

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, September 25, 2007
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, September 25, 2007 in the Darby Hall Board Room at Central Office. Attendance was as follows:

Official Members

Joseph Cliburn (Chair)	present	Jennifer Leimer	present
Dean Belton	present	Misty Maaya	present
David Besancon	absent	William Martin	present
Angela Bryan	present	Larry Miller	absent
Nica Cason	present	Jan Moody	present
Sandra Cassibry	present	Janice Poole	present
Beverly Clark	present	Brenda Rivero	present
Danny Clark	present	Raymond Tanner	present
Kathy Dedeaux	present	Lynn Tincher-Ladner	present
Kirk Drennen	present	Bill Yates	present
Linda Fayard	present		
Sharon Gordon	present		
Patti Holloway	present		
Sherry James	present		
Anna Faye Kelley-Winders	present		

Others Present

Leslie Gilliland
Anjelica Holliman, Recorder

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m. He welcomed members to the 2007/2008 council and had everyone introduce themselves.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under Curriculum Proposals: VI.G. ENVIRONMENTAL TECHNOLOGY. Mr. Martin, VI.H. DANCE. Dr. Moody, VI.I. VOICE FOR NON-MAJORS. Dr. Moody, VI.J. BAND. Dr. Moody and under New Business: V.E. CAREER/TECHNICAL PROGRAM REVIEW. Ms. Tincher-Ladner. Ms. Holloway deferred V.A. DEFENSE LANGUAGE INSTITUTE TEST (DLIT) under New Business.
- III. MINUTES OF PREVIOUS MEETING – **April 10, 2007**. All previous minutes of the IAC have been approved by the Executive Council. Dr. Cliburn let the committee know that minutes will be circulated to everyone on the council for changes once they are complete so they can get advanced to the Executive Council in a timely manner. Minutes are posted on the website at <http://sacsplanning> as PDF files once they are approved.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the following administrative statements were revised and updated: Administrative Statement 212-31 (Graduate Programs), Administrative Statement 504 (Academic Preparation and Compensation of Faculty), Administrative Statement 400-12 (Purchase of Advertising), Administrative Statement 407 (Transportation), Administrative Statement 415 (Student Deferred Fees) Administrative Statement 731-1 (Procedure for Students Requesting a Medical Withdrawal), Administrative Statement 309 (Statement of College Faculty Load) Administrative Statement

705 (Intercollegiate Athletics), Administrative Statement 722 (Recruitment of Students), and Administrative Statement 728 (Student Handbooks). Administrative Statement 731-1 is a new policy for students that need to withdraw due to medical reasons. Mr. Martin asked makes the decision on how much money the student will get back because the policy does not state that. Dr. Yates stated that the policy might have to be looked at again. **Dr. Cliburn will look into this and communicate back to the Instructional Deans and the business office.** Administrative Statement 309 no longer includes dollar amounts for overload pay due to the policy having to be updated every time the pay rate changed. This policy now refers to a base rate that is established by the Executive Council and everything else is presented as percentages. There are other statements being reviewed that are pending Executive Council approval.

Parking fines have increased from \$10 to \$25. Employees, faculty, and staff working on SACS committees will now receive professional development credit. MGCCC is using SPEEDEE EDI to send electronic transcripts to USM. Other institutions are not set up to use this. They are using eSCRIP-SAFE. The Executive Council has approved membership with this company and students will not have to pay for this service.

The college will be implementing a mass notification system called Connect-Ed that provides phone, email, and text message notification for students, faculty, and staff. This will give the ability to notify students when there is some kind of safety issue on campus. Dr. Benigno is working on making this campus specific so if there is an incident at the Jackson County Campus, it will only target that campus. Messages can also be sent to notify students that payment is due or to faculty about pre-registration dates, along with other recruiting methods. This will also be good practice so when an emergency occurs, everyone involved will know the system. Mr. Tanner asked when mass notification will be implemented. Ms. Maaya stated that information will have to be extracted from Banner. Hopefully, a test can be run by the fall semester to be implemented in spring. Ms. Tincher-Ladner added that when a student registers next semester, the student's cell phone number will have to be collected. The software for doing this does not exist right now. Dr. Cliburn stated that there was a college-wide security committee and work is being done with the security chiefs to develop an incident plan.

