

LEARNING RESOURCES COUNCIL
Thursday, September 18, 2003
Minutes

A meeting of the Learning Resources Council was held on Thursday, September 18, 2003, in the Board Room at Central Office. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present
Foster Flint	present
Pattye Grady	present
Pam Ladner	present
Richard Marlowe	absent
Monica Miller	present
Brenda Rivero	present
Tom Taylor	present

Resource Persons

David Besancon	present
Beverly Parker	absent
William Martin	present
Mark Smith	present

Other(s) Present

Buffy Matthews, recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA. The agenda was approved as distributed.
- III. MINUTES OF PREVIOUS MEETING – **April 17, 2003**. All previous LRC minutes have been approved by Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy
 - B. CENTRALIZED CATALOGING. Ms. Miller discussed how she has begun importing MARC records from e-books. She is also trying to find training for cataloging. She has looked all over the United States and finally found a training session in Long Beach, MS on Nov. 4 & 5. She asked that anyone interested in attending the training session please contact her. Ms. Miller also stated that she has a new employee working under her named Ms. Leta Willis. She said that she is helping tremendously and the transition is running smoothly.
 - C. DISTANCE LEARNING. Mr. Smith said that we had another record semester online. We almost doubled last fall's count. This fall we have an unduplicated student count of 1789 taking MGCC courses. This years unduplicated amount almost beat last years duplicated amount. So far, Mark has 130 courses built into the system for the spring. These include full time faculty and just a few adjuncts. Adjuncts will now be contacted about teaching online courses so the section numbers will increase.

Blackboard 6.0 has now been downloaded on MGCCC and the state servers. It looks as though it has stabilized, so now we are working the kinks out of the system. One major problem was with math equations not displaying on the state system. We could see math equation images on our server and not on the state server. After investigating, all college servers are using Microsoft Windows servers and the state is running a Linux based operating system maintained by Blackboard. This was not a problem last year because Blackboard 5.0 did not include math equations. We also had a problem with importing and exporting on our server. Mr. Smith commended Mr. Besancon for a fantastic job implementing the migration. Our server is working well. Dr. Ladner mentioned that the MSVCC website has a newsletter section built in. She pulled our newsletter from the website and made changes. Now when students log onto the MSVCC website the newsletter pops up as an announcement. Mr. Smith and Dr. Thompson-Stacy stated that this is a great resource for the college to use. Mr. Smith & Dr. Thompson-Stacy are on a committee for the development of a MSVCC statewide strategic plan.

Patty Grady said that she really appreciated all of Mary Martha Alford and Jennifer Leimer's help when it came to online courses.

- D. **PRIORITIES FOR EQUALIZATION OF LRCs.** Mr. Flint said they met in August to discuss LRC needs. All seems to be on target. The only things left to buy are the reference books. After the reference books are purchased there should be approximately \$800 left in budget. Everything looks good and they are even a couple of months ahead of schedule. Next year the priorities may include ordering of more data projectors.
- E. **ONLINE TEST PROCTORING.** Mr. Taylor said that there are going to be some problems with online testing due to Blackboard 6 testing changes. When testing, students can stop the testing, save their work, and come back and complete the test at a later time. Mark suggested that we use this route in testing. Not only would it help for traditional course testing but it will also help in the testing of online students. MSVCC requires a minimum of one and a maximum of three proctored exams, but the college is chief academic officer can make exceptions to this policy. The exams can be set up for backtracking or no backtracking. There is some instability with the testing process. Students have been kicked out of the system after a certain question. Tom mentioned that this had been occurring even as of last week. A positive difference is that the entire tests can no longer be printed. The only way for a student to print the test is by printing each individual question. A committee will meet and further discuss these issues. The committee members include Mark Smith, chair; Tom Taylor; William Martin; Nancy Higdon; Jason Ross; and Raymond Tanner. Tom said that his group was going to meet on September 25 in the Seashell Room at ATDC.

V. **NEW BUSINESS.**

- A. LIBRARY SUPPORT FOR SHORT-TERM COURSES. Dr. Thompson-Stacy said that the fine arts department brought up some issues at the fall faculty workshop. They made the comment that our libraries are not always open during short-term class meeting times. This is not only a problem for students but also for the instructors that teach these courses. The other point was that short-term students pay the same tuition fees as regular students, but they were not offered the same services. Dr. Thompson-Stacy agreed by stating that all students should be offered the same services regardless if they are attending traditional or short-term courses. However we do not always have the budget to support this. The fine arts department stated that a couple of the instructors would request the librarians to open the library on certain days of the short term course and this was being done. Mr. Flint said that JD has a schedule set up where the librarians are on rotating shifts for these types of situations. Dr. Ladner mentioned that JC worked out their schedules in rotating shifts also, but there were not many short-term courses that required additional library hours. Dr. Rivero said that the Perkinston Campus library is open every Sunday night. She said that it would be difficult to staff the library for Saturdays. She also stated that the library is open late during finals week. Dr. Rivero stated however that with advance notice they will shift their schedules around to accommodate students. She also mentioned that the students now have additional resources online.
- B. USA PATRIOT ACT. Dr. Ladner said that last year we had an issue, at the Jackson County Campus, with someone coming into the library, flashing their FBI badge and requesting information about what books students had been checking out. Pam referred him to Mr. Martin. Later she read that there were FBI agents in the area investigating potential terrorist activity. The Patriot Act states that records can be searched without your consent when pertaining to terrorism. Our system shows what students have checked out before they have returned the book. However, once the book has been returned we have no back log of what has been checked out. A bill presented to Congress in April was introduced to exempt libraries from the act, however no action has been taken on this bill. Dr. Thompson-Stacy said that since this act currently includes libraries, we are required to give them the information that they are requesting. Dr. Ladner asked that we provide the librarians with guidelines and documentation to follow when someone comes in and requests this type of information. A committee has been formed to determine whether or not the librarians handle this situation or who the situation needs to be referred to. The committee consists of Pam Ladner, chair; Mark Smith; Brenda Rivero; and Pattye Gradye.
- C. E-BOOKS. Mr. Flint discussed how Net Library will be a tremendous help to all campuses. It provides students access of 10,000 books at a minimal cost. The books include recent academic books put together by Net Library and Solinet. This has really increased our collection as a whole. Mr. Flint thanked Mr. Besancon for helping to make this work. Students will log onto the Net Library and set up a student account. This allows equal access to both online and traditional students. The lists of books from Net Library are also located in our

