

LEARNING RESOURCES COUNCIL
Wednesday, September 29, 2004
Minutes

A meeting of the Learning Resources Council was held on Wednesday, September 29, 2004, in the Darby Hall Board Room. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present	Mark Smith	present
David Besancon	absent	Tom Taylor	present
Valerie Fairley	present	Ouida White	present
Foster Flint	present		
Patty Grady	present	<u>Other(s) Present</u>	
Pam Ladner	present	Buffy Matthews, recorder	
Richard Marlowe	present		
Brenda Rivero	present		

- 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 presented.
- III. MINUTES OF PREVIOUS MEETING – **April 16, 2004**. All previous minutes of the LRC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that the college will be introducing the third phase of the customer service project, the MGCCC Experience. Training will be held at all campuses during the months of November and December and will consist of three hours training for all employees. All centers will be required to attend one of the campus workshops. The campus vice presidents office or the professional development office will be sending information and sign-up sheets in the upcoming weeks. The group size for each of these workshops will be around twenty-five persons.

Dr. Thompson-Stacy was asked to share with all groups that administrators are also required to earn forty-five hours of professional development training in a three year period. The hours earned toward professional development should be properly documented.

The college directory is now located on the college website and is accessible for both college and outside agency use. The administrative handbook will also be going online within the next couple of months. This document is being placed online to ensure that all faculty, staff, and administration have the most current statement is available to them.

- B. CENTRALIZED CATALOGING. Ms. Fairley stated that everything is going well this year. Everyone agreed that the centralized cataloging process is running smoothly.
- C. DISTANCE LEARNING. Mr. Smith provided two handouts, the first handout was MGCCC's online enrollment and the second showed how MGCCC compared to other colleges in the MSVCC consortium. MGCCC's non duplicated. MGCCC's non-duplicated head count is 2,216 for the fall 2004 semester. 867 students from other colleges, filling 1,023 seats, took MGCCC classes. Total MGCCC enrollment for fall 2004 was 4,234 duplicated students. Mark stated that the increased enrollment caused not only a textbook issue but also an issue with test proctoring. Dr. Thompson-Stacy said that the college did not receive the funding for the Title III grant. The primary focus of the grant was to establish testing centers at all campuses to help with the online test proctoring situation along with other testing needs. The cut off score for this grant was a 96 and the college had scored a 95. Mr. Smith thanked the LRC for what they do with test proctoring. Mr. Taylor said that instructors who disperse the test taking times throughout the semester works a lot better than having the students come in during the same general time period. Tests have been given this semester, everyday since the second week of classes.

Mr. Smith stated that the college will be registering for the spring semester beginning November 1st. Normally spring registration opens around mid November, but has been moved up to allow MGCCC students to have a better change at getting online classes. Through the summer and fall, many of the MGCCC online classes were full before our students could register for them. Dr. Thompson-Stacy said that the Banner write access privileges in the SSASECT screen will also be limited. There are several people who go into the SSASECT screen and alter the seat numbers in order to get students registered for a closed class. Mr. Taylor said that there are several individuals who help in the registration process, who do not realize that they must check the classes through MSVCC before registering a student in Banner. Mr. Smith said that there are several workshops conducted throughout the year that explain the online registration process. Ms. Grady said that some of those individuals helping during registration do not have MSVCC passwords. Mr. Smith asked that whoever needs access to the MSVCC enrollment tool, should contact him or Jennifer Leimer for access.

- D. PRIORITIES FOR EQUALIZATION OF LRCs. Mr. Flint said that everything was on track. There will be \$50,000 available to spend during the first semester and another \$50,000 for the second semester. There are some book orders that are still outstanding and they are waiting on one piece of equipment. He provided the group with a listing of electronic databases that the other community colleges in the states currently use. Mr. Smith asked if any of the databases used were duplicates of what information MELO provides. Mr. Flint said that we do not

duplicate what MELO provides. Dr. Rivero said that before purchasing these databases, the LRC's look at the cost, evaluate the data resources, usage, etc.

Dr. Thompson-Stacy said that Dr. Cliburn had handed out the ACT Opinion Survey, national student satisfaction survey, during the IAC and SSC councils. The highest ratings were from the LRC. Student leaders consistently mention that LRC services helped to make the students academically successful while at MGCCC. Dr. Thompson-Stacy thanked the LRC personnel for the excellent job that they do. Dr. Thompson-Stacy said that Joe did a wonderful job on the student survey data compilation and put a lot of work into it.

- E. ONLINE TEST PROCTORING. Mr. Taylor stated that they are still having problems with Blackboard and instructors changing passwords without notifying the Learning Resource Center test proctors. He said that they began testing during the second week of classes and continue to receive a steady flow of students. Mr. Smith sent out an e-mail concerning online cheating. Students are still cheating in the test proctored environment. Students are copying the tests from Blackboard into a Word document and then printing or e-mailing it for other students use. This happened to an instructor just the other day. The instructor left his office and allowed a student to take the test in his office. When the instructor returned, the student had taken the test and had not closed out Blackboard. When the instructor went to close out Blackboard he found a Word document window of the test. Mr. Taylor said that he checks the cookies on the computer. He also said that students printing from those computers, print to a secured printer which will prevent students from printing the tests. The problem lies in the e-mailing of tests. Mr. Taylor said that he does not know how to stop web based mail when using a web-based test. He said that he has had a problem in the past with students carrying note cards in their purses and using them on the test. He no longer allows purses in the test environment. For those students taking open note/open book tests, he takes them to a separate testing location. He feels like their test environments are secure areas, but not 100%. Mr. Smith said that the LRC's do a wonderful job with test proctoring. Mr. Taylor said that instructors do need to change passwords in Blackboard occasionally to help keep the system secure.
- F. E-BOOKS. Mr. Flint stated that the net library collection is over 600 books. These were a useful tool in the accreditation of distance learning. The price per book comes out to be less than 20 cents per book per semester, so the system is very cost effective. Dr. Ladner said there are also quite a bit of nursing books in E-Books which should also help in our upcoming NLNAC accreditation visit. Mr. Flint said that the college is currently in the first year of the five year program using E-books. At this time, he recommends staying with this program but we will reevaluate the program at the end of the five year period. Dr. Ladner added that students are now being taught how to use the E-Books system and that the LRC will be conducting staff development training as well which will increase the usage rate.

