

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, September 16, 2008
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, September 16, 2008 in the Darby Hall Board Room at Central Office. Attendance was as follows:

Official Members

Joan Haynes (Chair)	present	Larry Miller	present
Dean Belton	present	Jan Moody	present
David Besancon	present	Alice O'Neal	present
Sheree Bond	present	Janice Poole	present
Brock Clark	present	John Shows	absent
Kirk Drennen	present	Becky Shumock	absent
Jeff Donahoe	present	Lynn Tincher-Ladner	present
Foster Flint	present	Pat West	present
Sharon Gordon	present	Roy Wilson	present
Patti Holloway	present	Jonathan Woodward	present
Karen Howell	present		
Anna Faye Kelley-Winders	absent	<u>Others Present</u>	
Vernon LaCour	present	Leslie Gilliland	
Jennifer Leimer	present	Anjelica Holliman, Recorder	
Marilyn Lott	present		
Bobbie Loveless	present		

- I. CALL TO ORDER. Dr. Haynes called the meeting to order at 9:00 a.m. She welcomed members to the 2008/2009 council and had everyone introduce themselves.
- II. APPROVAL OF AGENDA. The agenda was approved as presented.
- III. MINUTES OF PREVIOUS MEETING – **April 8, 2008**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Haynes gave updates of Executive Council activities since the last IAC meeting.
 - B. UPDATES TO APPROVALS OVER SUMMER. Dr. Haynes distributed handouts for approvals over the summer. Policy and Procedure Statement No. 302.3 (Guidelines for Accepting College Credit from Transfer Institutions and Non-Traditional Methods) and Statement No. 212.14 (Professional Development) were approved by IAC and EC over the summer. Mr. Miller stated that some questions have come up about starting over after three years of professional development credit and losing credits. Ms. Tincher-Ladner stated that before the electronic system this used to be up to each campus on how they wanted it in the computer system. There had to be a clear interpretation of this policy with the new software and this is the way they interpreted the policy and why the system was built that way. Mr. Miller asked if this could be revisited. Dr. Moody stated that the policy that was written in the beginning would need to be looked at again and then this could be revisited. **Dr. Haynes**

will create a subcommittee to review professional development and make recommendations to look into it.

HPR 2453 (Baseball Theory) and the suspension of Forensics/Crime Scene Technology were two instructional proposals that were approved by IAC and EC over the summer.

- C. ENROLLMENT REPORT. Ms. Tincher-Ladner distributed the fall 2008 preliminary enrollment report. There were 9,460 students enrolled in fall credit classes. This is an increase of 3.4%. Students are also taking larger class loads with 11.4 semester hours.
- D. SACS UPDATE. Ms. Tincher-Ladner distributed a handout on SACS updates. The Compliance Committee is nearing completion. The QEP topic selected is Reading Comprehension in the Associate Degree Nursing Program. The Leadership Team approved the selection of the Quality Action Committee. Dr. Haynes encourages everyone to go out to the website at <http://www.mgccc.edu/sacs/>.
- E. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/DISTANCE EDUCATION. Ms. Leimer distributed the MGCCC Enrollment Report for fall 2008. The sections being offered by Gulf Coast is up by 20% and enrollments in online courses have increased by 17%. Enrollments in MSVCC online courses are up by 25%.

MSVCC has approved the purchase of Respondus and Respondus LockDown Browser. Respondus is a test generating software that will be able to import exams from different applications into Blackboard and D2L. Respondus LockDown Browser is a browser that locks down the screen when a student goes in to take a test. Turnitin, a plagiarism detection tool, is being piloted.

- F. TITLE III GRANT. Ms. Gilliland distributed a handout on Title III updates. Grant Year 3 will end on September 30, 2008. The Title III Assessment Centers gave 5,916 tests in Year 1, 7,288 in Year 2 and 8,394 so far in Year 3. This is an increase of 41.89%. Fall 2008 is the first semester MGCCC students were assigned an advisor by an automated system. In addition to the automated process, the Student Advisement System Development Team created some new resources for advisement. The advising syllabus has been added to the forms repository and the advising checklist was distributed at the campus meetings. The annual report will be submitted on or before December 31, 2008.

