

LEARNING RESOURCES COUNCIL
Friday, February 16, 2007
Minutes

A meeting of the Learning Resources Council was held on Friday, February 16, 2007, in the Executive Dining Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

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

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 1:00 p.m. He announced that this will be the last meeting for spring 2007.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under New Business: V.A. SOLINET. Mr. Flint
- III. MINUTES OF PREVIOUS MEETING – **November 17, 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 through December, the primary action has been to review and interview applicants for Vice President for the Jefferson Davis Campus. There is additional E & G money. This will be enough to buy desks for the recruitment office. Ms. Tincher-Ladner has been working on a detailed report to determine how long it will take the college to recover from Hurricane Katrina. This report will be distributed once it is complete.

The Instructional Affairs Committee appointed a subcommittee to look into the length of late registration. As of right now, late registration goes on a week after registration. The subcommittee prepared a proposal on the research they found. Students are more likely to withdraw before the sixth week, have lower GPA's, and leave without paying. They also found that nobody registered on the last day of registration for the past few years. It had all been late courses added. The Executive Council requested more research about ACT scores. When ACT scores were held constant, the late registrants still had lower GPA's. When it went back to the Executive Council, the proposal was vetoed. Enrollment is critical, and they want students to be able to enroll and come to school here.

Administrative Statement 248-1, Use of College-Issued Wireless Communication Devices, has changed. Administrative Statement 723, Track Record Disclosure, has been on the Executive Council agenda for deletion for some time now. If you know anything regarding this policy, please let Dr. Cliburn know. The Executive Council has also approved changes to Administrative Statement 403-1, Student Club Funds and Administrative Statement 400-5, Processing Returned Checks.

The Secretary of State's office has contacted Dr. Stewart regarding on-campus demonstrations of electronic voting machines. The contact person on this will be the Campus Vice President. Executive Council has reviewed the proposed committee; for the SACS reaffirmation that will begin this spring. This will be presented at the Administrative Workshop next month by Ms. Tincher-Ladner. The Quality Enhancement Plan (QEP) topic has not been selected.

- B. CENTRALIZED CATALOGING. Ms. Fairley stated that everything has been running fine in the cataloging department over the last couple of months and there is nothing else to report.
- C. DISTANCE LEARNING. Ms. Leimer stated that enrollment is growing with unduplicated headcount being up by 10% from last year with 2,405 students. There were 4,324 duplicated MGCCC enrollments in MSVCC online courses. After excluding MGCCC no shows, enrollment is 4,106 which is up by 13%. Ms. Leimer is working on a lot of projects to make distance learning better for students.

MSVCC has purchased a license with READI, which is an evaluation tool. Students take an online assessment to see if they are ready to take an online class. The college has agreed to pay \$800 a year to have administrative access. Ms. Gilliland asked when students can start using READI. Ms. Leimer replied that she will have to get with Mr. Besancon, but it might start in the summer. Ms. Grady asked if a link to the site will be available. Ms. Leimer stated that the link will probably be on the distance learning website and in the student manual. Mr. Martin asked if this can be told to students when they come for orientation. Ms. Leimer replied that she had not thought about that. This could probably be setup for the student to go ahead and take the test at that time. Dr. Ladner asked if this will tell the student what areas they are not ready in. Ms. Leimer stated that it does. Ms. Grady asked if the student would get an answer immediately. Ms. Leimer replied they would and she could have Julie Owen come demonstrate it. **If anyone wants more information on READI, email Ms. Leimer and she will send you more on it.**

There will be more orientation sessions offered. This year, nearly 100 students between all three campuses participated in the orientation. Sessions will start being offered at the end of the semester, and one will be offered at the beginning of the semester. This year before pre-registration, Ms. Leimer will try to do a workshop for students that are considering online classes.

- D. TITLE III GRANT. Ms. Gilliland distributed a handout on Title III updates. The handout includes campus assessment center updates. The website now consists of several new pages of information. The more information that is on the site, the less likely students will have questions. Ms. Gilliland contacted Keith Lee to see how many people visited the website. Out of all the college pages on the website, the assessment center main page is the 25th most hit. There were almost 7,000 tests administered in year one since the Title III Assessment Centers opened on all campuses. Ms. Gilliland will send the campus by campus statistics to anyone that is interested.

Ms. Gilliland is in the process of editing the Assessment Center policies and procedures. Once finished, she will send them to the Assessment Proctoring Committee for approval. Thirty computers for the assessment centers have arrived. There are ten for each campus. The furniture is not here yet. LanMonitor, the new monitoring software, has arrived, but has not been used yet. The centers are looking at the advantages and disadvantages of moving from Windows-based COMPASS to Internet-based COMPASS. Patti Holloway, Dr. Angie Bridges, and Debra Watson will be attending a workshop on this subject on February 27.

The Student Advisement System Development Team met in October. Ms. Gilliland expects to have another meeting in March. The External Research subcommittee will be visiting Pensacola Junior College on February 28. Mr. Flint helped put together the wording for signs that were placed at the Jefferson Davis Campus to help students find the assessment centers. Ms. Gilliland has talked to Dr. Bill Yates about signs on the Jackson County Campus. Trudi Mullins has updated the campus maps on the website to include the assessment centers.

- E. COMPUTER CENTER UPDATE. Mr. Besancon was not present. Ms. Leimer read a note from Mr. Besancon. It stated at the last IAC meeting, Office 2007 and VISTA were discussed. The Department of Technology has determined that it would be inefficient and ineffective to do an office upgrade just to follow-up and do a VISTA upgrade. The instructional deans have been asked about their needs regarding fall 2007. They have determined that MGCCC needs to teach Office 2007 and VISTA in the fall. This is based on textbook availability for earlier versions of the software. Based on this, the computer center will upgrade over the summer based on priorities yet to be finalized between the Department of Technology and the academic deans. There will be professional development provided. Technology will begin training professional development in March. Dr. Cliburn asked if this will affect the learning labs. Ms. Leimer said yes and that Mr. Besancon stated at the IAC meeting that his department would be responsible for updating all labs.

*****Note: It was later determined that the college would move from Office 2007 for start of the Fall 2007 semester and move to VISTA (the next version of Windows) for the Fall 2008 semester.***

V. NEW BUSINESS.

- A. SOLINET. Mr. Flint stated they try to stay current with the college databases. There are forty electronic databases used by all the electronic colleges. Through Solinet, approximately 25,000 books were added to our collection. Students, whether on campus or off, will have access to these books. All campuses have agreed to this and the money will come out of the 733 account. Ms. Leimer stated that Dr. Ladner emailed the username and password for MELO to her to add an announcement in D2L. Blackboard only allows one announcement. Ms. Leimer is working on this. Dr. Ladner stated she worked with Ms. Leimer and got a volunteer to do electronic reserves. Ms. Leimer stated that any documents that instructor needs can be scanned in. Dr. Ladner stated a scanner has been bought. All copyright procedures will be followed.

VI. OTHER BUSINESS.

- A. The 2007-2008 Academic Calendar has been revised. Christmas Holidays will now start December 14 with faculty returning on January 7 and administrative offices returning January 3. Spring Break will be the week after Good Friday instead of together. There will be other issues worked on later with the summer calendar.
- B. The college catalog may return to a one-year cycle with fewer hard copies instead of doing a two-year catalog. Dr. Cliburn is looking into how many catalogs are still available and how many will be needed.
- C. The Executive Council has approved LRC to meet once a semester instead of twice. The next meeting scheduled for April 13, has been cancelled. Next year, there will be two meetings and if there needs to be more meetings, we will schedule them.

VII. FUTURE MEETINGS.

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