

INSTRUCTIONAL AFFAIRS COUNCIL
Tuesday, February 3, 2009
Minutes

A meeting of the Instructional Affairs Council was held on Tuesday, February 3, 2009 in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

Joan Haynes (Chair)	present	Larry Miller	present
Dean Belton	present	Jan Moody	present
David Besancon	absent	Alice O'Neal	present
Sheree Bond	present	Janice Poole	present
Brock Clark	present	John Shows	absent
Kirk Drennen	present	Becky Shumock	present
Jeff Donahoe	present	Lynn Tincher-Ladner	absent
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	Glynn Broussard	
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 items were added to the agenda under New Business: V.B. FINE ARTS FUND RAISERS. Dr. Moody and V.C. PROFESSIONAL DEVELOPMENT CYCLES. Mrs. Lott.
- III. MINUTES OF PREVIOUS MEETING – **November 11, 2008**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. SACS UPDATE. Dr. Haynes gave a SACS update. The SACS documents will have to be mailed by March 15.
 - B. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Ms. Leimer distributed the MGCCC Enrollment Report for spring 2009. Enrollment has increased. Enrollment of MGCCC students taking online courses has increased by 18% and enrollments in MSVCC online courses is also up by 18%.

A proposal was submitted at the end of fall 2008 to move the local hybrid server to the MSVCC server. It was noted that there are tools built into D2L to track SLOs. Dr. Moody stated that if we are going to make all of our faculty use D2L so that SLOs can be tracked, then she wished that the college would select D2L to be used for everything for faculty input (grades, absences, etc.) if possible. It would be easier on the faculty if they could go to one

place to enter and retrieve information. Everything needs to be compatible with Banner if at all possible.

- C. TITLE III REPORT. Ms. Gilliland distributed a handout on Title III updates. Grant Year 3 final number of proctored tests given was 30,376. The number of tests given continues to increase every year. The COMPASS tests given do not reflect the total number of COMPASS test given for the college. This is only what the assessment centers have given.

MGCCC has applied to be a beta test site for Phi Theta Kappa's CollegeFish.org. If chosen, this will be incorporated into the work being done by the Title III Student Advisement System Development Team.

- D. FORM FOR ADJUNCT EVALUATIONS. Dr. Haynes stated that at the last IAC meeting it was suggested that there needs to be an evaluation form for adjuncts and that all the evaluation forms need to be looked at again. **This summer Dr. Haynes and the evaluation subcommittee will look at all faculty evaluation forms to see what changes need to be made.** Please let the Deans of Instruction and the Center Deans know if you have any suggestions. Ms. Leimer will work on developing an online adjunct evaluation form. All evaluation forms will be pulled and looked at.

V. NEW BUSINESS.

- A. LAND SURVEYING 2 + 2 BETWEEN MSU & MGCCC. Mr. Woodward distributed the 2 + 2 Land Surveying/Geomatics Agreement for MSU and MGCCC. This is only a 2+2 with MSU and would not change any programs for MGCCC. MSU is reorganizing their divisions and this will go under that. Mr. David Smith from MSU contacted Mr. Woodward to see if this is something the college would want to do. Ms. Lott asked if students will take dance or music appreciation. Mr. Woodward stated that MSU does not accept appreciation courses. Dr. LaCour suggested adding a foreign language. Mr. Woodward will ask Mr. Smith at MSU if that can be added. Ms. Holloway stated that a foreign language is not on their sequence and does not meet the requirement. **IAC recommends approval of the Land Surveying 2 + 2 Agreement between MSU and MGCCC.**
- B. FINE ARTS FUND RAISING. Dr. Moody stated that she had an instructor request to use proceeds from a drama production. She read a recommendation that Executive Council approved regarding Fine Arts Department fund-raisers. Dr. Moody is asking that this recommendation be amended to state that drama fund raisers be left at 50/50 (student club account/college), but that use of revenue from all other fund raisers be at the campus VP discretion. **IAC recommends approval to have drama remain at splitting 50/50 and all other activities and productions be at the Campus Vice President's discretion.**
- C. PROFESSIONAL DEVELOPMENT CYCLE. Ms. Lott stated that the professional development cycle used to roll over and for some reason it stopped. If you have your hours in, it is not worth the effort to fill out the paperwork to not lose your hours. **Dr. Haynes will look at this from the campus and center prospective this summer to see how to make this work.**

VI. CURRICULUM PROPOSALS.

- A. PIPEFITTING. Mr. Woodward distributed the curriculum proposal. A number of career-technical courses realigned in fall 2007 and some programs were left out. This was one of those courses. The RCU approved curriculum is different from what is in the college catalog.

The curriculum needs to be in alignment with what the state mandates. Mr. Clark stated that the state curriculum is six hours of electives. The proposal would be to drop these electives and let the students choose from some of the elective courses listed at the bottom of the program. Dr. Haynes asked if students will be going two semesters now instead of three. Mr. Clark said they are still struggling with that. Ms. Holloway is concerned about dropping the semester hours to 35 when it is required to have 36 hours for an AASOE degree. **Dr. Haynes asked Mr. Woodward to make a decision if this will be a two semester hour course or three and if it should be 36 semester hours or keep it 35 semester hours and present this again in April.**

VII. OTHER BUSINESS.

- A. COMPASS ENGLISH SCORES. Ms. Holloway was to bring a recommendation to discuss revising COMPASS English scores, but asked for it to be removed from the agenda. In December, Beginning English classes were tested at the Jefferson Davis and Perkinson Campuses. However, the Jefferson Davis Campus had technical difficulties and the data was lost. The Perkinson Campus students were admitted to ENG 1013 by ACT scores and did not have a pre-enrollment COMPASS score to compare with a post-test score. Data from COMPASS administrations at all campuses and centers will be reviewed by ACT this spring. **Ms. Holloway will bring a recommendation to the first meeting of Fall 2009.**
- B. Dr. Haynes stated that she will be at the AACC Convention possibly at the next meeting in April and there would be potential to move the meeting to another date. In addition, the Funeral Service Technology site visit is also scheduled on this date.
- C. Mr. Broussard stated for Mr. Besancon that Microsoft Windows 7 will bypass Microsoft VISTA unless absolutely necessary. Windows 7 will be implemented in the summer 2009.

VIII. FUTURE MEETINGS.

Tuesday, April 7, 2009 9:00 a.m. West Harrison County Center

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

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