

LEARNING RESOURCES COUNCIL
Friday, April 15, 2005
Minutes

A meeting of the Learning Resources Council was held on Friday, April 15, 2005, in the Sea Shell Room at the Applied Technology & Development Center. Attendance was as follows:

Official Members

Cheryl Thompson-Stacy (Chair)	present	Brenda Rivero	absent
David Besancon	absent	Mark Smith	present
Nica Cason	present	Tom Taylor	present
Valerie Fairley	present	Ouida White	absent
Foster Flint	present		
Pattye Grady	present	<u>Other(s) Present</u>	
Pam Ladner	present	Cory Walters	
Richard Marlowe	absent	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 presented.
- III. MINUTES OF PREVIOUS MEETING – **February 18, 2005**. 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 Executive Council looked at the college's current smoking policy and made a revision. The revised policy states that smoking is no longer permitted in the dormitory. Prior to the revision students were allowed to smoke in the dorm if the student had roommates who also smoked.

Executive Council also looked at the college's diplomas. Beginning next year, college diplomas will no longer have the campus designation printed on them. Students will receive a diploma from Mississippi Gulf Coast Community College. The diplomas will be signed by the college President and the Chair of the Board of Trustees.

Statement 242-1 Due Process in Student Discipline has been approved by the Executive Council.

The college is looking at a possible articulation agreement with the U.S. Sports Academy in Daphne, AL. Dr. Thompson-Stacy and the Deans of Instruction will be traveling to the U.S. Sports Academy on May 5th to tour their facilities and see what they would like to offer MGCCC students. The U.S. Sports Academy offers two bachelor degree programs: (1) Bachelor of Science in Sports Coaching (2) Bachelor of Science in Sports Management.

- B. CENTRALIZED CATALOGING. Ms. Fairley stated that she has been busy cataloging books and information before the semester ends. Some of the books that appear in the catalog are in the process of being sent to the campuses.
- C. DISTANCE LEARNING. Mr. Smith provided the council with a handout consisting of summer and fall enrollment numbers. The duplicated headcount for the summer 2005 semester is 1,162 students enrolled. The duplicated headcount for fall 2005 is 687 students. Some classes have already been closed and they are currently looking for new instructors. Distance education is growing larger each semester.

MGCCC is looking at the cost associated with implementing the Desire2Learn hybrid server at the college. The college has three options: (1) purchase our own server and host the server (2) purchase our own server and have D2L host the server (3) buy into the MSVCC D2L server. The Desire2Learn Company has been phenomenal in working with the college. Just this week Mr. Smith provided D2L with two recommendations and both of these recommendations will be implemented and appear in the fall version of D2L. The MSVCC is waiting on the final approval of the 5,000 user license agreement with Desire2Learn. MGCCC will use approximately 4,000 of these seats. More than likely Mississippi will become a dual platform state using both Desire2Learn and Blackboard. Mr. Taylor added that the Desire2Learn platform has been great with testing. Dr. Thompson-Stacy stated that Mark Smith and Jennifer Leimer are conducting training on the Desire2Learn platform for the MSVCC consortium.

- D. PRIORITIES FOR EQUALIZATION OF LRCs. Mr. Flint said that there is approximately \$800 left that the Perkinston Campus LRC will spend. It appears that the budget will close out with roughly \$18 remaining.
- E. ONLINE TEST PROCTORING. Mr. Taylor stated that the online test proctors are preparing for the spring semester finals. Finals testing will occur during these next two weeks.
- F. ADN ACCREDITATION VISIT. Ms. Cason stated that MGCCC's ADN department will receive an accreditation visit during mid-October 2005. The consultant did visit in March 2004 and conducted a walk through at the Jefferson Davis Campus and Jackson County Campus learning resource centers. The consultant was very complimentary of the college resources and physical locations. She did not have time to look at the dates and titles of all of the college resources. Dr. Ladner provided a suggestion for dealing with books and videos over five years old. The idea is to label the books that are truly historic with a different color label or sticker. For the books that can not be classified as historical but that are still valuable resources for other areas of the college can be called "lay" resources and labeled with a different color sticker. Ms. Cason asked what the best way to proceed with this process would be. Mr. Flint requested that the JD ADN faculty schedule a week or two to go through the books and label those that are historical and lay. Dr. Ladner said that her campus will go ahead

and pull all of the books and videos over five years old and let faculty go through and choose those that are historical and lay. She stated that the Jackson County Campus has purchased labels that state that a book is historical. Ms. Cason feels that this information can be clearly stated in the self-study so that the accreditation visitors are aware of the labeling used. She appreciates all of the support of the libraries and LRC's and feels that these are extremely valuable assets for MGCCC students. Mr. Smith added that they have been beneficial for online students also.

