

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, November 13, 2007
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, November 13, 2007 in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

Official Members

Joseph Cliburn (Chair)	present	William Martin	absent
Dean Belton	present	Larry Miller	present
David Besancon	absent	Jan Moody	absent
Angela Bryan	present	Janice Poole	absent
Nica Cason	present	Brenda Rivero	present
Sandra Cassibry	present	Raymond Tanner	present
Beverly Clark	absent	Lynn Tincher-Ladner	present
Danny Clark	present	Bill Yates	present
Kathy Dedeaux	present		
Kirk Drennen	present	<u>Others Present</u>	
Linda Fayard	present	Leslie Gilliland	
Sharon Gordon	present	Betty Moak for Dr. Jan Moody	
Patti Holloway	present	Charlie Neumann for William Martin	
Sherry James	present	Kyle Boyda for David Besancon	
Anna Faye Kelley-Winders	absent	Brock Clark	
Jennifer Leimer	present	Anjelica Holliman, Recorder	
Misty Maaya	absent		

- 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 New Business: V.C. ADMINISTRATIVE STATEMENT 501. Ms. Tincher-Ladner and V.D. APPRENTICESHIP PROGRAMS. Ms. Tincher-Ladner.
- III. MINUTES OF PREVIOUS MEETING – **September 25, 2007**. The minutes of the previous IAC meeting have not been approved by the Executive Council. Dr. Cliburn stated that everyone should have received the minutes from the last meeting. If any changes need to be made, please communicate to Dr. Cliburn by tomorrow morning so this can go to Executive Council for approval on Thursday.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. The college will be implementing a mass notification system called Connect-Ed. A web-based interface includes email, phone and text message notification for students, faculty, and staff. The purpose of this implementation is so a message can get out to everyone in case of an emergency. Faculty will be able to get messages about registration or pre-registration start dates.

Another issue has been on stacking of institutional scholarships. Some campuses are capped off at a certain amount for tuition and some is tuition plus books. Our current practice limits

financial aid for some deserving students. Dr. Benigno is working on this. This year, the Fall Administrative Workshop focused on the QEP focus groups. The curriculum proposals from the last meeting should be approved at the next Executive Council meeting on Thursday.

- B. ENROLLMENT REPORT / SACS UPDATE. Ms. Tincher-Ladner stated that she is in the process of filing a fall 2007 audit report to the State Board. Currently, there are 8,860 students in the file, but may be slightly less when the files are finalized. The college is slightly up in enrollment for fall term 2007 by 58 students over fall 2006. She further stated that this was a good trend to see because the college was slightly down in enrollment for summer 2007.

The QEP committee will be working to conduct additional faculty focus groups to solicit ideas for the QEP topic. To find out the schedule of the next focus groups, contact Ms. Marsha Cummings or Dr. Joanna Burnside. The Compliance Committee is working to submit drafts, and through “drill-down meetings” Dr. Haynes and Ms. Tincher-Ladner are working to assess evidence collected for compliance needs.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer stated that as of today, enrollment for spring 2008 unduplicated is 766 registered for online classes. There are 1,347 enrollments and 86 students are enrolled in away classes. The numbers are climbing with registration only being open for a week.

A lot of changes have been going on at the State Board. Audra Kimble has resigned. MSVCC has been working on a Certified Online Instructor Course for the last two years. The Distance Learning Association has been working on requirements for this. Ms. Karla Smith and Ms. Jean Scafide are two facilitators who have gone through this course and are now teaching it. This course started November 5 and will allow 15 people per each college to take the course. Ms. Leimer picked adjunct instructors and brand new instructors that needed more training to take this course. This course will be treated as 30 hours of training for many institutions. Ms. Leimer will work with the Deans of Instruction to see how to count this toward MGCCC’s training. This will not be a mandatory course. Future instructors can take this course, but anyone teaching already does not have to. MGCCC has two instructors working with the Title III grant to build an online training course for Gulf Coast.

Terry Pollard has left the Jefferson Davis Campus and has been hired at the State Board to be the state trainer. Gulf Coast is looking at changing the word distance learning to e-learning to restructure the way people see distance learning at Gulf Coast. Another project in pilot is Safe Assignment which is a plagiarism tool. Respondus and Respondus Lock Down Browser are being evaluated for possible adoption statewide. These tools will allow instructors to easily upload tests that they have created in Word into D2L or Blackboard. The lockdown browser will help increase test integrity by preventing students from accessing anything other than the test while it is in progress. Horizon Wimba, a web conferencing tool that can be used for class discussions or demonstrations, is being examined by MSVCC for possible adoption as well.

A “mega-Blackboard” project is under way at the state level to make Blackboard hybrid and web-enhanced servers available for all community colleges in the state. The college will still use D2L for all hybrid and web-enhanced classes. The login scheme has changed. Ms. Leimer will send out more information on this to all college employees. Postcards will be sent out to all students that have registered pointing them to how to get their email account and other frequently asked questions. An email is already being sent out to students who

have registered to notify them of the change. Ms. Holloway asked if this change will show up in the student's profile. Students will have to go to their college email account through web services to get that information. The password will be the original password that is in web services.

