

LEARNING RESOURCES COUNCIL
Friday, February 6, 2004
Minutes

A meeting of the Learning Resources Council was held on Friday, February 6, 2004, in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

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

Resource Persons

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

Other(s) Present

Ms. Gwendolyn Carter
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 – **November 14, 2003**. All previous Learning Resource Council minutes have been approved by Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy stated that the 2004-2005 academic calendar has been e-mailed to all college employees. There are a few changes to the spring 2005 calendar from what the councils had approved. The administration and staff will return on Monday, January 3rd and the faculty will return on Tuesday, January 4th. There will be one day of registration on Tuesday, January 4th and classes will begin on Thursday, January 6th.

There was also a change to ACT Scholarships. In the past, the ACT scholarships were limited to high school seniors entering in the fall semester. Due to high schools with students graduating in December, we have changed the wording so that they may be awarded during the spring or fall semesters. It is now available for four consecutive semesters, excluding summer. The student is required to provide either a high school transcript or letter stating they have met all graduation requirements.

Dr. Thompson-Stacy encouraged everyone to nominate someone for the 2004 Difference Maker Award. The nomination form can be found in the February edition of In Touch.
 - B. CENTRALIZED CATALOGING. Ms. Fairley said that everything is going smooth in the cataloging department. She has been in contact with Mr. Flint

concerning SIRSI and all records are being downloaded. Mr. Flint stated that he would be traveling to Wesson, MS to discuss statewide SIRSI. He does not feel that it would be beneficial for MGCCC, but is interested in seeing what the other colleges have to say about the system.

- C. DISTANCE LEARNING. Mr. Smith said that MGCCC had another record enrollment this semester with close to 4,000 duplicated seats. For comparison purposes, the non-duplicated number from spring last year was 1,649 versus 2,157 this year. This was an increase of over 500 non-duplicated numbers in one year. Last year the total number of seats was 2,551 versus 3,933 this semester. From spring 2000 until now, enrollment has increased 1400%. Mr. Smith said that a data sheet file would be included with the final minutes. The file will show how we have progressed over the last four years. The file will also include all colleges in MSVCC and where MGCCC stands.

Mr. Smith said that the DLC Association is working the proctoring issue statewide. Ms. Grady said that she had a student yesterday trying to schedule a proctored exam, who had e-mailed her instructor several times and did not receive a response. Mark said that in a case such as this, the student needs to contact the distance-learning department so that we can determine if the instructor is receiving the messages. He asked that the learning resource centers e-mail or call the DL department with specifics when this occurs.

- D. PRIORITIES FOR EQUALIZATION OF LRCs. Mr. Flint said that this was going well. There was some money available to purchase scanners. The paperwork is being processed to complete the purchase. Reference books are the only things left to be purchased. Dr. Rivero said that the money has been a tremendous help.
- E. ONLINE TEST PROCTORING. Mr. Taylor said that he, Mark, Roxanne Towles and Jason Ross all met with Nell Murray concerning a Title III grant for testing centers and online advising. Mr. Smith said that Nell is in the process of developing the grant application. Dr. Thompson-Stacy asked the council to look for different grants that could cover test proctoring centers in case the Title III grant does not go through. This is an extremely difficult grant to obtain due to the number of applicants. By obtaining grant funds this would allow larger testing facilities not only for exams but for other tests such as ASSET, COMPASS, etc.

Mr. Taylor said that proctored testing has improved since the passwords are in a central database. Mr. Taylor has spoken with individuals such as Raymond Tanner and asked them to bump their final exams up a couple of weeks so their students can avoid the rush at the end of the semester. He feels this will help decrease the number of proctored final exams in a short period of time. Mr. Taylor said that he is still dealing with tests being faxed or mailed back and forth, but that this has not become a huge burden due to the small number of students taking these exams.