V. NEW BUSINESS.

- A. ACADEMIC CALENDAR 2009-2010. Dr. Haynes distributed the Mississippi Community and Junior Colleges Tentative Academic Calendar and the MSVCC Calendar for 2009-2010. The Chief Academic Officers approve the academic calendar for the state. **Dr. Haynes will bring MGCCC's calendar to IAC once the Chief Academic Officer's statewide calendar is set.**
- B. COMPASS ENGLISH SCORES. Ms. Holloway distributed the COMPASS Test Course Placement sheet. The Department for Developmental Studies asked IAC to also take a look at the writing scores. These scores will need to be updated to ACT so at the end of fall term it will show how English students did. Ms. Holloway stated that a committee will be formed and would like to have the developmental studies and the center deans serve on the committee. Faculty representation from the English department will need to be added once this moves along.

- C. LOCATION DISCUSSION OF FUTURE MEETINGS. Dr. Haynes recommends adding the centers to the rotation between George County and West Harrison Centers. **IAC agreed to rotate the last meeting at the centers with the April 7, 2009 meeting being at West Harrison Center.**
- D. ARTICULATION AGREEMENT WITH TOUGALOO COLLEGE. Dr. Haynes distributed a transfer articulation agreement between Tougaloo College and MGCCC. A representative of Tougaloo College contacted Dr. Haynes and asked if the college would sign an articulation agreement with them. Dr. Haynes would like to propose that this be made a 2+2 program to be similar with William Carey University. **Dr. Haynes will update the council at the November meeting.**
- E. DEVELOPMENTAL COURSES AND GPA. Dr. Haynes stated starting this semester developmental courses will no longer count toward the 64 hours needed to graduate. LLS courses will continue to count. As a result, there are questions as to how to handle transcripts for graduation and calculating hours and GPA for students. Dr. Moody asked about financial aid concerns. She stated that we were dealing with two different issues. Dr. Moody asked if a report could be created to remove the developmental GPA/hours for graduation purposes and leave the official transcript as it is to reflect the courses for financial aid. This issue will be on the SSC agenda for input from financial aid. Mr. Besancon said he could run a report for Graduation without counting the Developmental classes. Ms. Tincher-Ladner will write the specs for the report. **This issue will be on the SSC agenda for input on financial aid concerns. Ms. Tincher-Ladner will bring the report at the next IAC meeting for review.**
- F. IMPLEMENTATION OF NEW IST FRAMEWORK FOR SY 2007-2008. Mr. Miller distributed a handout of the implementation of the new IST framework for SY 2007-2008. This is for the council's information. In fall 2007, representatives from each college met and agreed on a new framework for Computer Information Technology. This has been approved at Gulf Coast and the changes are in the online catalog.

VI. CURRICULUM PROPOSALS.

- A. POWER GENERATION TECHNOLOGY. Dr. Moody distributed the curriculum proposal. This program was terminated due to resources. There were only five students majoring in PGT and these students were advised properly so they could enroll in the program at the Jackson County Campus. The first year of the curriculum is the same for both campuses. **IAC recommends approval to delete Power Generation Technology at the Perkinson Campus.**
- B. BANKING AND FINANCE TECHNOLOGY. Mr. Miller distributed the curriculum proposal. This program has not been taught in years. This curriculum is no longer supported by bank institutions and bank employees. The program needs to be taken out, but not the courses in the catalog. The major needs to be taken out of Banner, but not the courses. **IAC recommends approval to delete Banking and Finance Technology.**
- C. HUMAN SERVICES. Mr. Woodward distributed the curriculum proposal. This will eliminate the general electives and the math developmental courses. The general electives will be replaced with restrictive electives. This program is only offered at the Jackson County Campus. **IAC recommends approval of the curriculum changes for Human Services.**

D. RADIOLOGICAL TECHNOLOGY (RGT 2933) – CERTIFICATION FUNDAMENTALS. Mr. Woodward distributed the curriculum proposal. The course is listed in catalog as a 3 hour lecture class with no lab component. The recommendation is to make it a 4 hour credit class with a 2 hour lecture and add a 2 hour lab. This is what the class is currently doing now. The goal of the class is to get students prepared and does not need that much time in lecture. The state approves this change. This should be (4,2,4) instead of (4,2,2). **IAC recommends approval of the curriculum change to RGT 2933.**

VII. OTHER BUSINESS.

VIII. FUTURE MEETINGS.

Tuesday, November 11, 2008	9:00 a.m.	Jackson County Campus
Tuesday, February 3, 2009	9:00 a.m.	Jefferson Davis Campus
Tuesday, April 7, 2009	9:00 a.m.	West Harrison County Center

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

* * *