office if she would like to look at it. Ms. Leimer added that Dr. Wilson said the college will need to follow FERPA. An alias name may be needed for the student.

- B. ENROLLMENT REPORT. Ms. Tincher-Ladner stated that the enrollment report is an unofficial report. There are more students taking classes this spring compared to last spring. There were 7,953 students last spring and this year's increase of 97 students reflects a 1.2% increase. We cannot count these students in the enrollment audit that are not in compliant with respect to admissions documents. The final audit report will be filed next Friday. The county populations went down according to the latest information from the Bureau of Census. Based on the census report, Ms. Tincher-Ladner will prepare an analysis of changes in the population after Hurricane Katrina. Dr. Cliburn asked if the census data is just county level. Ms. Tincher-Ladner stated that the census bureau has done more detailed studies in other locations such as Texas, but not here after Katrina. Dr. Cliburn stated that Ms. Tincher-Ladner now has access to a Student Clearinghouse database to track our students when they leave MGCCC. Ms. Tincher-Ladner stated that the college will have to participate in a degree verify program. This is free and an agreement will have to be signed off by the Executive Council. Ms. Holloway asked if this degree tracking will pick up the Air Force. Ms. Tincher-Ladner stated that most schools do participate in the clearinghouse, and we will get that information. William Carey is the only school in Mississippi that does not participate in the program.
- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer stated that the orientation sessions have been a great success. In the past, orientation sessions have not been done during the summer. There will be some sessions this summer and dates have been set. A workshop to help determine if a student is ready for online classes is scheduled for April 24-26. A follow-up to this workshop will be done at orientation. There will be one session of each of these at each campus. Ms. Leimer will contact the Directors of Admissions to let students know when the orientation sessions will be. The fall orientation dates will go out soon. The website will be up-to-date soon with the dates. The distance learning web page will soon have a link to the READI assessment. The online teacher course should be ready this summer. Ms. Leimer met with the Deans of Instruction

before Spring Break to give them an introduction to the platforms and tips for evaluating online classes. It was recommended that Ms. Leimer meet with the department chairs in the fall to give them the same presentation. Registration has started and classes are already closing. Ms. Watson concluded that the tracking has come back from Michael Knowles on Math, and she will send the numbers on the data to Ms. Leimer and Ms. Tincher-Ladner.

- D. **COMPUTER CENTER UPDATE.** Mr. Besancon stated that the college will move to Microsoft Office 2007 this summer. An email has been sent to the professional development coordinators to start classes next week. Each campus will have four classes taught in a week. These workshops will last about an hour and a half. Mr. Besancon will get with the professional development coordinators to schedule a 12:30 to 2:00 workshop for training for faculty. Microsoft has an online training that Mr. Besancon will give out at the workshops. Textbooks will no longer be made available for Windows XP, so changes will have to be made. At least two labs on each campus will be converted to Microsoft VISTA. Dr. Moody stated that Dr. Joan Haynes is ready to move to Office 2007 and VISTA, if the hardware is available. Ms. Holloway asked if the Keesler Center will get a lab. Mr. Besancon replied there will be one lab per campus that will upgrade to VISTA between the summer and fall semesters. Ms. Davis asked if the West Harrison County Center will have a lab upgraded for her instructor to teach Operating Platforms, since VISTA is a requirement. Mr. Besancon stated he will add West Harrison to the list of labs to upgrade.

There was a lot of discussion about the Technology Council. Dr. Moody stated to Mr. Besancon that she depends upon our people on the Perkinston Campus and recommends him not doing away with the Technology Council. She believes this council is very important. Ms. Tincher-Ladner stated that technology has a specified role in the SACS planning process. Dr. Cliburn will discuss the Technology Council with Dr. Stewart. Mr. Besancon has already been discussing this with Dr. Stewart. **Dr. Cliburn asked Mr. Besancon to report back to this council about the status of the Technology Council at the next meeting.**

The college will discontinue use of social security numbers on most Banner screens and reports in the near future. Only the last four digits of the social security number are on payroll checks. After the committee approves, the college can move forward. Mr. Besancon will get with Ms. Tincher-Ladner on the white paper she developed.

- E. **TITLE III GRANT.** Ms. Gilliland distributed a handout with Title III updates. Ms. Gilliland delivered a presentation to the Jefferson Davis Campus Administrative Retreat on April 5, 2007 at the request of Dr. Scaggs. The purpose of the presentation was to explain to JD employees the goals and activities of Title III. At the retreat, Ms. Gilliland provided a brief description of the three objectives of the grant.

The Title III report to IAC included a calendar of the professional development that is being delivered by the distance learning training team. The campus assessment centers have been the main Title III activity to date. The temporary proctor at the Jefferson Davis Campus was hired after Spring Break.

The centers have taken on a larger role than just proctoring online tests. According to the college wide statistics, there were 8,234 tests since the first year of the grant. The Assessment Centers launched the online appointment software the first day of the second year of the grant. All tests are scheduled online except for NET. There have been 4,846 appointments made with the software since October 1. With the new computers in place, the centers will have the equipment to test 30 students at a time at both the Jackson County and

Jefferson Davis Campuses and 20 students at the Perkinson Campus. The proctors hope to have the computers online by the summer.

Ms. Gilliland also discussed the Student Advisement System Development Team. The Title III Internal Evaluation Team met for the first time on March 6 with Ms. Gilliland. This team consists of Denise Daniel, Terri Ormes, Dr. Brenda Rivero, Jason Ross, and Teresa Wells. This team will meet again on April 12 to determine how to evaluate in Year 2. Ms. Watson asked when the grant will end and Ms. Gilliland responded that it will end in 2010.