- F. USA PATRIOT ACT. Dr. Ladner said that she, Ms. Grady, Mr. Smith and Dr. Rivero met and put together a sample flow chart and policy regarding the USA Patriot Act. Dr. Rivero said that Delta State's policies were used when creating MGCCC's draft policy. The flow chart would act as a quick reference guide for individuals working the desks. It lists the procedures and the chain of command to follow when someone comes in requesting information on library users. The flow chart states that only librarians and assistant deans can release information. The policy is an expanded version of the flow chart, which includes laws that apply to the Patriot Act. Dr. Rivero stated that it may be necessary to obtain copies of search warrants and court orders to aid in the training and implementation of this policy. When creating the policy, they ran into the problem with not knowing the difference between a court order and a search warrant. The committee recommended that the college implement individual student login accounts when accessing college computers. The committee felt that by using student login accounts, the college would no longer be held liable. Mr. Taylor felt that by implementing individual student logins, the college would be more liable and would have to monitor usage more closely. He also asked who would be in charge of resetting student computers each time they forgot their passwords. Dr. Thompson-Stacy also felt that having individual login for students would hold the college more liable. If students are looking up illegal information, we will be required to report and take immediate action. Mr. Flint stated that it is difficult to discuss computer dialog when there is no representation from the computer center at the meeting. The recommendation for student login will need to be discussed during our next council meeting when someone from the computer center is present. **The policy and flow chart were recommended for approval by the Executive Council. It is also recommended that this draft policy be reviewed by the college attorney.**
- G. E-BOOKS. Mr. Flint said that they have had a few students log on this week and everything is working fine. The only problem with the system is that the screen is sometimes difficult to read. Currently there are 6,470 data books in the system, with the potential to expand to 10,000 books. Dr. Rivero said that these books could be viewed by logging onto the MGCCC library web page. She stated that there are a large number of nursing books, which will help with the new Perkinson Campus ADN program. Mr. Flint said that they are also looking at Net Library Reference Center which is sponsored by Net Library
- V. NEW BUSINESS.
- A. SMITHSONIAN EXHIBIT. Dr. Ladner introduced Ms. Gwendolyn Carter, a librarian at the Jackson County campus. She is helping Dr. Ladner plan and prepare for the upcoming exhibit. Dr. Thompson-Stacy is the college contact and will be working closely with Dr. Ladner and Ms. Carter with the implementation of the exhibit. The exhibit will be in route to the college October 11-15th and will open on Monday, October 18th at the Jackson County Campus. Dr. Lott will be our guest speaker for the ribbon-cutting event. We are planning to invite many

state senators along with community leaders. They are working on draft letters to send to the community and state leaders to invite them to the exhibit. By hosting the event, the Humanities Council requires MGCCC to hold four major activities. The main events include a ribbon cutting ceremony; a food related book display; book talk dinner for adults; recipe and story collections; military food ration exhibit and food sampling preparation demonstration; a demonstration on how to set a southern table; a demonstration on preparing hors d'oeuvres; local and ethnic cuisine; Cajun food fests to include chefs from south Mississippi; a lecture on the history, traditions, eccentricities and absurdities of southern food; and a lecture on how the gourmet replaced grandma: dining out in Mississippi versus eating at home. All these events will be open to the public, free of charge. Dr. Ladner said they are producing a cookbook to commemorate the Key Ingredients Smithsonian exhibit. She is asking college employees to provide recipes with a story behind them. She is getting the local restaurants involved in providing a recipe and story to add to the cookbook. Dr. Thompson-Stacy asked how long the exhibit would be at the Jackson County Campus. Dr. Ladner said that it would be located at MGCCC through November 11th. She is asking for college volunteers to help man the month long event. Dr. Rivero suggested that Dr. Ladner and Gwen sit with media during the exhibit so that the community will be more informed about the event. Dr. Ladner and Ms. Carter will update the council in April.

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. The council was disappointed about the lack of computer center representation during the meeting. Dr. Thompson-Stacy stated that the bid process will begin in February and should go before the board in March. The college is looking at purchasing the equipment by April. The software will be purchased during the first year and the hardware would be purchased the next year.
- B. COMPUTER CENTER UPDATE. There was no computer center representation in today's meeting.

VII. FUTURE MEETINGS.

Friday, April 16, 2003 1:00p.m., Applied Technology/Development Center. Mr. Taylor asked if the meeting date could be changed to the end of April. He has several proctored exams scheduled during this time.

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