Mr. Miller asked about training for faculty members who have not been previously trained to teach online. Ms. Leimer stated that workshops are planned and scheduled for the rest of the semester, but there are no beginning level workshops on the schedule. The Introduction to D2L workshop will not be offered again until next semester. These workshops are set-up through the professional development coordinators on each campus. Ms. Leimer will work with the deans to see if an all day or half day workshop can be developed to reach more people. Some of these workshops will be available online once these courses are finalized. Dr. Belton asked that the centers be included.

- D. EXPANSION OF EVENING/WEEKEND LPN PROGRAMS. Ms. Kelley-Winders was not present. Ms. Gordon stated that Ms. Kelley-Winders received a letter of authorization stating that funding is being prepared by the Mississippi Department of Employment Security for the next fiscal year.
- E. INTELLECTUAL PROPERTY. Dr. Cliburn stated that this policy was discussed at the IAC meeting in September for the council to review and approve today. He explained that the college did not have a policy mentioning intellectual property or copyright. A committee was formed feeling this policy was of importance and needed to be distributed and approved immediately. This is a requirement for SACS principles. This policy was developed after a number of colleges were reviewed. **IAC recommends approval of the policy to advance to Executive Council.**
- F. COUNTING DEVELOPMENTAL STUDIES AS CREDIT. Dr. Cliburn stated that a subcommittee was appointed at the last IAC meeting with Dr. Moody as the chair of this subcommittee. This subcommittee was to review the college's practice of counting developmental studies as credit toward graduation. Ms. Tincher-Ladner stated that there are few institutions that are counting developmental studies as credit. It is expected this year that SACS will issue an official statement prohibiting using these courses toward graduation. Ms. Tincher-Ladner asked the council to look at whether the college should count LLS 1413 (Improvement of Study: College Survival and Study Skills) as credit toward graduation. There are instructors that do not have a master's degree that are teaching this course. If this counts as credit, faculty will have to have a master's degree. Dr. Cliburn stated that the transferability of this course is not the college's decision, but that of the institution that accepts the transfer credit. Some institutions will choose to transfer this course and some will not. Mr. Neumann stated that Mr. Martin notified him this morning and stated that this course is in the uniform numbering system and it is a transferrable course. Ms. Cassibry asked if this means students taking this course as a developmental elective would not graduate in May because they would not have enough credit. Ms. Holloway replied that a study was done prior to the January meeting and only a small percentage would not graduate without using this course. The catalog states that a catalog not more than six years old at the time of the anticipated graduation may be used. Dr. Cliburn stated that in the revised catalog, the part about developmental studies as graduation was deleted.

Mr. Neumann suggested that this item be tabled so further discussion can be made with the Deans of Instruction and have a proposal for approval at the February meeting. Dr. Cliburn noted that from this point the college needs to advise students away from taking this course as

credit toward graduation. Ms. Dedeaux asked if Dr. Cliburn would send an email out to faculty stating this. Dr. Yates asked that the counselors be included on the email. Ms. Holloway added that the course detail for the previous course changes were not put in the catalog and the Deans of Instruction need to advise to put this under section so this will roll each time. Dr. Cliburn asked Ms. Holloway to communicate this with Mr. Boyda. **IAC approved to table this item until February for approval so there would be time for discussion. Dr. Cliburn will email faculty and counselors to let them know not to advise students to take this course as credit toward graduation.**

- G. CAREER- TECHNICAL PROGRAM REVIEW. Ms. Tincher-Ladner distributed proposed program review instructions for SACS and NAIT compliance, and a sample faculty qualifications roster of the career-technical program review. A subcommittee was formed at the September meeting that consisted of Ms. Tincher-Ladner as the chair, Ms. Kelley-Winders, Ms. Gordon, Dr. Poole, Ms. Bryan, Dr. Clark, Mr. Drennen, Dr. Belton, Mr. Clark, and Mr. Charlie Neumann. Ms. Monica Miller and Ms. Sharon Parker were included in the meeting. Reviews will be conducted every three years.

This will be done on a spreadsheet and an internal review could be done every three years. Once this spreadsheet is complete, Ms. Tincher-Ladner will set-up a meeting with every campus and center to help resolve any problems. Every service area and academic area will also have reviews. Mr. Neumann asked if a table could be added for budget summary in the program resources section. Ms. Tincher-Ladner stated that the budget summary format can be changed to suit the needs of each specific program. Ms. Gordon asked if this would cover ADN and Allied Health programs or if they would be separate. Ms. Tincher-Ladner stated that this covers every career and technical program. Ms. Cason stated that nursing is considered academic as well as technical. Ms. Tincher-Ladner asked IAC to approve the instrument to use for program reviews so it can proceed to Executive Council for approval. **IAC recommends approval to proceed with career and technical program reviews with additional work to be done on nursing and allied health reviews.**

V. NEW BUSINESS.

- A. ONLINE FACULTY HANDBOOK. Ms. Leimer distributed copies of the 2007 Online Faculty Handbook. This handbook is similar to the Faculty Advisor Handbook. The online calendar was added for distance learning courses and an online course information section for distance learning instructors. The manual includes information about how to access email, withdrawal procedures, key semester tasks for online instructors, and course management. This handbook was submitted to Mr. Miller, Dr. Moody, and Mr. Martin for their review. Ms. Leimer asked for approval to move forward. Mr. Tanner asked if this council could have time to look at this handbook and vote via email. **Dr. Cliburn stated that an email will go out at the end of this week to vote on this handbook with a response back by Monday after Thanksgiving.**

Ms. Tincher-Ladner asked that page 14 (MGCCC Institutional Self-Study) be changed to read "accreditation" and that the paragraph be updated.