card catalog. Ms. Miller said that they are still working the kinks out of the card catalog system before it will be implemented college wide. Once students have accessed a book through Net Library they can browse one page of the book at a time. Mr. Flint said that it is not conducive to massive printing.

Paper has become a big issue college wide. Net library is not the cause of the problem. The paper issue was apparent prior to Net Library. Currently, students are not being charged for copies or printing. Dr. Ladner, Ms. Miller and Dr. Rivero agreed that at some point the college needs to look at charging students for copies. Mr. Flint felt that it may be easier to retain the present system rather than implementing new controls for charging students. Dr. Thompson-Stacy asked that the council not forget that our online students are already being charged \$30 extra per credit hour. Mark added that the issue will grow with hybrid courses. David recommended that we use banner student accounts and allow students so much printing "free" and then once they have used that limit they be charged. He also suggested that students may be able to use their student ID cards as their copy cards. Dr. Thompson-Stacy said that the college may also need to look at increasing the technology fee. She said that before doing so MGCCC needs to look at all consumables related to copying. Dr. Thompson-Stacy requested that Mr. Besancon bring the paper cost issue to the finance council. Mr. Smith also volunteered to discuss this issue in the next finance council meeting.

- D. FILTERING SOFTWARE. Dr. Rivero said that the community college presidents received authorization this summer for internet filtering software. The state department of education purchased the filtering equipment for each college. This forces "public libraries" to filter access to certain web sties. If the filtering software is not used federal funding can be revoked. The college has been given the software by the SBCJC. David said that currently we have no web sites blocked, but the filtering can be turned on at any time. There is a grey area right now as to whether or not our libraries are considered "public libraries." There is no definitive guide to follow right now. Mr. Smith asked whether or not the libraries could get around a block that the computer center placed. The answer was no. If the computer center puts a block on a web site there is no way that learning lab or library computers could unblock the sites on a specific computer for research purposes. The Perkinson Campus library has already added pop up protection on their machines. Right now the council agrees that the centers need to be our main focus. They house more secondary students who have computer access. Mr. Besancon will install the filtering software and monitor the number of hits we have on various restricted sites. He will report back to LRC on November 14.

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Mr. Besancon said that Michelle Sekul is chairing a committee to set up document imaging. NOLIJ is the front runner of the software vendors. Michelle and her group will be meeting next week to look at NOLIJ and

whether or not it is worth implementing. They are going to visit a community college in Georgia that is currently using the NOLIJ software.

- B. COMPUTER CENTER UPDATE. Mr. Besancon said that they will be implementing internet native banner. Ms. Sheree Bond will be piloting the program at the Perkinson Campus.

If dorm students need technical support they need to call extension 8965. There will not be an actual person, but students are asked to leave a message on the recording. Someone will get back with them as quickly as possible

He also reported that there is a separate machine up for student e-mail accounts. They are no longer on the employee server. We just need to find ways to publicize the e-mail process to the students. The instructions will be on the web site, tabloid, and under the FAQ section in distance learning classes. David said that he is willing to create accounts for faculty and staff so that they would be able to access the student server and answer student questions. These e-mail accounts are good for mass messages that the college needs to send out. Dr. Rivero said that the college e-mail account will also help in the implementation of passwords for net library. Mr. Besancon thanked Mr. Flint for working with the ID cards. He said that he cannot add students into the library system without the ID cards.

David said that there were some ongoing computer issues at the Jackson County Campus. A new T1 line was added to that campus to help combat some of the problems. Viruses, dropped packets, and a system failure have been a problem these last few weeks at the JC campus. The computer center is implementing a new system where they can download updates on everyone's computer rather than having to personally download to each computer.

VII. FUTURE MEETINGS.

Friday, November 14, 2003 1:00.m., Jackson County Campus

Friday, February 6, 2004 1:00p.m., Jefferson Davis Campus

Friday, April 16, 2003 1:00p.m., Applied Technology/Development Center

- VIII. ADJOURNMENT. There being no further business, the meeting was adjourned at 3:30 p.m.

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