

LEARNING RESOURCES COUNCIL
Friday, April 16, 2004
Minutes

A meeting of the Learning Resources Council was held on Friday, April 16, 2004, in the Sea/Shell Room at the Applied Technology and Development Center. Attendance was as follows:

Official Members

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

Resource Persons

David Besancon	absent
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 1:00p.m.
- II. APPROVAL OF AGENDA. The agenda was approved as distributed
- III. MINUTES OF PREVIOUS MEETING – **February 6, 2004**. The Executive Council approved the minutes with exception to Item V. F. USA Patriot Act. The item is pending approval by the college attorney and the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that Executive Council approved Statement 310 and Statement 212-25. These were e-mailed to all college employees. The college will no longer print student handbooks; these will be located on the college website. A note will be placed on the admissions application, in the Tabloid, through the student e-mail server, and on the distance learning website stating that students are responsible for understanding the information contained in the handbook. Brochures with campus crime statistics and drug information will continue to be printed and given to students.

Campus kiosks can now print unofficial student transcripts. Prior to these being installed students would request official transcripts from the admission offices which was adding extra work for that area.
 - B. CENTRALIZED CATALOGING. This item was deferred.
 - C. DISTANCE LEARNING. Mr. Smith said that registration began for the summer semester on Monday, April 12th. Currently there are 667 duplicated enrollments. There are 315 non-duplicated MGCCC students registered for online classes,

filing 502 of our seats. There are already 139 duplicated student enrollments from other colleges in the MSVCC.

The Desire2Learn (D2L) contract has been signed and will be effective May 1, 2004 through May 1, 2005. MSVCC will now be running a dual platform with Blackboard and D2L. Each college will be given 60 student seats in D2L. MGCCC plans to offer six classes on the D2L software. Ten students from each of these classes will operate off D2L and the remaining students in each class will continue using Blackboard. This will allow for a more diverse population of instructors and classes on the platform. One class being tested will be a math course to determine if the MathML equations will function properly. There have been many problems with equations using the Blackboard platform. MSVCC does not know if it will stay with Blackboard due to funding. The state level has limited funds and the cost of Blackboard is much greater than the cost of D2L, and the D2L is a much better system.

Mr. Smith stated that beginning this summer, distance learning will be conducting Blackboard orientation classes for students at all campuses. There will be a session the week before registration begins, the week of registration, and the first week on online courses. These orientations will help students be more successful in online classes. The orientation will walk the students through the Blackboard, MSVCC, MELO and Distance Learning websites. Dr. Rivero suggested that these orientations also be offered at night. Mr. Smith stated that he would look at the night orientation possibilities. He said that if the orientation process is successful they may offer a weekend session during the fall semester.

- D. **PRIORITIES FOR EQUALIZATION OF LRCs.** Mr. Flint stated that everything is closed out with the exception of the book funds. Dr. Thompson-Stacy asked if any of the ADN department chairs of faculty have discussed resource needs with the LRC. Mr. Flint said that he has interacted with them and he is not sure if what they are requesting will be available. Many of the videos are not updated as they would be in books; however there are a wealth of videos available to the health occupations department. Dr. Rivero said that she has been searching and most of the videos she finds are over three years old. The ADN departments are requesting newer videos. Mr. Flint that there are no communication barriers with the department, but that the ADN department has had little time to discuss their resource needs. They are busy in the classroom and in clinicals. Dr. Ladner stated that the department has requested that she remove everything from the shelves that are older than five years. This request does not take into account that the other health occupation departments are sometimes using these resources. Dr. Rivero said that E-Books is another great source available and includes updated nursing resources. Mr. Martin said that during the last NLNAC visit the Jackson County Campus was written up because the library books were over five years old – between 80 – 90% of the books audited were over five years old. Mr. Flint recommended that the nursing department have individuals designated to work with the librarians to ensure that proper information and resources are being

ordered prior to accreditation. Dr. Thompson-Stacy said that she would communicate the request at the next ADN meeting being held on Monday, April 19, 2004. She stated that the nursing program is being expanded to the Perkinston Campus and the program will now be consolidated for accreditation as one visit. The NLNAC visit will be in Fall 2005. Mr. Flint, Dr. Rivero and Dr. Ladner requested that the ADN department list specific information needed for the NLNAC visit. Dr. Thompson-Stacy said that the NLNAC issue is that medical information changes frequently and they do not want students accessing outdated medical references.

- E. ONLINE TEST PROCTORING. Mr. Smith informed the council that he has not heard of any problems; however, we are just entering into the final exams period. Ms. Grady, Dr. Ladner and Dr. Rivero stated the resource centers have all been busy but were unaware of any problems to date.

