

**LEARNING RESOURCES COUNCIL**  
**Friday, November 19, 2004**  
**Minutes**

A meeting of the Learning Resources Council was held on Friday, November 19, 2004, in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

**Official Members**

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

- 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**. Executive Council has not met since LRC minutes were completed from our last meeting.
- IV. UNFINISHED BUSINESS.
  - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that the Executive Council did address via email a \$60.00 substance testing fee. The \$60.00 substance test fee will be charged to all ADN students. The fee will be applied beginning with the Spring 2005 semester. The fee will be charged to students taking the ten (10) hour nursing courses. The fee was approved by the Board of Trustees on Wednesday, November 17<sup>th</sup>.
  - B. CENTRALIZED CATALOGING. Ms. Fairley said that the SIRSI server has been down the last three weeks. She is now in the process of cataloging the books that have collected over the last couple of weeks. The main problem she is having now is with the infrastructure on the Perkinston Campus. It is difficult to transport the books for cataloging to receiving. Mr. Taylor stated that he would be willing to pick up books if needed until Ms. Fairley is able to transport them to receiving.
  - C. DISTANCE LEARNING. Mr. Smith provided the council with a handout consisting of spring enrollment numbers from 2000 to current. He stated that online enrollment has been extremely strong this semester. As of this morning there are 2400 duplicated MGCCC seats filled, 1132 non-duplicated MGCCC students taking online courses, and 254 students from other state community colleges taking MGCCC classes. These seats will continue to fill through registration. Mr. Smith feels that spring online registration numbers may surpass

fall 2004 numbers. Online classes will begin Monday, January 10<sup>th</sup>. Midterms will fall during the second or third week of March. Mr. Smith stated that he would try to encourage midterms during the third week of March in order to work around MGCCC's spring break.

- D. **PRIORITIES FOR EQUALIZATION OF LRCs.** Mr. Flint provided the council with data on special allocation funds. All equipment has been purchased, but there is still money available for books. Mr. Flint will be meeting with Dr. Ladner and Dr. Rivero to discuss book orders for next year and electronic database options. He will provide Dr. Thompson-Stacy with all purchase orders within the next couple of weeks. **A meeting will be scheduled with Dr. Higdon, Dr. Thompson-Stacy, Dr. Ladner, Dr. Rivero, and Mr. Flint to discuss what can be purchased with student technology fees.**
- E. **ONLINE TEST PROCTORING.** Mr. Taylor said that final exams started last Thursday. Every computer is assigned throughout the day for testing purposes. He is also going to check into whether J Lab can be used during final examinations. He has only been experiencing minor problems such as the tests not being turned on, etc. The only major problem that he can foresee in the future is with lack of available space and personnel to administer the tests as the online numbers continue to grow. Ms. Grady said that her learning lab had been very busy, but that everything was going well. Dr. Rivero stated that she does not see the volume of students like JC and JD, but testing has been consistent. The only problems that she has faced is with lack of passwords. When this occurs, they just contact the instructor for the information.
- Mr. Smith stated that that the MSVCC had been contemplating short-term online classes. He asked what impact this would have on the testing centers. Mr. Taylor said that it looks as though these students would begin testing during the lag time after regular semester mid-terms. Dr. Thompson-Stacy said that it would be important to ask instructors for potential online short term courses to set their mid-terms as proctored exams rather than the final if at all possible. Mr. Smith said that this issue is in the discussion phase, but he wanted to receive input from the LRC.
- F. **E-BOOKS.** Mr. Flint said that there are 12,113 e-books presently loaded into the system. There will be approximately 4000-5000 more loaded. This includes collections three and four. This collection should last the college over the next four to five years. Having this collection adds to the total college book collection.
- G. **SMITHSONIAN EXHIBIT.** Dr. Ladner said that the Smithsonian Exhibit is now located at Delta State University. There is still some Smithsonian paperwork to be completed. She will include a DVD that includes the first commercial through the end of the event. There were 2166 students who visited the exhibit; 7 elementary and high schools participated. The exhibit received an overall evaluation rating of 4.78 out of a possible 5. There are still cookbooks available for only \$10.00 each.

Dr. Ladner thanked everyone for their help and support. Dr. Thompson-Stacy thanked Dr. Ladner for hosting the event.

V. NEW BUSINESS.

- A. EVALUATION OF LEARNING LAB PERSONNEL. Dr. Rivero provided the council with a copy of the proposed evaluation. Normally titles are not listed on evaluation forms; however learning lab instructors are not considered faculty, staff, or administration. Dr. Higdon and Dr. Thompson-Stacy requested that an evaluation form be created for these individuals. There are two evaluation forms being proposed, one for the employee and the other for the employee's supervisor. The evaluation also includes a form for student evaluations because the students are the main users of the learning lab and it is important to get their input on the employee evaluations. Dr. Rivero is suggesting that the learning labs receive student evaluations from the beginning of the term through the month of October. This will generate about the same number of student evaluations that are generated during classroom evaluations. Evaluations would be done in the English, math, and science areas. She stated that each learning lab would have the option of when to give the student evaluations but that there would be a cut-off date for collecting student evaluations. Dr. Thompson-Stacy asked that Dr. Rivero discuss the proposed student evaluation numbers with Dr. Cliburn, to ensure that he has enough information to provide meaningful data. The council feels that the title "lab instructor" be removed on all sections of the proposed supervisor evaluation form since their official title is learning lab instructional assistant. Dr. Rivero will make this change before she turns it in to the college wide evaluation committee. Dr. Rivero thanked Mr. Taylor and Ms. Grady for their help in developing the evaluation form. **The council recommends approval by the college-wide evaluation committee with the minor changes agreed upon by LRC.**

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. There were no representatives present from the computer center.

Dr. Thompson-Stacy asked if anyone on the council had questions concerning the document imaging information introduced during the Administrative Workshop. Ms. White asked if the Deans of Instruction would be included in the document imaging process so that they could make recommendations for their campuses. Dr. Thompson-Stacy said that the document imaging will begin with Student Services and will then move to other areas within the college. Representatives from all areas from all campuses and centers will be included in any decision making for the document imaging processing.

- B. COMPUTER CENTER UPDATE. There were no representatives present from the computer center.

Mr. Flint stated that Mr. Besancon was exceptionally cooperative in getting the SIRSI system back up and running. Until the system was running again, all books were being checked out manually. The libraries were having to search other college catalogs to determine what range the books may fall, so that they could locate them for students.

VII. FUTURE MEETINGS.

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.