

**LEARNING RESOURCES COUNCIL**  
**Wednesday, October 5, 2005**  
**Minutes**

A meeting of the Learning Resources Council was held on Wednesday, October 5, 2005, in the Darby Hall Board Room. Attendance was as follows:

**Official Members**

Cheryl Thompson-Stacy (Chair)	present	Brenda Rivero	present
David Besancon	present	Mark Smith	present
Nica Cason	present	Tom Taylor	present
Valerie Fairley	present	Jan Moody	present
Foster Flint	present	Joe Tillson	absent
Pattye Grady	absent		
Pam Ladner	present	<b><u>Other(s) Present</u></b>	
Richard Marlowe	absent	Buffy Matthews	
		Anjelica Edens, recorder	

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA. Dr. Thompson-Stacy added an item under New Business V. C. Enrollment.
- III. MINUTES OF PREVIOUS MEETING – **April 15, 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 the Executive Council had been looking at energy conservation prior to the hurricane to save energy costs. Energy conservation is even more important now given the rising electrical costs and gasoline costs. Please do whatever you can to help control utility costs at the college.

The customer service training for October and November is cancelled. The NLNAC accreditation visit scheduled for October has been cancelled and we don't know at this time when it will be rescheduled. The administrative workshop is also cancelled for this fall. The reason for this is that we can not afford to miss any more instructional class time. It will be difficult as it is to cover the course material that must be covered. Luckily, the State Board for Community and Junior Colleges has shortened the instructional time to be met this semester for community colleges affected by Katrina. The State Board has also approved reducing dual enrollment requirements for this semester to ten Carnegie Units from fourteen units. In addition, a recommendation from the principal and/or guidance counselor is required.

- B. CENTRALIZED CATALOGING. Ms. Fairley stated that she does not have any issues at the present time. Everything seems to be running fine. The other LRC members agreed.
- C. DISTANCE LEARNING. Mr. Smith provided the council with three handouts: MSVCC Numbers Fall 2005, Hurricane Katrina pre and post enrollment numbers, and MSVCC Fall Semester 2005 Enrollment Data. Key points made were:
- MSVCC non-duplicated enrollment was 12,672, an increase of 11% over the Fall 2004 semester
  - MSVCC duplicated enrollment was 27,164, an increase of 20% over the Fall 2004 semester
  - MGCCC duplicated student enrollment in MSVCC online classes increased 4% to 3,665
  - Non-duplicated MGCCC enrollment in MSVCC courses was down 4% to 2,033, but MGCCC student enrollments in MGCCC online courses (duplicated) increased 9% to 3,512 (These numbers do not reflect enrollment in the 2<sup>nd</sup> 9-week short-term online classes)
  - Away student non-duplicated enrollment in MGCCC classes decreased -41% and away student duplicated enrollment in MGCCC classes decreased -43%
  - Non-duplicated MGCCC enrollment in MSVCC courses before Hurricane Katrina was 2,288 and MSVCC student enrollments in MGCCC online courses (duplicated) was 4,481 before Hurricane Katrina

Mr. Smith identified some problems that have occurred across the MSVCC consortium that resulted in the dramatic reduction of away students in MGCCC online classes. These problems include: away colleges not offering classes that do not contain a proctored exam, away colleges not offering course that do not offer a proctored final exam, away colleges not offering course sections of other colleges until their own similar course sections are filled, and away college moving students already registered into MGCCC into their own classes immediately after Hurricane Katrina hit the Gulf Coast. He stated all of these issues were being address at the MSVCC level.

Mr. Smith announced that MGCCC is moving the hybrid server from Blackboard to Desire2Learn (D2L) in Spring 2006. The Hybrid Blackboard server would still be operational through November 2006. Distance Learning personnel will migrate course from Blackboard to D2L over next year. Many professional development workshops for the D2L platform are currently being conducted. The schedule of when these workshops will be available can be found at [http://www.mgccc.edu/~distance\\_learning/pd\\_schedule.htm](http://www.mgccc.edu/~distance_learning/pd_schedule.htm).

- D. ONLINE TEST PROCTORING. Mr. Taylor requested that after this meeting to have this item taken off of the agenda. Testing is down this semester due to Katrina. The numbers should increase after the short-term courses begin October 24.