V. NEW BUSINESS.

- A. TITLE III GRANT. Dr. Thompson-Stacy stated that the college was awarded the Title III Grant for \$1.8 million dollars. The grant will begin October 1, 2005. One of the action items in the grant will be testing centers for all campuses. These testing centers will be for all testing college-wide, such as COMPASS, CLEP, NET, possible certification tests in technical areas, and online testing. The top priority will be for online testing because this was part of the grant itself. Since each of these tests are given by different departments throughout the campus, the question is going to be whether the testing centers should fall under instruction or student services on the campus or community campus. Mr. Flint suggested that all testing centers fall under central office distance learning and student services area. Mr. Taylor agreed and stated that this will help with the one unified college concept because all testing centers could be handled consistently across the board. Having a centralized student services/distance learning representative overseeing the centers will help with the scheduling of all tests college-wide. Mr. Taylor stated how effectively distance learning has worked with the LRC's over the past three years in the online testing delivery. Over the five year period of the grant the Jackson County and Jefferson Davis Campuses will receive thirty (30) testing stations and the Perkinson Campus will receive twenty (20) testing stations. Dr. Thompson-Stacy has contacted the campus Vice Presidents concerning possible physical locations for each of these centers.
- B. LRC ELECTRONIC RESOURCES. Dr. Thompson-Stacy had asked each of the LRC Deans to compile a list of electronic resources that they have purchased in the last few years with the \$100K special allocation to determine if the college could begin purchasing these items with student technology funds. Dr. Lott asked that Dr. Higdon and Dr. Thompson-Stacy work with the LRC Deans to look at the cost of each of these resources and the possibility of using student technology funds to purchase and update these resources in the future. Mr. Flint provided the council with a handout listing all college electronic resources and cost amounts. He stated that some of these resources, such as Academic Premiere, are paid for by all the community colleges in the state to fund the Magnolia system. Dr. Higdon stated that the software and licensing can be purchased using the student technology fee. This fee will only cover equipment, software, and licensing for students. He asked that LRC Deans contact Dr. Thompson-Stacy with totals for these electronic resources so that Mr. Besancon can work his budget accordingly.

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Mr. Walters represented Mr. Besancon. He stated that Nolij training was conducted March 21-24. The training for document imaging was done by functional areas, which provided a great training opportunity. This training went really well. The next training for Nolij will be held May 3-6 at the JD Computer Center. Mr. Besancon is in the process of setting up the schedule for each of the functional areas.
- B. COMPUTER CENTER UPDATE. Mr. Walters represented Mr. Besancon. The college ordered 213 faculty computers and are now in the process of distributing them. The Banner Alumni Module and Finance Self Service Modules have also been ordered. The computer center purchased the Bookstore point-of-sale software which will be tested this summer. The computer center built the financial aid report in the financial aid module of Banner

Mr. Walters has been working on a logging and tracking system for students using the LRCs. If the student logs into the system and forgets to log out, the system will automatically log those students out after several hours. Mr. Taylor requested that idle time not be included in the time logs generated from student use. The testing centers currently have a way to override the system to not calculate student time on students who have forgotten to log out of the system. The system ties directly into Banner and will allow testing centers to track student use and student overall grades. Dr. Ladner stated that her students currently log in to the learning resource center by signing in and signing out on a sheet of paper. She asked what equipment she would need for students logging in using a computer. Mr. Walters stated that she can use a scanner and scan the student I.D. They would just need to build a database for this information. **Cory Walters will work on an electronic method of logging students on to the library and LRC computers.**

VII. FUTURE MEETINGS.

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