

INSTRUCTIONAL AFFAIRS COUNCIL
Friday, February 8, 2008
Minutes

A meeting of the Instructional Affairs Council was held on Friday, February 8, 2008 in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

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

Others Present

Leslie Gilliland
Chris DeDual
Anjelica Holliman, Recorder

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m. He announced to the council that his retirement will be effective June 30, 2008. He had everyone introduce themselves and introduced Chris DeDual as a resource member.
- II. APPROVAL OF AGENDA. The agenda was approved as presented.
- III. MINUTES OF PREVIOUS MEETING – **November 13, 2007**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that most of Executive Council action has focused on student services related to SACS. Administrative Statement 714-2 (Institutional Scholarships) has revised. Administrative Statement 506 (Intellectual Property) has been approved. The security manual is being developed, and Connect-Ed has been implemented. In December, Dr. Lott signed an articulation agreement with the University of Phoenix.
 - B. ENROLLMENT ANALYSIS. Ms. Tincher-Ladner was not present. Dr. Cliburn stated that the college is up in enrollment compared to last year with the Jefferson Davis Campus again being the largest campus.
 - C. TITLE III GRANT. Ms. Gilliland distributed a Title III update. Ms. Jean Scafide and Ms. Carla Stout have developed two online training courses, a Level One course for beginning

online instructors and a separate course for advanced users. Dr. Cliburn, Ms. Leimer and Ms. Gilliland met with the three Professional Development Coordinators to discuss increasing the number of faculty receiving training in the tools, skills, and concepts used in online teaching. The assessment centers are fully funded by Title III and will not be funded by the college until Year 4 of the grant. The assessment center proctors gave approximately 23% more tests in Year 2 of the grant than in Year 1. These are not MSVCC students. Ms. Gilliland added that assessment centers give additional placement tests that may or may not be reported by Title III.

The student advisement team is working to change the way the college currently assigns faculty advisors and to create an advising syllabus. For the assignment of advisors, the team recommends that the college adopt an automated system developed by Mr. Mike Knowles. According to Mr. Knowles' projections, 65-69% of students could be advised by one of their first semester instructors (within their major), compared to approximately 25-26% under the present system. If approved, this system would be implemented in the fall. There would be a limit on how many students the advisor can have so the instructor will not be overloaded. Advisors would not change unless the student requests to change his/her advisor or the student changes his/her major. Dr. Moody asked if the council could see the flow chart before action is voted on moving forward with this. **Dr. Cliburn asked Ms. Gilliland to distribute the flow chart to everyone on the Instructional Affairs Council and if there are any problems with it to relay it to Ms. Gilliland so it could be brought to the Student Services Council.** Dr. Belton suggested that Mr. Will Overstreet be added to the committee.

The advising syllabus resulted from attendance at the NACADA Conference last year, and a subgroup was formed to create the advising syllabus to give students the information they need. Ms. Gilliland included the draft copy of the advising syllabus with the handout. Mr. Drennen asked where the advising syllabus would be kept since it would have the advisor and student signatures. Mr. Miller stated that there are a lot of students that say they didn't get advised so a signature would help if verification was necessary. This would be kept in the advisor's office. **Dr. Cliburn asked Ms. Gilliland to distribute the advising syllabus in electronic format to IAC.**

The Year 2 Annual Performance Report was submitted to the Department of Education December 13, 2007. Mr. Martin added that the NACADA Conference is coming up March 9-11 in Mobile, Alabama. **Dr. Cliburn asked Ms. Gilliland to send the conference information to everyone on the council.**

- D. COUNTING DEVELOPMENTAL STUDIES AS CREDIT. Dr. Cliburn stated that this was discussed at the last IAC meeting due to action related to SACS. The statement in the catalog relating to counting developmental studies as credit has been taken out. LLS 1413 (Improvement of Study: College Survival and Study Skills) is not classified as developmental and is a transferrable course toward graduation. Dr. Cliburn asked if this would create any problems with instructor credentials; the consensus was that it would not create problems. **IAC recommends approval to count LLS 1413 as credit for graduation.**

There are some institutions that accept MAT 1233 (Intermediate Algebra) as transferrable. Mr. Tanner stated that it is not college level work. Mr. DeDual stated that it is developmental, but it does transfer to some institutions. Mr. Martin stated that if MGCCC counts it toward graduation, the college needs to make it clear to students that this might not transfer to universities. Dr. Belton suggested that it would seem that the college is lowering its standards. Mr. Martin stated that this discussion could be brought up at the dean's

meeting this month, but added that MAT 1233 is currently listed as developmental in the Uniform Course Numbering System. Ms. Holloway stated that it should be left as residency hours even if it does not count toward graduation. **Dr. Cliburn asked Ms. Holloway to discuss this with a SACS member. Dr. Cliburn will get with Ms. Holloway and Ms. Tincher-Ladner to discuss this more. IAC will table the MAT 1233 question for more discussion.**