Ms. Leimer added that an online student handbook has been developed and she will distribute it to all the Deans of Student Services to review. This will go to the Student Services Council for their review Friday. Dr. Belton asked if online orientation is conducted to update faculty of changes. Ms. Leimer stated that this has not been done in the past, but several other workshops are. Something could be sent out at the start of the semester to inform faculty of

the changes. Three student orientations are offered at the three main campuses and the centers can be included. Some instructors are out-of-state and would not come.

Note: IAC approved using the 2007 Online Faculty Handbook via email.

- B. TIME AND EFFORT REPORTING FORM. Dr. Cliburn distributed recommended changes to Administrative Statement 309 and a non-credit instructional and/or external assignment(s) time and effort form. He stated that at the last IAC meeting, it was recommended to start using a time and effort form that could be used for all grants. Because an employee cannot get paid twice for working the same time, changes were required to Administrative Statement 309. Dr. Stewart recommends adding a new section V at the end of Statement 309. To receive additional compensation, verification of hours of work and completion of duties outside the normal work week must be maintained and must be approved by the supervising dean.

Ms. Leimer stated that Title III does have money to pay for distance learning workshops and asked everyone to encourage faculty to do workshops. Anyone interested in doing so should email Ms. Gilliland. Mr. Neumann asked where this document will be submitted. Dr. Cliburn explained that the Dean will have to turn it into the Human Resources Department. Ms. Holloway stated that the wording "to document a normal work week" should be changed to "document an adjusted work week." Dr. Rivero asked if a column could be added for date and hour of workshop and a column added for adjusted time. Dr. Cliburn will suggest these concerns to Dr. Stewart for additional form for documentation of hours. **IAC recommends approval of recommended changes to Administrative Statement 309 and Time and Effort Report form with concerns stated.**

- C. ADMINISTRATIVE STATEMENT 501. Ms. Tincher-Ladner distributed a proposed revision to Administrative Statement 501 (Full-Time and Part-Time Teaching Faculty Job Description). This statement has not been changed since 1989. The last three pages that were handed out are the suggested changes to the statement. The word academic is used in a special way to separate from career and technical. The new statement would just state associate degree level. Two recommended procedures and responsibilities were added: (1) Participate in college or state level academic / instructional committees as assigned and (2) Faculty are required to participate in college governance councils. In job descriptions, college governance is not being mentioned. Adding this statement will help reference it by description when it is time to write. This will help strengthen an argument that faculty participate in college governance for SACS. Dr. Belton asked if this states that a part-time faculty member needs to serve on IAC. Ms. Tincher-Ladner stated only as assigned. Dr. Cliburn asked if this statement would require part-time representation to serve on the council. Ms. Holloway asked if the college requires adjunct faculty to come to extra-curricular activities. Ms. Tincher-Ladner replied that a separate job descriptions may help clarify the duties and responsibilities of full and part-time faculty. Ms. Holloway stated that counseling and advising are two different things and should be changed to advising. **Dr. Cliburn stated that IAC would review this policy and an electronic vote will be made prior to the next scheduled (February 8) meeting since IAC has not had a chance to review the policy in detail prior to the meeting.**

Note: IAC approved changes to Administrative Statement 501 via email.

- D. APPRENTICESHIP PROGRAM. Ms. Tincher-Ladner discussed the way the apprenticeship programs appear in the catalog. Someone might misinterpret the nature of these programs being listed in the catalog. Mr. Clark explained that Northrop Grumman promotes the 36

hours to apprenticeship completers. Ms. Tincher-Ladner stated that she is not asking to change the degree. The statement could describe briefly how a person enters the program, who certifies it, and that after completion, 36 hours may be applied toward an Associate Degree. Mr. Clark stated that it is awarded based on the Department of Labor certificate. Mr. Clark stated that Ms. Kelley-Winders would like to table this issue until she can confer with Mr. Martin to discuss what is in the catalog. Dr. Cliburn stated that section of the catalog has not been given to Institutional Relations yet so if a statement could be developed within the next couple of weeks, it could be put in the catalog. Mr. Clark suggested deleting the list of apprenticeships listed and just clarify with a statement. Ms. Holloway stated that it needs to have a separate category because life experience credit is up to 15 hours. **IAC approved to table this item.**

VI. CURRICULUM PROPOSALS.

VII. OTHER BUSINESS.

VIII. FUTURE MEETINGS.

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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