Dr. Thompson-Stacy asked how the test proctoring center was working for the Jackson County Campus. Ms. Grady stated that everything was working well. Dr. Ladner added that David approved the computer for students with disabilities. It will be located in the learning resource center and will have all the amenities. The machine will be available to all students with disabilities for testing purposes. Mark requested that Dr. Ladner inform him when the machine is up and running.

- F. USA PATRIOT ACT. Dr. Thompson-Stacy said that Executive Council has not heard back from the college attorney concerning the policy and flow chart the LRC council put together.
- G. E-BOOKS. Mr. Flint said that there are now 8,804 E-books available online. Most of these books are current editions, printed in the '90's and '00's. The contract with E-books states that MGCCC can use 10,000 books for five years. We are currently in our first year with E-Books. After this time expires, we must then either renew the contract or look for other offers. Mr. Smith asked if any of the E-books were textbooks. Dr. Ladner said that there are no textbooks but there are high level reference books.
- H. SMITHSONIAN EXHIBIT. Dr. Ladner thanked Dr. Thompson-Stacy for her hard work on finding additional funds for the Smithsonian exhibit. She was able to find \$3,000 in addition to the grant received to complete the project. A letter has been created inviting the MGCCC Board members, college presidents, legislators, mayors, local government agencies, etc. to mark their calendars to attend the Smithsonian exhibit. A follow up formal invitation will be sent as the date approaches. Dr. Lott will be meeting with Senator Trent Lott to find out whether or not he will be able to speak at the event. All events and sessions will be videotaped for those who are unable to attend. Dr. Ladner is still collecting recipes; they currently need 135 recipes to complete the cookbook. She said that there are many people who expressed they would like to submit a recipe but do not have a story to include. Dr. Rivero suggested that Dr. Lander include an example in an e-mail, so that people will understand that it could just be a fun

short story about the recipe itself. Mr. Smith suggested that people in the community should also be included in the recipe collection. Dr. Ladner stated that a few people in the community will be donating recipes for the cookbook. Dr. Thompson-Stacy asked when the cookbook would go to printing. Dr. Ladner said they would like to have it ready to print in June. She stated that Ms. Jan Mullen has been a tremendous help in ensuring the cookbook is ready for print. Currently, Dr. Ladner is working with Mr. Bryan and Mr. Wilson on the fundraising accounts. Mr. Bryan will have the account setup on Monday, April 19, 2004. She and Scott are going to the coastal restaurants to get gift certificates, discounts, etc. There will be a raffle held on the restaurant gift certificates. Mr. Wilson is in charge of all monies given through fundraisers. They are also looking at the possibility of creating discount cards for 20% off at several restaurants. The cards would be sold and could be used at the various restaurants located on the back. Once an individual has visited a restaurant and received the discount, the restaurant would mark through or initial next to their name. The card would be good until all restaurants were marked through. They will begin this process after the graduation season has passed. The shirts for the individuals working the Smithsonian exhibit have been ordered. There were a few extra shirts ordered for individuals or departments that have rotating workers.

V. NEW BUSINESS.

- A. LRC PRINTING. Dr. Ladner said that the amount of printing required by instructors is a problem. Some of the science instructors, and other courses, place course outlines along with instructional material on CD's and ask the students to print the information. The instructors tell the students to print just ten pages at a time at different labs throughout the campus. Dr. Ladner asked if this type of instructional material could be sent to central printing and sold at the bookstore. She stated that the problem was not only the amount of papers being used but also the amount and cost of the toner. Mr. Martin said that this material used to be sent to printing and then the bookstore for purchase. The college would take the printing fees and add a small percentage to that amount to charge the students. The instructors could e-mail their material directly to central printing and they could send them to the bookstores for student purchase. **Dr. Thompson-Stacy stated that the Deans of Instruction and Department Chairs would need to enforce our printing policy.**

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Mr. Smith said that the document imaging committee is meeting on April 30, 2004 and will be selecting a vendor. The committee was looking at two products prior to the bid opening, but received between seven and eight bids. Everything should be in place to begin document imaging by July. The product will help out many of the offices college wide. It will aid in admissions so that students records do not have to be sent back and forth. The imaging software will tie directly into Banner.

- B. COMPUTER CENTER UPDATE. Mr. Martin is concerned about the time lag between sending Mr. Besancon a computer purchase order and receiving approval for him to purchase the item.

VII. FUTURE MEETINGS.

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