- E. COMPASS MATH SCORES. Ms. Holloway and Mr. Chris DeDual presented recommendations for COMPASS Math Scores to be used for placement in mathematics classes. The working group, which included developmental studies chairs and a mathematics chairperson, collected data at the end of fall term to determine cut-off scores for developmental mathematics. The review committee recommended that the COMPASS Algebra score table be revised so that students with less than a 16 would be placed in Beginning Algebra, students with a 16-25 score would be placed in College Math, students with scores in the 26-50 range would be placed in Intermediate Algebra, and students with scores above 50 would be placed in College Algebra. The range of 61 and higher was considered too high as an entry criteria for the college algebra course. Two charts were attached to the handout to show the spread of grades. Ms. Holloway also recommended that the college bring the test up to its current version. This will be brought to the Student Services Council next week. Mr. DeDual noted that a review of cut-off scores for developmental English placement needs to be conducted next. **IAC recommends revising the placement scores with a review of the revised placement scores at the end of the fall term 2008 and to review the cut-off scores annually using the ACT service. Dr. Cliburn asked Ms. Holloway to update this in the Advisor Handbook section to take to SSC. COMPASS English scores will need to be reviewed by IAC in the fall .**
- F. COMPUTER CENTER UPDATE. There were no representatives present from the computer center.
- V. NEW BUSINESS.
- A. ADN SELECTIVE ADMISSIONS. Ms. Cason distributed a proposal on Selective Admissions for the ADN Department. The Associate Degree Nursing Division proposes to keep the minimum admission criteria the division is currently using: an ACT Composite Score of 18, minimum GPA of 2.5, NET scores of 69 in Math and 59 in Reading and Residency. The new proposal would have a point system for ranking applicants. The total score equals sum of points from ACT Composite Score, core GPA multiplied by 10, and sum of NET math and reading divided by 10. The tie breakers would be an A&P I grade and then the date of application. The class will be filled in descending rank order, starting with the top scoring applicant, stopping when all seats are filled. There will no longer be a waiting list with this process. Students can re-submit the same application/credentials or submit a new application with improved credentials. Residency will be treated the same under Selective Admissions (out-of-district applicants will not be considered until all in-district applicants are placed).

Applicants can still apply to one campus only but may request to be considered on another campus if not selected at their first choice. Ms. Holloway had concerns that if other campuses were filled there would be no room for the student to move to another campus if not selected at the campus at which they applied. Dr. Cliburn asked if perhaps there should be one long list showing the campus at which the student has applied and then if that campus is full and the student has an alternate campus, they would be admitted to the alternate

campus. Ms. Cason stated that this was possible. If a student's first choice campus is full, they would be placed in their second preference campus. Dr. Cliburn asked if students could transfer to other campuses once a slot comes open. Ms. Cason stated that currently students can apply to transfer. Ms. Cason hopes to be able to begin Selective Admissions July 1, 2008. Everyone currently on the in-district waiting list will be placed in the next available class and the remaining seats in the class will be filled by Selective Admissions process. **IAC recommends approval of the Selective Admissions process for Associate Degree Nursing.**

B. AAS GRADUATION REQUIREMENTS. Ms. Gordon stated that this revision has to do with NAIT and has been changed in the current college catalog that is at press. The new catalog states that students must complete a minimum of 12 semester hours of required content-specific program coursework at MGCCC to be eligible for the Associate of Applied Science (AAS) degree.

C. REVISIONS TO IAC MEMBERSHIP AND COUNCIL RESPONSIBILITIES. Dr. Cliburn stated there will be some revisions to IAC to increase faculty participation in the governance process, effective fall 2008. IAC has strong faculty representation, but SSC and LRC do not. A target has been set to have about one-third of these councils composed of faculty representatives. The recommendation presented to the Planning Council is to have the Vice President of Academic and General Instruction co-chair with the Vice President of Community Campus. Some current standing members will be reclassified as resource members. Faculty Association Presidents would be added to the council, and there will be some changes in how faculty representatives are selected. The Vice President for Academic and General Instruction would still be responsible for the agenda, minutes, and setting the meeting up. The Planning Manual will contain the revisions to IAC membership and council responsibilities.

VI. CURRICULUM PROPOSALS.

A. MARINE SCIENCE. Mr. Martin distributed the curriculum proposal. The Biology proposal is still being worked on. Marine Science is 37 hours and meets our core requirements. GEO 2413 has been approved by the state and is in the Uniform Course Numbering System. Ms. Holloway stated that History and Philosophy courses would both have to be taken under the Humanities Elective. Ms. Holloway also noted that the computer competency statement needs to be added to the bottom of the curriculum like the other courses. Mr. Martin will check on the humanities elective with USM. **IAC recommends approval of the curriculum for Marine Science.**

VII. OTHER BUSINESS.

Ms. Holloway stated that March 3 is the registration date for fall classes and the schedule can be found online for the Keesler Center.

VIII. FUTURE MEETINGS.

Tuesday, April 8, 2008 9:00 a.m. AMTC

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

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