- B. ENROLLMENT REPORT. Ms. Tincher-Ladner stated that as of this morning, enrollment is the same as last fall at this time. This represents approximately a one-third recovery from Hurricane Katrina. Students do not have the SLEAP funds this fall, and this probably affects our enrollment recovery. At this time, enrollment is about the same as in fall 2001.
- C. SACS UPDATE. Ms. Tincher-Ladner gave a brief update on SACS. There are assessment plans for student learning outcomes. Review of faculty credentials will make sure faculty is qualified to teach what they are teaching. The Compliance Committee is in the process of writing their drafts for the final compliance report. The Quality Enhancement Plan (QEP) Committee is still soliciting for ideas. QEP will be the main topic at this year's Fall Administrative Workshop. The deadline for submitting ideas for the QEP is at the end of October.
- D. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer distributed an MSVCC Enrollment Report for fall 2007. Distance Learning is up, but MGCCC is not growing as fast as the rest of the state. The number of students taking online courses is up by 1%. The number enrolled in MSVCC courses are up by 4%, which is close to what Ms. Tincher-Ladner is reporting. The number of MSVCC enrollments in MGCCC

online courses is down by 1%. Non-MGCCC enrollments in MGCCC courses are down by 36%. Sections taught by MGCCC instructors are down by 9% while sections taught by adjunct instructors are up by 22%.

There is a "mega-Blackboard" project under way at the state level that is making Blackboard hybrid servers available for all community colleges. The first three weeks of the first phase was difficult. As this point, Gulf Coast will still use D2L for hybrid and web-enhanced classes. Distance Learning will take part in phase 2 and will have a small group of instructors that will pilot it. Terry Pollard (formerly at the JD Campus) has been hired to become the state trainer for MSVCC.

Two full-time online instructors have been hired this year in business and social studies at the Jefferson Davis Campus. Dr. Moody asked how the full-time online instructors are selected. Ms. Leimer stated that it is an application process with a regular hiring process.

A state-wide preliminary report has been done and MGCCC is still number three. Dr. Cliburn clarified that the college is still number two in providing instruction. The Distance Learning office provided a summer institute for instructors that are interested in teaching online classes. Some that attended were our instructors. There were 30 applicants and 20 participants. The summer training program will be offered again. Ms. Kelley-Winders helped with getting this advertised.

- E. TITLE III GRANT. Ms. Gilliland distributed a handout with Title III updates. The grant year will end September 30. Objective 1 has dealt with distance learning training and why students drop out of online courses. The grant was written in 2004 when a lot of people needed to be trained. Title III funding supplements what has already happened. The Deans of Instruction have approved a revised structure of training on different levels and getting money approved to do this to assign stipends or special contracts. Instead of going to one of these workshops to learn how to teach, instructors could take an online course.

In order to document the work being done, and to ensure that these course developers are compensated for the end products, the Title III office created a Time and Effort Reporting form from research of what other institutions are doing in this area. Ms. Kelley-Winders recommended having a form that could be used by all grants. Scott Wilson did some work a while back to develop a time and effort form. Ms. Gilliland is supportive of having a standard form that will meet any grant that the college has for private grants or whatever; and this one form could be placed on the forms drive. Dr. Cliburn stated that state law prohibits the college for paying twice for the same project and having to compensate for it. **Ms. Gilliland will present this form at the November meeting.**

A student satisfaction survey was conducted by the Institutional Research office on why students withdraw. The primary reason cited for withdrawal from online classes was the interference of work and family responsibilities. Students are generally satisfied with instructor interaction, course content and organization, technology demands of online classes, and availability and service provided by the Distance Learning Office. Most students withdrawing from online did not plan to take another online class in the future.

Objective 2 focuses on the assessment centers funded through Title III money along with the equipment. The assessment center proctors gave over 8,000 tests in Year 1 of the grant. A preliminary count of online tests given for Year 2 is 7,559; the total number of Year 2 tests,

including other assessments besides proctored online tests, appears to be in the range of 9,800. Ten new student computers were added to each campus Assessment Center last year to bring the total to 80 student computers college-wide.

