

**LEARNING RESOURCES COUNCIL**  
**Friday, November 14, 2003**  
**Minutes**

A meeting of the Learning Resources Council was held on Friday, November 14, 2003, in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

**Official Members**

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

**Resource Persons**

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

**Other(s) Present**

Ms. Joy Mitchell for William Martin  
 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 following item was added to the agenda under Other Business:
  - C. PAPER USAGE. Ms. Grady.
- III. MINUTES OF PREVIOUS MEETING – **September 18, 2003**. The minutes of the previous LRC meeting have not yet been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
  - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy discussed the “Creating Futures with Technology” conference being held February 29-March 2, 2004 at the Beau Rivage in Biloxi. MGCCC is co-hosting this year’s conference. Mr. Smith said that there are some good pre-conference sessions being held on Sunday, February 29<sup>th</sup>. Jennifer Leimer will be doing a session on Impatica. The cost of the pre-conference workshop is \$25.00. We will also be offering conferences within the college on the Impatica software.
 

The Health Occupations students and faculty will be required to pass a criminal background check as of January, 2004. These requirements will also be added to any faculty job postings with the Health Occupations area. This is a state law in which we must comply. The local hospitals will be administering these background checks on our students and faculty members. There will be a minimum fee of \$50 per student for the checks.
  - B. CENTRALIZED CATALOGING. Dr. Thompson welcomed Ms. Fairley to the council. She has taken over Monica Miller’s position as Technical Services Librarian. Ms. Fairley stated that she is learning more and more about her

position. She appreciates everyone being patient with her during the learning process.

- C. DISTANCE LEARNING. Mr. Smith said that 139 sections have already been built for the spring semester. He would like to remind everyone that registration begins Monday and that students will no longer be allowed to use personal e-mail accounts. Our distance learning website has been updated with the instructions on obtaining and using the college generated student e-mail accounts. The course listings from Banner have also been updated on the Distance Learning website.

Beginning this semester instructors will be posting grades in the MSVCC enrollment tool. The MGCCC grades will also be posted in Banner.

Currently MSVCC is looking at other learning management system. "Desire 2 Learn" will be implemented in the spring for 1000 students. The ITS board will be meeting on November 21<sup>st</sup> to determine if we are going to use this platform.

The student e-mail accounts have already been set up. The students can access these from the college web site. Mark suggests that instructors look at how the student e-mail accounts work so that they can assist in helping student access their accounts.

Ms. Grady said that she had several distance learning students who were required to print PowerPoint slides from their instructors. She said the problem is that many of these slides have a dark background and the students cannot see anything after they print. Mark said the students need to go to the file print menu and select the pure black and white. Mr. Eason said another option is to have them print the slides in the outline mode. The only problem with printing in the outline mode is that graphics will not print.

- D. PRIORITIES FOR EQUALIZATION OF LRCs. Mr. Flint had a statewide meeting today. Dr. Rivero spoke in his place. She said that they have completed purchasing all the equipment requested and should finish the book budget during the Spring Semester. A recommendation on what needs to be purchased with the small balance left will be submitted to Dr. Thompson by February. Data projectors will continue to be a priority next year.
- E. ONLINE TEST PROCTORING. Mr. Taylor said that he is concerned that Itawamba Community College may be running their own blackboard site rather than through MSVCC. He encountered the potential problem when helping a student login for a medical documents course. They first went through MSVCC but the course was not even listed under this website. The student then went directly to Itawamba's website and logged in through their distance learning site. He was concerned that Itawamba may not be sharing in the expenses of MSVCCC. Mr. Smith said that he would check into this. Mr. Smith said that Blackboard is having issues with handling certain problems and that sometimes the problems are problem specific rather than across the board. An example is that

the state server cannot read math equations, where some of the individual college servers can. He felt that this could be one reason why the student had to log directly onto Itawamba's college server.

The committee to review the test proctoring has met twice since the last council meeting. The committee members include Mark Smith, William Martin, Tom Taylor, Raymond Tanner, Nancy Higdon, and Jason Ross. The first meeting was to identify the problems. They all agreed that the only way to handle the problems is with official testing centers. It was originally added that only the Jackson County and Jefferson Davis Campuses needed testing centers, however; it has become obvious that the Perkinston Campus would also need a testing center. A representative from each campus will go out and speak to the different departments on their campus to determine what tests are being done, the number of tests being proctored, special needs, etc. Mr. Martin has checked with Brock Clark to determine the feasibility of using that as a testing center. Brock said that because it is such a high traffic area he did not feel that it would be conducive for testing. Mr. Taylor has already spoken with Ms. Ouida White to obtain an additional lab for finals week for online test proctoring purposes because the demand for this service during finals week can not be met with the current set up. Mr. Smith suggested that during finals week, the labs be manned 12 hours a day and also open on Saturdays. Mr. Martin had an excellent idea as to how a testing center could be structured. He said that they could take two rooms with approximately 20-25 computers. There could be a front office setup in order to help proctor the exams and help with the student traffic. Mr. Smith said that if this is set up correctly, the distance learning department could also help with proctoring the exams. Dr. Thompson-Stacy asked that everyone keep their eyes out for any grants that would help us fund these test centers. This is how Meridian Community College got their initial funding for their testing center. She said that their grant covered both equipment and staffing for the testing centers. **The test proctoring committee will come back with a proposal for testing centers.**

Mr. Taylor said that the committee addressed responsibility issues and guidelines. He said that the instructors responded favorably to these guidelines. Mr. Smith stated that guidelines were set for students, proctors and instructors. He even had faculty volunteer to help when they were not at work. Mr. Taylor said that separate e-mail accounts for proctoring were setup the JD, JC and Perk. He said this has helped with the scheduling of tests.

