

LEARNING RESOURCES COUNCIL
Friday, February 17, 2006
Minutes

A meeting of the Learning Resources Council was held on Friday, February 17, 2006, in the Small Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

Joseph W. Cliburn (Chair)	present	Brenda Rivero	present
David Besancon	absent	Mark Smith	present
Nica Cason	absent	Tom Taylor	present
Valerie Fairley	absent	Jan Moody	present
Foster Flint	present	Joe Tillson	absent
Pattye Grady	absent		
Pam Ladner	present	<u>Other(s) Present</u>	
Richard Marlowe	absent	Buffy Matthews	
		Jennifer Leimer	
		Anjelica Edens, recorder	

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 1:00 p.m. He let everyone know that this will be Mark Smith's last meeting.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under other business: VI.C. MAGNOLIA. Mr. Flint
- III. MINUTES OF PREVIOUS MEETING – **October 5, 2005**. All previous minutes of the Learning Resource Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the Executive Council approved the Learning Resource Council minutes from the last meeting except for the 2006-2007 academic calendar that will go into our bi-annually catalog. Last week at the meeting, the 2006-2007 and the 2007-2008 calendars were approved. He also stated that we are not having state withdrawals to distance learning.
 - B. CENTRALIZED CATALOGING. Ms. Fairley was not present, but asked that this be deferred.
 - C. DISTANCE LEARNING. Mr. Smith provided the council with a handout on MSVCC enrollments for spring and MSVCC state wide numbers for duplicated and non-duplicated for this spring. He stated that enrollment is still up in the virtual MSVCC with a statewide number of 14,631. The duplicated and non-duplicated enrollment increased over 5,000.

On the other side of the handout, the college is down about 3% from last year. March 6 starts the short-term semester and it should put us back where the college was last spring.

MSVCC has launched a new 24/7 Online Support Center. The 24/7 help desk was outsourced by MSVCC to Presidium. You can access it through the internet to get help. Ms. Leimer added that the link is on the distance learning website if anyone wants to take a look at it. Mr. Smith said that the distance learning department is moving to a D2L server. This server has been purchased and they are just waiting to move everything over. Dr. Cliburn asked how we are doing on training. Ms. Leimer said that attendance is good at these workshops to train people on D2L, but she doesn't think people realize that BlackBoard is going away. She added that she might try doing some condensed sessions. Dr. Moody said that Ms. Leimer might want to think about the week of graduation to do some sessions. Ms. Leimer said that would be a great week and will get with the professional development people at each campus to set it up.

- D. ADN ACCREDITATION VISIT. Ms. Cason was not present. Dr. Cliburn stated that the nursing consultant was impressed that this institution was even open. Ms. Cason took the consultant for a ride on Hwy 90 to see the destruction from Hurricane Katrina when she first came in. Dr. Cliburn said that there may be some suggestions, but he does not see anything else from the group meeting. Dr. Moody said that everyone did a great job. Dr. Cliburn said that the NLNAC visit is scheduled for April 19-21. Being the Perkinston Campus is a new program, they will probably be up here. In the past there were two programs, the Jefferson Davis Campus and Jackson County Campus was done as two separate accreditations. This year, it will be a single accreditation with three programs.

V. NEW BUSINESS.

- A. TITLE III GRANT. Ms. Matthews gave a brief update on the locations of the assessment centers. She stated that the Perkinston Campus testing center is in the Stone Hall Career Center computer lab. The Jackson County Campus assessment center is in the LRC Building, where the former testing center was located, and the Jefferson Davis Campus center is in Building N, Room 202 A & B. There has been a change in assessment center personnel. Ms. Tracy Gatton, JD Assessment Center Proctor, has turned in her resignation. Ms. Crystal Davis will be transferring into Ms. Gatton's position as JD Assessment Center Proctor and Dr. Angie Bridges accepted the JC Assessment Center position. Ms. Suzan Bounds is the George County test proctor. The Title III Assessment Centers conduct all college testing, with the exception of TABE. Ms. Matthews has requested information from Ms. Stacy Carmichael regarding the TABE test in case Community Campus wishes for the Assessment Centers to take it over in the future. Mr. Smith is in the process of building a Title III Assessment Center web page for the distance learning and MGCCC websites.

The second Title III objective deals with reducing the number of adjunct faculty teaching online classes. The grant proposes that the college establish a Distance Learning Training Team to help train full-time faculty for online instruction.

The last Title III objective is the development of new student advisement procedures for the entire college. The college must revamp the current advisement processes to better advise both traditional and online students. Dr. Moody asked if new instructors in the fall that are coming in get to learn this. Ms. Matthews said that have to research this and come up with policies and procedures to see what all needs to take place. She said this will be a long process and that the college may begin to see changes by fall 2006.

- B. **SACS PROCESS.** Dr. Cliburn stated that the college is approaching the start date for the reaffirmation. He passed out a handout on the proposed SACS reaffirmation timeline. This will begin in the spring. The SACS meeting will be in Orlando in December. The committee will be much smaller than the steering committee in our last self study. The process now has two phases. The first phase will be more of a administrative type process. The Principles for Accreditation book, which contained 250 pages, is now a brochure of standards and requirements. Most institutions are doing it on websites or CD-ROMS. The second phase involves development of a Quality Enhancement Plan (QEP), which will involve faculty. Mr. Smith said an example of this would be advisement. He said advising increases retention. The consultant will probably have some recommendation too. Dr. Cliburn said that Dr. Lott has asked Margaret Sullivan to be our speaker for the Fall Faculty workshop and she will also be the consultant on this.
- C. **USE OF SOCIAL SECURITY NUMBERS FOR STUDENT IDENTITY.** Dr. Cliburn passed out a handout from the Social Security Administration. Identity theft is one of the fastest growing crimes in America. They recommend against the use of social security numbers for student id's. Dr. Cliburn stated that the college use to have college id numbers to use instead of their social security number. Dr. Cliburn contacted the computer center to find out what it would take to generate student id numbers. There are a number of reports sent out everyday that has the student's name, social security number, and other information about them. These reports are sent out by email on an unsecured computer environment. Each semester, these reports get sent to the State Board without a secure website on student's and faculty. Dr. Stonecypher was not aware of this. Lynn Ladner wrote a white paper and addressed this issue. She identified every section that the college would have to change. We will still need the social security number in Banner for 1098's, student's employed, and financial aid. Some of these reports will have to be modified along with transcripts. We might be able to just use the last four digits of the social security number. Dr. Cliburn said that on web services, when student's log in, either id can work. He added that if anyone wants a copy of this white paper to email him and let him know.

VI. **OTHER BUSINESS.**

- A. DOCUMENT IMAGING. There were no representatives present from the computer center.
 - B. COMPUTER CENTER UPDATE. There were no representatives present from the computer center.
 - C. MAGNOLIA. Mr. Flint passed out a handout from Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA). Mr. Flint wanted to show costs and let everyone know that it is important for us to continue using this. Dr. Cliburn asked what our numbers are. Mr. Flint said that they are similar to Hinds Community College. We are staying with electronic databases. For academic membership, we pay \$1,500 a year compared to others paying a whole lot more. The handout shows the college's costs if it had no state funded assistance and had to pay for these database services.
- VII. FUTURE MEETINGS.
- Friday, April 7, 2006 – Applied Technology & Development Center (Conference Room)
- VIII. ADJOURNMENT. There being no further business, the meeting was adjourned at 2:05 p.m.