

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, November 11, 2008
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, November 11, 2008 in the Private Dining Room at the Jackson County Campus. 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	absent
Sheree Bond	absent	Janice Poole	present
Brock Clark	present	John Shows	present
Kirk Drennen	present	Becky Shumock	absent
Jeff Donahoe	absent	Lynn Tincher-Ladner	present
Foster Flint	absent	Pat West	present
Sharon Gordon	absent	Roy Wilson	present
Patti Holloway	present	Jonathan Woodward	present
Karen Howell	present		
Anna Faye Kelley-Winders	absent	<u>Others Present</u>	
Vernon LaCour	present	Mary Ann Sison	
Jennifer Leimer	absent	Michelle Sekul	
Marilyn Lott	present	Anjelica Holliman, Recorder	
Bobbie Loveless	present		

- I. CALL TO ORDER. Dr. Haynes called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under New Business: V.C. FORM FOR ADJUNCT EVALUATIONS. Mr. Drennen.
- III. MINUTES OF PREVIOUS MEETING – **September 16, 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. ACADEMIC CALENDAR 2009-2010. Dr. Haynes distributed the proposed 2009-2010 academic calendar. Mr. Besancon requested that future academic calendars have two days for registration in the spring to give the computer center time to set-up after the holidays. The summer semester does not include the refund and withdrawal schedule due to the summer 2010 MSVCC calendar not being published yet. **IAC recommends approval of the 2009-2010 academic calendar.**
 - C. ARTICULATION AGREEMENT WITH TOUGALOO COLLEGE. Dr. Haynes expressed interest with doing a 2+2 program with Tougaloo College and is waiting on a response from them.

D. DEVELOPMENTAL COURSES AND GPA. Ms. Tincher-Ladner distributed a summary report of graduates with developmental credit. Every graduate from the past three years were looked at to see if they would be able to graduate with a 2.0 GPA without developmental credit. In 2005-2006, there were 1,486 total graduates. The average GPA of graduates with developmental credit was 3.03. Of these, there would have been two students that would not have graduated. SSC suggested leaving the transcript the way it is now and run a report to pull out developmental hours and grades to pull out the GPA. A statement will be added in the upcoming catalog that developmental courses are not counted for graduation. The computer center will be required to identify the students in a report. **After approval from Executive Council, Dr. Haynes will move forward with the wording of the college catalog to start fall 2009.**

V. NEW BUSINESS.

A. HONORS. Dr. Mary Ann Sison distributed a proposal on the Honors College that would be added to the honors section of the college catalog. Ms. Tincher-Ladner stated that the honors college only accepts honors coursework. Dr. Sison stated that the honors directors met to discuss standardizing the honors program college-wide. Instead of listing each course separately, a general statement will be added. Dr. Haynes will add a statement about developmental courses not counting to the first paragraph. The honors courses will be taken out from the course descriptions and be listed in the front of the catalog under the honors section. **IAC recommends approval of the Honors College proposal.**

B. COMPUTER COMPETENCY. Dr. Haynes distributed the MGCCC Computer Competency Electives proposal. One option of computer competency is for the student to meet a computer competency elective. There are six skills that met all of those requirements to meet the application of technology college-wide competency. **IAC recommended approval with changing skill 6 to “Students will be able to use basic software applications” to start fall 2009.**

C. FORM FOR ADJUNCT EVALUATIONS. Mr. Drennen stated that he has been using the Classroom Observation form for adjuncts and there are many statements that do not apply to adjuncts. Mr. Drennen is requesting that the form be changed or make another form for adjuncts. Dr. Moody suggested that all the evaluation forms be looked at again. Ms. Leimer is in the process of developing an evaluation form for distance learning. **Dr. Haynes formed an evaluation subcommittee to include the Deans of Instruction, Center Deans, Ms. Holloway, Mr. Bobby Ghosal, Ms. Leimer, Ms. Loveless, Mr. Shows, and Ms. Sharon Gordon to touch base with career-technical and the department chairs to see what problems they are having. This will be brought back to IAC in the spring to implement fall 2009.**

VI. CURRICULUM PROPOSALS.

A. MUSIC CATALOG CHANGES. Mr. Woodward distributed the curriculum proposal. This is changes to the college catalog course descriptions to bring it in alignment with the Uniform Course Numbering System. The music department chairs are all in agreement with these changes. **IAC recommends approval of the curriculum changes for Music.**

B. RADIOLOGIC TECHNOLOGY PROGRAM. Mr. Woodward distributed the curriculum proposal. This program and the course descriptions do not meet the current standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT). This has been reviewed by Ms. Loveless, Ms. Sharon Gordon and the program instructor. Ms.

Holloway suggested taking out the words in parenthesis and just using numbers in the course descriptions and to also take out the title in the prerequisite and only use the number to be consistent with the rest of the descriptions in the catalog. The ** at the end of the course descriptions needs to list what the courses mean or be taken out. RGT 2542 should be prerequisite RGT 2533 and not RGT 2532. Dr. Haynes asked Ms. Loveless to review the health requirements statement for all allied health programs. **IAC recommends approval of the Radiologic Technology program with the above changes.**

- C. POLICE OPERATIONS. Mr. Miller distributed the curriculum proposal. Students in the Criminal Justice program have not been getting credit for CRJ 1333 and this has not been taught in several years. Mr. Miller suggests taking this course out of the catalog and adding CRJ 2313 (Police Operations) to replace it. This will just change an elective to a required course. **IAC recommends approval of the curriculum addition for Police Operations.**
- D. MEDICAL BILLING & CODING. Dr. Poole distributed the curriculum proposal. The recommendation is to offer a one-year Medical Billing and Coding option at West Harrison Center to take the place of the Office Systems Technology program due to low enrollment. Students that are left in the class can transfer to the JD Campus or take the classes online. These students have been advised. The Banner code will need to be changed in Banner. **IAC recommends approval to delete the one-year Office Systems Technology program for WHC and add a one-year Medical Billing and Coding option.**

VII. OTHER BUSINESS.

- A. OCR VISIT. Dr. Haynes stated that the college will have a visit from the Office of Civil Rights (OCR) next year. The OCR visit will happen in March and April. There will be a list of questions that will be given before they get here of what will be asked to make sure the college is doing everything correctly. They will visit with employees, administrators, and students to ask about policies and procedures.
- B. SELECTIVE ADMISSIONS PROCESS. Ms. Loveless inquired if everyone is doing the same thing with calculating ACT scores if taken before 1989. This will be brought up to student services. There is a concern about the possibility of an older student in the selective admissions process with an older score. Ms. Tincher-Ladner suggested developing a consistent web page.
- C. Mr. Drennen asked if computer competency could be added to the advising handbook and Dr. Haynes said it could.

VIII. FUTURE MEETINGS.

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.

* * *