Objective 3 is student advisement college-wide for benefit of online students. Two surveys conducted by the Institutional Research office: one for first-time students and the other for returning students. Preliminary results indicate that students get their advisement from their instructors or peers. Another result is that new students get information from the website and returning students get it from the catalog.

The SASD Revision Subcommittee will meet again later this semester. The Title III Internal Evaluation Team is preparing a year end report. The Internal Evaluation Team is being headed by Dr. Brenda Rivero and will determine if Title III is meeting the objectives.

- F. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Ms. Kelley-Winders stated that they have been working very hard to continue funding for these programs and are waiting on the official letter to indicate if they will contract with the college.
- G. COLLEGE CATALOG. Dr. Cliburn stated that a college catalog meeting was held in late August on changes to the catalog and a September 30 deadline was given to have the changes back to his office. The goal is to have a content proof to look at. The Institutional Relations department will format the document. A lot of changes to the catalog are issues that have to be addressed for SACS reaffirmation. The most visible change will be moving to 8 ½ x 11 catalog. Separate pages will be made to list the programs that are in the articulation agreements, 2 + 2 programs, etc., if a student is interested on taking them. Another change will be changing the groups in the catalog to a more logical name to reflect our departmental organization.
- H. SUMMER 2008 ACADEMIC CALENDAR. Dr. Cliburn distributed the summer 2008 academic calendar. The summer 2008 academic calendar will remain as the original calendar for the summer that is currently in the catalog. Upon review by the deans, it was decided to retain two five-week sessions instead of two four-week sessions. The ten-week session will remain the same. Mr. Martin stated that the second session ends August 1 and the ten-week term ends August 1 and asked if this could be moved to July 31 to avoid another payroll. With Banner, this would have to have an additional pay date with three checks being issued. Ms. Holloway asked if there would be enough minutes to back it up. **The consensus was to keep summer schedule at two five-week instead of two four-week terms. Dr. Cliburn will check on changing the August 1 end date to July 31 for the second session and the ten-week term and report back to this council.**
- I. COMPASS MATH ISSUES. Ms. Holloway stated that she has been working on this issue for some time now. A handout was distributed on the proposed placement scores. The COMPASS and ACT scores for math placement were reviewed by Development Studies faculty. This issue will be revisited after grades come out in the fall term. The handout showed proposed cut scores that Developmental Studies would like to see implemented. Mr. Martin asked Ms. Holloway to change EDU 1413 to LLS 1413 in the cut score listing.

Ms. Holloway recommended that the college obtain descriptive and retention reports from ACT. Both are managed from the COMPASS database, and data can be sent to ACT. The course placement service will help the accuracy rate for developmental placement. Dr. Cliburn asked if these reports can be obtained directly. Ms. Holloway replied that the

admissions directors must request it to come back to them for each campus in addition to a college-wide report. Ms. Tincher-Ladner stated that there is a lot of information in Banner and proposed an in-house report. Dr. Cliburn noted that the workload in Institutional Research and the Computer Center, particularly with SACS underway, was a limiting factor and recommended using the ACT reports at this time. Dr. Cliburn's office will pay for the fee. **Dr. Cliburn asked for Ms. Holloway to report back at the April meeting. This item will be tabled until April.**

- J. Ms. Kelley-Winders stated that a lot of changes will be made to accommodate NAIT accreditation. Testing for PN programs will change with the elimination of the TABE tests with the COMPASS tests and there will be another change presented to this group. Major curriculum changes will occur along with length and courses of that program. BOT in the catalog is the only program in the catalog that mentions cluster. These headings will need to be cleaned up for the business and office programs. Ms. Holloway added that all the technical programs in the catalog should be put in alphabetical order. Ms. Kelley-Winders stated that a paper trail needs to be made in the curriculums. Approval needs to be made by IAC to make the changes to insure the consistency and oversight now with the deadlines that are in place for the catalog changes. Dr. Cliburn stated that because of NAIT accreditation and urgency, this group might get communication before the next meeting. If so, this group needs to report back to Dr. Cliburn or Ms. Kelley-Winders as soon as possible. The consensus of the decision will be announced at the next meeting. Other meetings might have to be scheduled.

