

LEARNING RESOURCES COUNCIL
Friday, April 7, 2006
Minutes

A meeting of the Learning Resources Council was held on Friday, April 7, 2006, in the Lecture Lab at the Applied Technology and Development Center. Attendance was as follows:

Official Members

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

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA. The agenda was approved as presented.
- III. MINUTES OF PREVIOUS MEETING – **February 17, 2006**. The previous minutes of the Learning Resource Council have not yet been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the budget has been the primary focus at the Executive Council meetings. Executive Council has selected the DL Training Team members that are part of the Title III grant. These members will help to relieve some of the workload from the distance learning staff by providing training for the instructors. At the last Executive Council meeting, it was approved to have a \$30 flat graduation fee starting May 2007 as recommended by the Graduation Committee.
 - B. CENTRALIZED CATALOGING. Ms. Fairley stated that as is usual for the end of the school year, books are coming in. Ms. Fairley is expediting the books as quickly as possible. She has part-time person to help right now with that.
 - C. DISTANCE LEARNING. Ms. Leimer stated that there are 2,335 MGCCC students taking online classes this semester. After the no shows are taken out, there are 3,746 duplicated enrollments. Jones Junior College will be joining MSVCC in the fall. The hybrid and web enhanced server will be moved to D2L by this fall. We will do away with the Blackboard server. An IT Student Guide manual was discussed at the last Student Services Council meeting. This manual will provide information for students. There are several on the committee that have recommended things to include into this manual. Ms. Leimer is hoping to

put this in a PDF file that students will be able to print. Some things that will be included in the manual are web services, how to get your PIN number, and student email. The information will be put into one location so it will be easy to find. Hopefully, by the next meeting there will be a draft for everyone to review. Ms. Leimer stated that if anyone has any ideas for information technology overall or if you would like to serve on the committee to please email her. Dr. Cliburn said that it would be a good idea if someone from the Learning Resource Council would serve on the committee.

- D. ADN ACCREDITATION VISIT. Ms. Cason was not present. Dr. Cliburn stated that there are two dates to remember. The first is there will be two people from IHL that will be here on June 6 and the second is the NLNAC visit on April 19-21.
- E. TITLE III GRANT. Ms. Matthews stated that Crystal Davis, the test proctor from the Jefferson Davis Campus Assessment Center is on medical leave so the JD center has been understaffed. She is the evening and weekend test proctor. Renita Mouchett has been working 12 hour shifts on Tuesday and Thursday, but this was becoming too much. Michelle Pickering from the Perkinston Campus Assessment Center will be assisting for her at the center from 5-8 p.m. on Tuesday and Thursday to meet the needs of students. Ms. Matthews stated she is looking for a temporary full-time employee to fill Ms. Davis' position until she comes back. If anyone knows of someone, please notify immediately and if you hear of a complaint please help to explain what is going on. The hours will go back to the regular 11-8 Tuesday – Thursday; and 8-5 Friday and Saturday once a temporary full-time person has been hired at the Jefferson Davis Campus.

Executive Council did choose the DL training team college-wide and will begin training individuals soon. This team will decrease the number of adjuncts needed to teach online classes. The individuals selected as the lead trainers are Carla Stout from the Jackson County Campus, Jean Scafide from the Jefferson Davis Campus, and Tommy Snell from the Perkinston Campus.

- F. DOCUMENT IMAGING. Mr. Besancon was not present but sent an update via email to Dr. Cliburn. The computer center has been adjusting Banner 7 to work with Nolij. Mr. Besancon attended a Banner Summit and made some contacts at Villanova University that have used Nolij with Banner. On Banner Override Authority, Mr. Smith was the chair of the committee to assign banner permissions. Dr. Cliburn stated that the committee has not gone very far since he left and this has now gone back to Mr. Besancon for the short term. Letter/Certificate Generation Using Banner was discussed in the Student Services Council with examples of letters of good standing.
- G. COMPUTER CENTER UPDATE. Mr. Besancon stated in his email that Banner 7 is operational and it took the expertise of the entire department to get through the first days. Dr. Cliburn added that Corey Walters, Lynn Ladner, and Michael Knowles worked through Spring Break on this update. The Point of Service

system in the bookstores has been deployed and hit a milestone recently with the uploading of sales data to the central servers in the data center. All necessary software has been purchased for D2L. The computer center is working towards outsourcing the dorm room internet to a third party at the Perkinson Campus. Dr. Cliburn added that this will help free up Banner.

V. NEW BUSINESS.

VI. OTHER BUSINESS.

VII. FUTURE MEETINGS.

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