**The test proctoring responsibilities and guidelines will be finalized by the test proctoring committee by the end of this semester and given to all online instructors, students, and involved staff members.**

- F. USA PATRIOT ACT. Dr. Ladner said that the committee has not had the opportunity to meet since the last council meeting. Dr. Rivero did attend a conference session concerning the Patriot Act. A panel of library directors from

universities and colleges met to discuss implications of the Patriot Act for libraries and some shared the policies being implemented at their campuses. The panel decided that each college needs to have a policy and procedure in place as to how to handle a situation when a law enforcement agency comes in requesting information. The main concern at the colleges is that information not be given by inappropriate or unauthorized personnel such as student workers. This will alleviate incorrect information being given. Dr. Rivero stated that she would do further research to determine what documents the agency must provide before the release of any information can be given. Mr. Taylor said that we must have procedures in place; we need to know what documents must be produced for us to give them information and we need to look what records that we keep. Dr. Ladner said that a lot of what they want cannot be provided by our database. Our database does not allow us to print a history of what students have checked out once it has been returned. Dr. Ladner, Dr. Rivero, Mr. Smith and Ms. Grady are on the committee to further research the USA Patriot Act. **They will come back with a draft policy at the next LRC meeting.**

V. NEW BUSINESS.

- A. MLA CONFERENCE. Dr. Rivero reported for Mr. Flint in his absence. Congratulations should be extended to Dr. Pam Ladner. She did an outstanding job as Chair of the Hospitality Committee. When Pam became too sick to continue, Ms. Gwen Carter stepped in and continued without skipping a beat. Special thanks should also be extended to the librarians at the Perkinson and Jefferson Davis Campuses. They all helped immeasurably. In particular, Valerie Fairly, Vanessa Ritchie, Brenda Rivero, Dianne Hurlbert, and Nancy Wilcox spent many hours completing all of the Hospitality requirements.

Ms. Nancy Wilcox was selected as President-elect for the Two Year College Round Table (2YCRT) by unanimous declaration from the Two Year College Library Directors. She will serve as Vice-President this year and begin her duties as President after next year's MLA Conference.

Foster Flint began serving as President of the Beta Psi Chapter of Beta Phi Mu. Beta Phi Mu is an honorary society of Library School Graduates.

Dr. Rivero discussed the College Library Director's Meeting. The same databases will be continued this year with the addition of OED Online. The selection of OED Online was based on financial considerations. The amount of money left to purchase another database was approximately the same cost as OED Online. The costs for the databases are as follows: (1) Magill Literature \$7,500 (2) 24/7 Reference \$4,000 (3) Facts.com \$14,360 (4) OED Online is approximately \$3,000. There were some discussion about adding Opposing Viewpoints as a database to MELO; however, the cost of \$13,850 for that database was considered too excessive. Ken Chapman, from Co-Lin, was asked to look into getting some cost figures for us to evaluate and determine if a consortium can be formed. The costs could then be divided among those who wish to join.

We need to extend a big thank you to David Besancon for the support he provides us with Sirsi. Some of the College Library Directors do not get any support from their Computer Support personnel. They were impressed that our relationship is so positive and we were one of the few sites to have no problems with the Sirsi 2003 upgrade.

Some of the colleges will be receiving a SACS visit next year and since SACS has changed its evaluation criteria, the new procedures and requirements were discussed. The Library Directors who are impacted this year will keep the group informed.

## VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Mr. Besancon said that on December 1<sup>st</sup> he will make a recommendation to the technology council to approve document imaging. Currently they are looking at three document imaging companies: (1) SCT (2) Matrix Imaging (3) Knowledge Web Product. Dr. Rivero asked whether or not the library would be able to use the document imaging. Mr. Smith said that the document imaging could be used outside Banner for other functions.

- B. COMPUTER CENTER UPDATE. Mr. Besancon said that a new network policy has been implemented which will help eliminate viruses, etc.

Student e-mail accounts have been created. There are help pages built within the college website. These will be mandatory student e-mail accounts. Mr. Smith said that the server is running now and that our current students are already on it. Ms. Mitchell asked what happens when a student applies but does not attend MGCCC. David stated that once a student is set up in the system, he will leave them in the system for a full year. As long as the student e-mail account has been used within the year, he will keep the account up and going. Dr. Thompson-Stacy said that this coordinates nicely with the readmissions process because the student does not have to reapply for admission for up to one year.

- F. PAPER USAGE. Ms. Grady brought in a large stack of paper that was leftover on the printers from the learning lab. The stack was about two reams of paper. Most of the pages included in the stack were flyers for an upcoming Birthday party. This does not include the paper which was thrown away. She said that this is a normal weeks worth of leftover copies each week. Mr. Taylor agreed and said that this was a problem college wide. Ms. Gray's concern is that we have students who come in and print legitimate paperwork and they have to wait for the "junk" copies in order to get their copies. Mr. Taylor said that another problem they come across is that instructors require visual aid for presentations and the students come to the labs and run off enough copies for their entire class. They feel that the option of charging students for copies should be further researched. Mr. Besancon feels that the college should not charge students a technology fee and turn around and charge them an additional printing fee. Dr. Thompson-Stacy said that perhaps the answer is a certain amount of free copies and once that number is exceeded,

students pay for additional copies. Mr. Smith said that if we can implement a system for students to use their ID cards for printing, this would be a good way for the students to obtain an ID card.

David is on the Finance Council and will work with them to determine how a student can be charged for copies. The amount of waste that Ms. Grady showed the council today is disturbing and needs to be addressed.

VII. FUTURE MEETINGS.

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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