V. NEW BUSINESS.

- A. DEFENSE LANGUAGE INSTITUTE TEST (DLIT). Ms. Holloway deferred this item.
- B. ACADEMIC CALENDAR 2008-2009. Dr. Cliburn distributed the draft academic calendar for 2008-2009 for the council's review. The midterm dates have been adjusted to show the actual midpoint in the semester. MSVCC online classes begin dates are shown per the state MSVCC calendar. The Student Services Council suggested removing the withdrawal and refund dates because all that was listed were the full-term dates. This was misleading to students. It is now put in a table under the calendar. **Dr. Cliburn asked the council to review these dates by Friday, September 28 and let him know if there are any errors found. IAC recommends approval to advance the 2008-2009 academic calendar to Executive Council.**
- C. INTELLECTUAL PROPERTY. Dr. Cliburn distributed a draft policy for Intellectual Property. The SACS Compliance Committee noticed that MGCCC does not have a policy related to intellectual property and copyrights. The policy has to address the type of work done, how disputes are resolved, etc. This committee consisted of Mr. Miller, Dr. Pam Ladner, Mr. Rex Moak, Dr. Vernon LaCour, Mr. Jason Ross and Dr. Cliburn. Policies from a number of colleges were reviewed in developing the proposal. The definitions of terms are given in the policy. The distinction between nominal use of resources and substantial use of resources is given. IAC recommended using examples for substantial use of resources. Dr. Cliburn stated that some might take the examples as limitations rather than only examples. Dr. Cliburn gave the background of this policy and gave examples of the items listed on the policy. **Dr. Cliburn asked the council to review the draft policy and let him know of any comments or edits. This policy will be brought back to the council for approval in November for recommendation to the Executive Council.**

- D. COUNTING DEVELOPMENTAL STUDIES AS CREDIT. Ms. Tincher-Ladner stated that counting developmental studies as credit for requirements has come up with SACS accreditation. This has not been identified as a problem at our college, but other institutions have had trouble with SACS on this issue. Ms. Tincher-Ladner would like to form a subcommittee to review what we know so far and report back in November with a more concrete policy. Mr. Martin stated that he contacted his counterparts at several community colleges. Northeast Community College does not count developmental credit toward the AA degree but does count MAT 1233. Jones County Junior College used to have 20 hours of credit and applied all toward graduation, but beginning this fall they are no longer counting it. Holmes and Itawamba count none. Pearl River allows some math to count. They received a recommendation from SACS.

Dr. Moody is chair of the SACS committee reviewing 3.4.6. Folders could be pulled to see how many times they are counted toward graduation. Ms. Holloway stated that Mr. Mike Knowles has already run a report for her and it might be able to help Ms. Tincher-Ladner. This is anyone with 1010 major code. Dr. Cliburn stated that there is a statement in college catalog that says these classes may be applied toward graduation. Dr. Cliburn will need this change by September 30. Ms. Tincher-Ladner stated that the catalog could be changed later because first we have to know if we are going to count this. Mr. Drennen asked what the policy is now. Ms. Tincher-Ladner replied that they are counted as electives. **An IAC subcommittee was formed with Dr. Moody as chair, Ms. Cassibry, Mr. Tanner, Ms. Dedeaux, Mr. Martin, Mr. Miller, Dr. Bill Yates, and Mr. Drennen to report back at the next IAC meeting on November 13. (Note: At a subsequent SACS Leadership Committee meeting it was determined that the policy must change to eliminate counting developmental classes toward the degree; this subcommittee was deemed unnecessary and Dr. Moody was contacted that it did not need to meet and make a recommendation to IAC.)**

- E. CAREER-TECHNICAL PROGRAM REVIEW. Ms. Tincher-Ladner stated that in the Student Services Council, she introduced a topic called service reviews for service areas. This concept will be expanded for career-technical program review. This will include faculty participation and review of curriculum. Review of programs will be needed for NAIT. All program outcomes are evidence for SACS. Instead of duplicating for SACS, there will be a review and then a three-year review. The subcommittee will need to meet and develop checklist for the review. This checklist will be created and reviewed by the subcommittee. **Dr. Cliburn formed a subcommittee with Ms. Tincher-Ladner as chair, Ms. Kelley-Winders as ex-officio, Ms. Gordon, Dr. Poole, Ms. Bryan, Dr. Clark, Mr. Drennen, Dr. Belton, Mr. Clark, Mr. Charlie Neumann, and all the assistant deans of career-technical to report back at the next IAC meeting on November 13.**

