

**LEARNING RESOURCES COUNCIL**  
**Friday, February 18, 2005**  
**Minutes**

A meeting of the Learning Resources Council was held on Friday, February 18, 2005, in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

**Official Members**

Cheryl Thompson-Stacy (Chair)	present	Brenda Rivero	present
David Besancon	present	Mark Smith	present
Mark Bounds	present	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	present		

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 1:00p.m.
- II. APPROVAL OF AGENDA. Ms. Cason requested that an item be added under New Business V.A. ADN Accreditation Visit.
- III. MINUTES OF PREVIOUS MEETING – **November 19, 2004**. All previous minutes of the LRC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
  - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy stated that everyone was already aware of the Mardi Gras holiday observed by the college. The suggestion to be closed for Mardi Gras came from the campus/center strategic planning forums. Executive Council took into consideration the feedback from these forums when making the decision  
  
Dr. Thompson-Stacy would like to remind everyone that the deadline for nominations of the Difference Maker Award is February 28<sup>th</sup>. Please nominate anyone who you feel goes above and beyond the call of duty.
  - B. CENTRALIZED CATALOGING. Ms. Fairley said that everything is going great with centralized cataloging. She has had a lot of books and videos coming in, but the process is going smoothly.  
  
Mr. Besancon said that Ms. Lynn Ladner mentioned working with learning lab personnel on a video checkout system. David asked if this could be done using the SIRSI program. Mr. Taylor said that this was being done on all the material that are in the system; however, there are certain items such as skulls that are not cataloged. Dr. Ladner said that it takes a great deal of time to original cataloging, and they do not want too many people involved in the cataloging process because each person catalogs in a different manner. Mr. Besancon's concern is the

allocation of Lynn's time to get a system up and going or utilizing a system that the college has in place. Mr. Taylor stated that SIRSI could be used to catalog various resources such as books or videos, but is not designed to catalog equipment like skulls, etc. When Mr. Taylor first discussed the idea of a database with Lynn, he was interested in tracking the hours, grades, progression of a student that uses the learning lab. This could be used a research tool for ways to better help our students. The highest priority is on a system for tracking students, not on tracking resources used by the student. **Dr. Thompson-Stacy asked that Mr. Besancon work with Mr. Cory Walters, Mr. Tom Taylor, and Ms. Pattye Grady on developing a database to track students.** The initial input on what the system should include will be done by April 15. The learning lab personnel and Ms. Fairley will also discuss whether or not other equipment should be cataloged.

- C. DISTANCE LEARNING. Mr. Smith provided handouts on the unofficial enrollment numbers for MSVCC. These numbers are fairly accurate with the numbers in the system. MGCCC is still the largest institution in non-duplicated headcount. Itawamba Community College is the largest institution based on the number of seats provided. The MSVCC total headcount is 12,756 non-duplicated and 25,579 duplicated.

The college has been piloting a new online learning platform, Desire2Learn (D2L). This has been a more stable platform than Blackboard. Currently the MSVCC has a 1,000 user license with D2L. MGCCC alone is using 600 of these seats. There are six colleges testing the D2L platform. The MSVCC is proposing moving from a 1,000 user license to a 5,000 user license. If this occurs almost all of MGCCC's instructors will be able to use the D2L platform. Mr. Smith stated that he e-mailed all online instructors earlier in the week to determine what platform they would prefer. Most all MGCCC instructors responded and asked Mark to move their courses to the D2L platform. Distance Learning will be conducting aggressive training if the MSVCCC opens more courses in D2L.

Dr. Thompson-Stacy said that there have been some discussions at the campuses concerning funding for online students. The funding is as follows: If an MGCCC student is taking an online course with an MGCCC instructor, the college receives full funding and in some cases even more than full funding. MGCCC receives full funding on the majority of its online students as most of our enrollment in online courses are MGCCC students taking MGCCC classes. If an away student takes an online course through MGCCC, the college receives 50% funding. It is important that we maintain our growth and continue to maintain online classes. Dr. Thompson-Stacy stated that at the Donors Banquet on February 17<sup>th</sup> she met one of the student scholarship recipients who had taken just about all of her MGCCC courses online. The student was a single mother who worked a full-time job and was very appreciative of MGCCC's distance learning program.

- D. PRIORITIES FOR EQUALIZATION OF LRCs. Mr. Flint provided the council with an allocation spreadsheet for LRC funds. Almost everything has been spent with the exception of \$1,500 still to be allocated among the campuses. The

Jackson County and Jefferson Davis campuses will receive \$600 of these funds and the Perkinson campus will receive the other \$900. They are waiting on the Howard Computers and data projectors to come in. Mr. Besancon stated that these computers should come in next week.

