

LEARNING RESOURCES COUNCIL
Friday, November 17, 2006
Minutes

A meeting of the Learning Resources Council was held on Friday, November 17, 2006, in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

Official Members

Joseph W. Cliburn (Chair)	present	William Martin	absent
David Besancon	present	Brenda Rivero	present
Nica Cason	present	Tom Taylor	present
Beverly Clark	absent		
Valerie Fairley	absent	<u>Other(s) Present</u>	
Foster Flint	present	Leslie Gilliland	
Pattye Grady	present	Elaine Davis	
Pam Ladner	absent	Tim Koehn	
Jennifer Leimer	present	Anjelica Holliman, recorder	
Richard Marlowe	absent		

- 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 – **September 22, 2006**. The previous minutes of the Learning Resources Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the September 28th Executive Council minutes have been approved and distributed to all college employees. There are a few items that may be of interest. On May 17, 2001 and January 13, 2005 Executive Council meetings, the question of maximum online course loads for instructors was discussed. The Executive Council decided the policy would remain with the Dean of Instruction considering each request separately. Southern Linc radio phones are limited to a number of personnel on each campus, and with a few exceptions should be used strictly for radios. The fine for littering on campuses/centers has been deferred. There will probably be a fine in the near future. The Institute for Learning in Retirement has changed to MGCCC Life Long Learning Institute.

Ms. Kelley-Winders mentioned in Executive Council that it seemed like the Learning Resources Council runs pretty smoothly. LRC meets twice in the fall and twice in the spring. Should LRC be combined with IAC again or would it be more productive to meet once in the fall and once in the spring? There is still the Administrative Workshop in the fall and spring that LRC could meet during the counterpart planning. Mr. Flint suggested starting spring 2007 with one meeting in the spring and one in the fall. Mr. Taylor made a motion to meet once a semester.

Dr. Cliburn asked when the best time would be to meet, in the early semester or later on. If Executive Council approves, the LRC will meet February 16, 2007 and not at the April 13th meeting. If the council needs to meet more during the year, we can schedule that as needed. **Dr. Cliburn stated he will bring this to Executive Council for approval for LRC to meet once in the fall and once in the spring and will let the council members know what was decided.**

The Promise Campaign has been kicked off and the Alumni/Foundation Office is working hard to make it a success. The goal of 100% participation by employees will hopefully make external fund raising more effective.

The Executive Council has not had extensive discussions regarding the four-day instructional work week. Ms. Tinchler-Ladner developed a study on class scheduling and is preparing an employee survey. The survey needs some editing. Applications have been reviewed and three interviews have been conducted for the Vice President for the Jefferson Davis Campus.

- B. CENTRALIZED CATALOGING. Ms. Fairley was not present. Dr. Cliburn stated there are no updates to report.
- C. DISTANCE LEARNING. Ms. Leimer stated that this has been a busy year. There were some hardware issues with the hybrid web-enhanced server, but the computer center worked very hard to recover. Since then, the computer center has made efforts to make sure this will not happen again. Blackboard on the hybrid web-enhanced server will not be available after December 15. Training has been going on for D2L and it should pick up after Blackboard is no longer available. All new MSVCC classes provided by MGCCC will be done in D2L, but we will not be making anyone change existing classes from Blackboard to D2L. Blackboard has doubled our costs for online services and we have been down about four or five times this semester. Hopefully by fall 2007, distance learning will have student and instructional manuals prepared in electronic form. Distance Learning is working on retention so students are better prepared and know what they are getting into. Distance Learning is also considering establishing a distance learning lab on each campus where students can go with questions. Ms. Leimer stated Distance Learning will try and conduct orientation earlier. The Social Studies Department had a meet and greet and only a hand full of people came, but this was a good idea. For the spring semester, the department will be inviting other departments. MSVCC is continually working on the enrollment tool. Mr. Taylor asked if there was any information about Magnolia or MELO in the state-level student course evaluation. Ms. Leimer said there was a survey and she would see what she could find out. Ms. Leimer would like to have an orientation module for every course. Mr. Taylor asked if this would be for our students. Ms. Leimer replied it would be for all MGCCC students. **Dr. Cliburn asked Ms. Leimer to compile these results for the learning resources assistant deans review.**
- D. TITLE III GRANT. Ms. Gilliland distributed a handout with Title III updates. The handout includes the three objectives for Title III. Objective 1 deals with providing

more distance learning training for faculty with the goal of increasing the number of full-time faculty who teach online. Objective 2 deals with the assessment centers. The operation is a big part that is going on now. Josh VanZile was hired as the new Assessment Center proctor for the Jackson County Campus. Ms. Gilliland and Mr. Besancon are in the process of ordering new monitoring software for the centers. The software will allow the proctor to monitor what is on the student's computer to help prevent technical problems and potential cheating. The proctor can save a record of everything that student is doing. The assessment center web site is complete. All pertinent information is on the web site. Mr. Lee has links from the college's main site in the Department Home Pages, New Students and Current Students. Ms. Leimer has links in the Distance Learning home page. Ms. Gilliland will purchase ten new computers for each assessment center to include one that will have a big keyboard with zoom screen that magnifies what is already on the screen. Objective 3 deals with student advisement with the goal of increasing student retention in online and traditional classes. The committee has been split into four subcommittees which are gathering information about advisement now. The Title III annual report to the Department of Education is due on or before December 31.

- E. COMPUTER CENTER UPDATE. Mr. Besancon stated that the Computer Center attempted but was unable to recover data that was lost from the hybrid web-enhanced server. The computer center now does three types of backup. Mr. Besancon discussed security issues related to social security numbers and stated that the college does not need to send social security numbers via email, maintain them in external databases, and any other ways outside of Banner and a small number of specific applications such as taxes. By fall 2007, the college will not be using social security numbers as primary identifiers in Banner.

The college will be moving to Microsoft Office Vista and Microsoft Office 2007. Instructional programs will be leading this move because new textbooks will have to be ordered. Fall 2007 is the most likely roll-out date for this. The Track-It computer center work order ticket system is complete and the computer center is adding users so work orders will be routed to the appropriate person.

In the past, the IT Department would order computers and put them on the IT inventory. After distribution, the computers would be transferred to the appropriate campus/department inventory. The computer center just conducted a 100% inventory. When a computer needs to be ordered, it will now go directly onto the campus/department inventory. Mr. Besancon is rewriting the inventory transfer forms to be done electronically. Regarding bandwidth problems, there are discussions at the state level with Telepack that has a fiber network that the college might be able to tie into.

V. NEW BUSINESS.

- A. MEETING SCHEDULES. This was discussed in IV.A. EXECUTIVE COUNCIL ACTION.

VI. OTHER BUSINESS.

VII. FUTURE MEETINGS.

Friday, February 16, 2007 – Jefferson Davis Campus

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