VI. CURRICULUM PROPOSALS.

- A. MUS 1123 MUSIC SURVEY. Mr. Martin distributed the curriculum proposal. After reviewing the fine arts program at Itawamba Community College, they found Music History will not transfer to many universities. Music Survey will transfer and will be offered in place of Music History. Ms. Holloway asked if this is being used for music majors and Mr. Martin stated that it deals more with notes and things like that. **IAC recommends approval of the curriculum change for MUS 1123.**

- B. CHANGES TO TECHNICAL CURRICULUM. Mr. Martin distributed the curriculum proposal that includes a list of curriculums that will need to be modified to meet NAIT requirements for the Jackson County, Jefferson Davis, and Perkinson Campuses. NAIT requires math and science in order to meet their accreditation standards. **IAC recommends approval of the curriculum changes to the Technical Curriculum. Ms. Kelley-Winders will give Ms. Holliman the corrected changes to be made in the college catalog.**
- C. MUS 1811 and 1821 MUSIC THEATRE WORKSHOP I & II. Dr. Clark presented for Mr. Miller. She distributed the curriculum proposal. This will be added to the course catalog for all campuses as a course to offer. **IAC recommends approval of the curriculum addition for MUS 1811 and 1821.**
- D. COURT REPORTING TECHNOLOGY. Dr. Clark presented for Mr. Miller. There are some courses that will need to be deleted from the catalog due to low enrollment. This will not affect the court reporting program. **IAC recommends approval to delete courses from the Court Reporting Technology curriculum.**
- E. GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY. Dr. Clark stated that Mr. Miller recommends deleting this program from the catalog due to low enrollment. **IAC recommends approval to delete Geographic Information System Technology.**
- F. NUR 1081 ADVANCED DOSAGE CALCULATIONS. Ms. Cason distributed the curriculum proposal. This is a one hour elective course that the ADN department wants to add for an advanced dosage calculation part for an option for the nursing students. Faculty feels this could be helpful to students. This does not add anything; it is strictly an elective. **IAC recommends approval of the curriculum addition for NUR 1081.**
- G. ENVIRONMENTAL TECHNOLOGY. Mr. Martin stated that he will close out this program at the end of this semester due to low enrollment. There are six students in this class and they will finish this semester. Ms. Holloway noted that Banner should be updated so this major code will no longer be valid.
- H. DANCE. Dr. Moody distributed the curriculum proposal. Perkinson Campus has an instructor with a master's degree in dance and is able to offer these courses from the Uniform Course Numbering System. **IAC recommends approval of the curriculum addition for Dance.**
- I. VOICE FOR NON-MAJORS. Dr. Moody distributed the curriculum proposal. There were a lot of community colleges that were using different course numbers and the change will align MGCCC with the Uniform Course Numbering System. **IAC recommends approval of the curriculum addition for Voice for Non-Majors.**
- J. BAND. Dr. Moody distributed the curriculum proposal. Currently Band students receive one hour credit in HPR and one hour credit in MUO. However, the instructors are not credentialed to teach HPR. Dr. Moody recommended changing the MUO from one hour to two hours. Dr. Cliburn asked if this is in line with the number of credit hours earned by athletes, and Dr. Moody said it was. **IAC recommends approval of the curriculum changes for Band.**
- K. PERKETTE DANCE TEAM. This curriculum proposal was distributed for approval via email. The Perkettes deserve two credit hours just like band members since they put in the

same time and work. Dr. Moody recommended increasing the HPR Perkette class to a two credit hour course. **IAC recommends approval to increase credit hour from one hour to two for the Perkette Dance Team via email.**

VII. OTHER BUSINESS.

VIII. FUTURE MEETINGS.

Tuesday, November 13, 2007	9:00 a.m.	Jackson County Campus
Friday, February 8, 2008	9:00 a.m.	Jefferson Davis Campus
Tuesday, April 8, 2008	9:00 a.m.	AMTC

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

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