Ms. Gilliland also explained that she and Mr. Neumann are working on a new test that can be administered in the Assessment Centers. Mr. Neumann stated that the Process Operations Technology Program enrollment is very good and there will be a good number of students graduate. There is a national certification exam called PTEX for these students. Currently the nearest place to take this exam is Bishop State Community College. Mr. Neumann would like to see MGCCC offer this exam. Ms. Tincher-Ladner discussed the importance of exit exams in establishing institutional effectiveness for career-technical programs. Mr. Neumann will need to discuss this exam with Ms. Kelley-Winders.

- F. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Ms. Kelley-Winders was not present. This item was deferred.
- G. COLLEGE CATALOG. At the last IAC meeting, Dr. Cliburn mentioned concerns with the two year catalog becoming out of date. Trudi Mullins contacted some vendors and obtained estimates based on reducing the number of catalogs. Ms. Mullins recommended reducing the total number of pieces from 35,000 to 30,000, since all the catalogs are not currently being distributed. Changing the catalog size to 8 ½ x 11 would allow more content per page, and spiral binding would not be needed. Ms. Mullins also recommended ordering at least 30% in CD form. This would not only save production costs, but reduce mailing costs as well. Dr. Cliburn asked if moving to the larger size would benefit everyone. Mr. Martin stated that many universities are switching to the larger format. Dr. Cliburn asked if the college should stay with the two year catalog or move back to a one year catalog. Dr. Cliburn stated he would like for the catalog to go back to being a one year catalog.

V. NEW BUSINESS.

- A. COMPASS MATH ISSUES. Ms. Holloway stated that the subcommittee did most of the discussion by email. The subcommittee consisted of Ms. Holloway, Ms. Dedeaux, Ms. Sekul, Ms. Watson, and Mr. Miller. Ms. Holloway attended a meeting at Holmes Community College and asked what their recommendation would be. Holmes suggested matching the ACT scores. The subcommittee agreed to match COMPASS scores with ACT scores.
- B. DEFENSE LANGUAGE INSTITUTE TEST (DLIT). Ms. Holloway deferred this item until she can meet with the subcommittee. She will report back at the next meeting in the fall.
- C. DISTANCE LEARNING REQUIREMENTS FOR FACULTY. Ms. Gilliland distributed a handout regarding the MGCCC Grant Summary. This information emerged from Title III of the grant. There is a grant objective to adopt hiring requirements for new faculty to include knowledge of and skill in distance learning. This would still be a desirable, rather than mandatory, qualification. Ms. Leimer stated that this kind of technology could be used in traditional classes. Dr. Moody suggested it state multi-media and/or online. **IAC**

**recommends approval to revise the desirable qualification statement to read, “Multi-media and/or online instructional delivery experience” on all new full-time faculty job vacancy announcements.**

- D. CLARIFICATION WITHDRAWAL GRADES (WD, WP, WF). Dr. Cliburn stated that he had a question come up regarding withdrawal grades. He asked instructors in the council how they handle giving withdrawal grades. Mr. Poelma and Ms. Dedeaux handle it differently from each other. Dr. Cliburn emphasized that the instructor is responsible for assigning grades. Generally, WP and WF is for students that quit coming to class. Dr. Moody stated that if the student brings in the proper withdrawal form in time, then the Dean of Instruction has to approve it. The Director of Admissions just can't change it to a W. All three campuses need to be doing this the same way. **Dr. Cliburn will address this at the Student Services Council meeting on Friday.**
- E. SUMMER 2008 ACADEMIC CALENDAR. Dr. Cliburn distributed the proposal for the 2008 summer academic calendar. This is a proposed change from two five-week sessions to two four-week sessions. This would also change the class meeting times. A ten week schedule could be needed for career programs and night classes, and this might require two registration dates, one for the ten week schedule and one for the four week sessions. Ms. Leimer asked what would be the rationale. Dr. Cliburn stated that some students graduate from high school very late in May. Dr. Cliburn asked for everyone to let him know of their suggestions. This item will also be presented to the Student Services Council. The council agreed more time was needed to consider the proposal. Dr. Cliburn needs input on if this proposal would be feasible to bring back to the Executive Council.
- F. SACS UPDATE. Ms. Tincher-Ladner reminded everyone that SACS information is posted on the internal college network at <http://sacsplanning/>. Dr. Lott will also be releasing a newsletter each month. The Leadership Team has met several times. The Compliance Committee has been meeting, and the QEP Team will meet tomorrow after the Board meeting. Ms. Tincher-Ladner will present SACS information at the Board meeting. The chair of the QEP committee is Marsha Cummings and the chair for compliance is Dr. Joan Haynes. There will be training in May for instructional departments.
- G. YAK. Mr. Martin turned this item over to Mr. Besancon to address. Mr. Besancon stated that some departments have requested Class C or ranges of IP addresses to allow authorization to online resources. Mr. Besancon does not make it a policy to give a Class C address when asked. Mr. Besancon can give a single address that would be valid for anyone at MGCCC, but this is not what they are asking for. Another method is username and password. User URL would be another method. This would allow a link to be put on the MGCCC website for your page to access. Mr. Besancon recommends this method. SBCJC has access to this and can assign it. Mr. Martin stated that MLT students could not get access to study for the national certification exam.

## VI. CURRICULUM PROPOSALS.

- A. PIPE INSULATOR PROGRAM. Mr. Martin distributed the curriculum proposal. This is an apprenticeship program. This is a two year program for Northrop Grumman and will start in the fall 2007. **IAC recommends approval of the curriculum addition for the Pipe Insulator Program.**

## VII. OTHER BUSINESS.

Ms. Tinchler-Ladner stated that this committee might need to meet over the summer regarding some SACS issues and policies. Dr. Cliburn stated that if faculty can't come in over the summer, some business might have to be finalized via email.

VIII. FUTURE MEETINGS.

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

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