- E. ONLINE TEST PROCTORING. Mr. Taylor said that today they have only been conducting testing for Franklin University because Blackboard has been down. Besides the problem with the Blackboard system being up and down, testing is going well. Dr. Thompson-Stacy stated that the college submitted a Title III grant application last year. Some of the Title III grant would be used to enhance testing sites for each of the campuses and for advisement purposes. The cutoff score last year to receive the grant was 96 and MGCCC scored 95. This year, rather than reopening applications, they are going to fund 44 more proposals from last year. There is a good chance that our institution will receive Title III funding. The announcement will not be made until the end of March.
  - F. E-BOOKS. Mr. Flint said that MGCCC currently has 13,337 E-books. Ultimately, netLibrary will provide a total of 16,000 books. This final total will allow our campuses to be close to the minimum ACRL requirements for the first time ever.
- V. NEW BUSINESS.
- A. ADN ACCREDITATION VISIT. Ms. Cason said that there will be an ADN accreditation visit in the fall. This will be both a state and a national accreditation visit. One area that they will focus on will be the resources available. They will look at the various catalogs to ensure that resources are up-to-date and adequate. For accreditation purposes, no resources should be older than five years. If a resource or video is truly a classic, we can identify it as such and place it in an archive classic. In order to do this we will have to justify why we believe this resource is a classic. The committee will look at books, media, software, videos, etc. Mr. Flint said that many times videos are used for a variety of courses. There are times when the Respiratory Care department requests that videos stay on the shelf. Ms. Cason feels that if the video is labeled Anatomy and Physiology it should not be a problem. If the title of the video has nursing in the title it should fall within the five year time frame. We can also justify the outdated resources by explaining to the accrediting team other courses that require these videos. The agency will also look at the weeding policy on outdated resources and how closely the ADN faculty work with the LRC's to keep the resource collection current. Dr. Rivero said that the grant money received last year has helped tremendously. All the books ordered are from the year 2000 to current which will benefit the college during the accreditation process. Ms. Cason stated that she appreciates the help of all the LRC's. A consultant will be visiting the college ADN department during the week of March 7-11. The consultant will be looking for all resources relative to the seven standards in relation to the accreditation procedures. Ms. Cason will be contacting the campuses informing them of information the consultant would like to review. The consultant is the director of multi-campus nursing programs throughout South Dakota. The college will

benefit from her expertise. Dr. Thompson-Stacy said that she conducted research on the number of multi-campus nursing programs that are accredited as one program and there are only between 16-17 nationwide although more are moving in this direction. Having a consultant with this background will be most beneficial.

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Mr. Besancon said that the computer center has just fully installed the Nolij system for document imaging. Nolij has conducted one training session for the campus trainers: Amanda Frye, Becky Parker, Marleen Moore, Michelle Sekul, Mark Smith, Kim Morgan, and LaShanda Chamberlain. The next training session will be conducted during the week of March 21-24. Financial Aid will be trained one day, Admission another, Human Resources another, etc. Following this training, Mr. Besancon plans to have a Nolij representative visit the college and train difference departments once a month. The computer center will have to increase bandwidth and add another server for the Perkinston and Jackson County campuses. Mr. Besancon hopes to have the program implemented this summer. Mr. Smith stated that a group of people would be involved in the scanning of information into the Banner and possibly move to a centralized processing unit. Each campus would still have the equipment and scanning capabilities to scan within their department. Dr. Thompson-Stacy added that no decision would be made in regards to centralized processing without the input of all campus departments.
- B. COMPUTER CENTER UPDATE. Mr. Besancon said that Cory Walters is the new Human Resource Analyst for the computer center. He is doing a great job in this position.

Mr. Besancon stated that there has been a change with the Touchnet machines that the college uses for online credit card payments. Touchnet is used in conjunction with Hancock Bank, who recently changed their processor. The college had to change its software to match what Hancock Bank uses. The college's online credit card payment system was down three weeks during the month of January.

Last semester the computer center had an issue with rolling of grades. This caused a problem for the Perkinston Campus when the grades were rolled a day early. Prior to this dilemma the computer center had no formal production schedule in place. He is now working on building these production schedules. These schedules will ensure that everyone is aware when grade roll-overs will occur.

As of the January Board meeting, the college will be moving forward with the Storage Area Network. The computer center should have a working model of Internet Native Banner (INB) in March. In the future, when accessing INB, employees will be using Internet Explorer. In doing so, the computer center is hoping that this program will be a lot faster. Currently, the information comes from the Perkinston Campus or Jackson County Campus to a server in the

computer center at the Jefferson Davis Campus. Thus, the system seems to be slower for users out of Jackson County and Perkinston campuses. In the future, all process and data interchange will occur between two servers.

Currently the cash registers are the only way to track money in the campus bookstores. The bookstores are not integrated with Banner. In January the Board approved the publication of an RFP to obtain a point-of-sale system for the campus bookstores. This will allow integration with Banner so that students can use their I.D. cards in the bookstore and charge material to their financial aid. The bookstore will also be able to determine what books and supplement materials the students need for their courses. The bids open next week and will go to the March board meeting for approval. Currently there are two front runners for this program: Nebraska and Missouri. Both of these are excellent systems.

Mr. Besancon asked if everyone was pleased with the SIRSI system. When the system crashed last fall they had to implement an emergency purchase. He purchased the platform that SIRSI recommended.

Dr. Lott approved the purchase of the Banner Alumni module. The funds came from the E&G Budget so the purchase will occur before June 30. The Alumni module will allow the college to track a student from the time they enter MGCCC throughout their life span. This will allow the college to have a complete relationship with the student/alumni.

VII. FUTURE MEETINGS.

Friday, April 15, 2005 - Applied Technology & Development Center

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