- H. SMITHSONIAN EXHIBIT. Dr. Ladner said that the programs have been completed with the exception of adding a few more donors. Dr. Lott has approved the opening night schedule. Unfortunately, due to a schedule change, Senator Trent Lott will not be able to attend the ribbon cutting ceremony. Dr. Lott's office should find out sometime today if Gene Taylor will be able to attend the ceremony. Two legislatures and some city officials have confirmed that they would be here for the ribbon cutting ceremony. Invitations have been mailed to all local officials. Dr. Ladner is currently working on donations. She wanted to have an online auction for the expensive items that were donated; however, Dr. Higdon said that she couldn't do this because it would tie up the college e-mail system. She spoke with Dr. Christmas and they will send out a detailed description of each of the items during the week of October 13th. The auction will be opened to college employees on October 15th and to the general public on October 18th. All bids will close on the night of October 18th. The auction items include three gold bracelets, a cast aluminum park bench and Glenn Miller from Ocean Springs will donate his services to go to someone's home in the Ocean Springs area and do a pen ink and water color painting of their house. If the recipient does not live in the Ocean Springs area, they can mail a picture of their home to Mr. Miller. He will also be donating an etching. Dr. Thompson-Stacy asked how the volunteer training for the exhibit had gone. Dr. Ladner said that they have had over forty volunteers. If anyone is interested in being a volunteer, there is still training available. They also have help from the Reflections and Student Council members. These students will be guarding the door prizes. The door prizes will be out on the floor when visitors first enter the library. There are students coming from Brookhaven, Vancleave, Gautier, and Harrison County schools. There is also a lot of community interest in the exhibit. Dr. Ladner said that there are still cookbooks and t-shirts available. They anticipate selling the rest of the cookbooks during the exhibit. The t-shirts did not turn out as well as expected. A local company in Ocean Springs is going to reprint the t-shirts with the college logo on the front pocket and design on the back for \$10.00. If anyone is interested please e-mail gwen.carter@mgccc.edu. The t-shirt sizes range from a small to an extra large. Dr. Thompson-Stacy thanked Pam for all of her hard work.
- V. NEW BUSINESS.
- A. ACADEMIC CALENDAR. Dr. Thompson-Stacy provided draft copies of the 2005/2006 college calendar and summary of class minutes. She explained that for the spring 2006 semester classes would begin on a Friday. The state of Mississippi requires all colleges to meet 2,250 minutes for each semester for a three credit hour lecture course. If classes do not begin on that Friday, classes would be extended beyond the nine month faculty contract dates in order to meet the minimum instructional minute requirement. **The Learning Resource Council recommended the 2005/2006 Academic Calendar be sent to the Executive Council for approval.**
- VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Dr. Thompson-Stacy stated that Mr. Besancon was unable to attend the meeting due to document imaging training conducted by Nolij. Nolij has been chosen as the college's document imaging software company. Mr. Smith stated that the Document Imaging Oversight committee has asked that different departments provide flow charts of day-to-day processes that could be document imaged. Nolij will create and tests these processes in our system while they are here this week. The Document Imaging program will most likely be piloted on the Perkinston Campus. The college will be receiving hands on training for our train-the-trainer group, probably during the week of October 25th. After the training occurs, someone will be attending each campus discussing document imaging and conducting question/answer sessions. Mr. Taylor asked if the LRCs could image something and email it to the students such as chemistry and physics documents, which are more difficult to create on the website. Mr. Smith said that he did not see a problem with this as long as they followed the copy write guidelines.
- B. COMPUTER CENTER UPDATE. Mr. Flint stated that the MLA conference is coming up in October in Natchez, MS. Representatives from SIRSI will be in attendance at the conference and will let us know then if our current system hardware needs to be upgraded. Pearl River Community College has updated SIRSI in their system and should be able to supply feedback.
- C. Mr. Tom Taylor, Dr. Brenda Rivero, Ms. Vivian Anderson; and Pattye Grady met with Nica Cason to discuss the Nursing Entrance Test (NET). Ms. Grady said that she does not have as many students coming by expressing interest in the exam booklet. She had developed a booklet for the students who had not taken the test and wanted to prepare. The students have responded positively to the extra help. Mr. Taylor said that he provided the first NET test yesterday and everyone passed the Math section but failed reading section. Dr. Rivero had the exact opposite experience at Perk where more students taking the NET test had problems with the math section than the reading. Ms. Grady said that the bookstores have called asking if the study guide was something they could put together and sell. She said the cost to the study guide for students would be \$35; however; MGCCC was able to get a discount and paid \$25.

VII. FUTURE MEETINGS.

- Friday, November 19, 2004 - Jackson County Campus
Friday, February 18, 2005 - Jefferson Davis Campus
Friday, April 15, 2005 - Applied Technology & Development Center

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