- E. ADN ACCREDITATION VISIT. Ms. Cason said there have been a number of schools and colleges asking how they can help us recover. Most people do not want to donate money, but want to donate items. They would like to replace any nursing related library books or materials that got damaged in the storm. Dr. Rivero said that Perkinston Campus has a list of damaged books. Ms. Cason is letting them know to go through the foundation for this. Dr. Ladner at Jackson County Campus has a list of damaged books as well. Mr. Flint at Jefferson Davis Campus did not have any damage. The nursing related damaged book list can be given to Ms. Cason by Ms. Rivero and Dr. Ladner. Dr. Ladner stated that the reference books at Jackson County Campus total damaged are \$40,000. Dr. Rivero's total damage at Perkinston Campus was over \$11,000 and \$5,363 for nursing books. Dr. Ladner and Dr. Rivero will give Ms. Cason the lists by Friday. Ms. Cason added that she appreciated the help of the LRC members who have contributed to the NLNAC self-study visit to date.
- V. NEW BUSINESS.
- A. TITLE III GRANT. Ms. Matthews has purchased all computers for the assessment centers. There will be twenty at the Jefferson Davis Campus, twenty at the Jackson County Campus, and ten at the Perkinston Campus. Next year ten additional computers will be purchased for each campus. There were also computers ordered for the test proctors and one printer at each testing center. The computers should arrive around October 18. Mr. Smith and Ms. Matthews met with Mike Kukendall from Commercial Business Interiors and he gave them a layout of the centers. The furniture should be ordered in the next couple of weeks and delivered by November. The Jackson County Campus center will be in the LRC building, where the current testing center is located. At Jefferson Davis Campus center will be in Building N, Room 202 A & B. The Perkinston Campus testing center will be located in the current career center computer lab. The college is currently in the process of hiring proctors for each of the campuses. Two proctors will be hired at JD, one at Perk, and one at JC. Next year, there will be one additional person hired for Jackson County Campus. The Perkinston Campus, the Jackson County Campus, and one position at the Jefferson Davis Campus will work the following schedule: 11-8 Tuesday through Thursday, 8-5 Friday, and 8-5 Saturday. The second position at the Jefferson Davis Campus will work 8-5 Monday through Friday. Dr. Thompson-Stacy stated that these positions are grant funded, so the next five years the grant will be paying for their salaries. Dr. Thompson-Stacy stated that the positions will be hired the first week of November even if the testing centers are not completely functional. This will allow ample training time before finals begin.
- B. ACADEMIC CALENDAR 2006-2007. Dr. Thompson-Stacy stated that the fall semester 2005 is the same as this fall except for a day difference. There will be no down day between registration and classes beginning, but there is a weekend. The spring semester is odd the way the dates fall. On the draft calendar, the classes are starting on a Friday. The faculty contracts end May 15 and the state

board required minimum number of minutes made the classes have to end on Friday. It would then have to be decided if there should be a down day between registration and classes beginning and not having a down day. The recommendation from the student services council was to start classes Monday, January 8 and run through Monday, April 30. They also recommended having final exams four days Tuesday through Friday and having commencement on Friday, May 11 instead of Thursday, May 10. Grades will have to be turned in by certain dates for processing of graduates and other things such as honors and special honors designations. Ms. Hartfield will call the coliseum to see if it will be available for May 11 and if so then these changes will be proposed. Dr. Thompson-Stacy asked if there were any thoughts to this recommendation from SSC. Mr. Taylor proposed to accept the SSC recommendation. Mr. Flint asked how spring break is determined. Dr. Thompson-Stacy said it depends on the when the mardi gras holidays fall and when Good Friday occurs. We don't want to observe mardi gras holidays one week and then turn around and have spring break just a week or two later. The only change on the summer semester was to change registration from two days to one day for both five-week and ten-week terms. **LRC recommends to Executive Council that the 2006/2007 academic calendar as amended by the SSC be approved.**

- C. ENROLLMENT. Dr. Thompson-Stacy stated that the total enrollment as of Monday morning is 7,937 students. This is the lowest fall enrollment since she has been here. There has been a decrease of over 2,709 since last fall. We are down college wide by 25% academic and technical areas. The decrease in enrollment in career programs is lower. Part-time enrollment is down by 31%.

VI. OTHER BUSINESS.

- A. DOCUMENT IMAGING. Mr. Besancon said Cory Walters ran a report and the admissions office, president's office, human resource office, and a vice president's office at Perkinston Campus are using document imaging to some degree. Mark Smith stated that this project needs to be put back on the front burner and more work done on it. He will communicate with the admissions offices to get back on track.
- B. COMPUTER CENTER UPDATE. Mr. Besancon stated that they will not readvertise at this point to fill the financial aid programmer's position. They hope they will be able to this semester or shortly there after. The learning lab usage tracker is being done between Corey Walters and Lynn Ladner. They will be getting rid of the unwanted features. The alumni module has been interrupted because of Hurricane Katrina and the bookstore project is on hold. The implementation should be by fall of next year. Mr. Besancon mentioned he got to see registration this year on all three campuses and they all seem to be doing it about the same way. The computer center can do more to make things more efficient. **Corey Walters will begin work on a library usage tracker and will work with the three LRC assistant deans to develop this program.**

**VII. FUTURE MEETINGS.**

Friday, November 18, 2005 – Applied Technology & Development Center (Gulf Harbor Room) This meeting will be tentatively planned for later in February. —

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