

LEARNING RESOURCES COUNCIL
Tuesday, September 25, 2007
Minutes

A meeting of the Learning Resources Council was held on Tuesday, September 25, 2007, in the Darby Hall Board Room at Central Office. Attendance was as follows:

Official Members

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

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 1:00 p.m. He welcomed members to the 2007/2008 council and had everyone introduce themselves. He reminded everyone that this council will only meet twice this year, and if more meetings need to be scheduled to let him know. Dr. Dean Belton asked if he could sit in on this council since the centers have not been involved in the past. Dr. Cliburn will see about adding someone from the West Harrison Center.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under New Business: V.D. INTELLECTUAL PROPERTY. Dr. Cliburn and Ms. Leimer added INFORMATIONAL TECHNOLOGY GUIDE to IV.C. DISTANCE LEARNING.
- III. MINUTES OF PREVIOUS MEETING – **February 16, 2007**. 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 due to SACS Compliance Committee research, revisions have been made to several administrative statements. Some of these updates came from the CAN forms and others needed to be updated. The following statements were updated: Administrative Statement 212-31 (Graduate Programs), Administrative Statement 504 (Academic Preparation and Compensation of Faculty), Administrative Statement 400-12 (Purchase of Advertising), Administrative Statement 407 (Transportation), Administrative Statement 415 (Student Deferred Fees) Administrative Statement 731-1 (Procedure for Students Requesting a Medical Withdrawal), Administrative Statement 309 (Statement of College Faculty Load) Administrative Statement 705 (Intercollegiate Athletics), Administrative Statement 722 (Recruitment of Students), and Administrative Statement 728 (Student

Handbooks). Administrative Statement 731-1 is a new policy for students that need to withdraw due to medical reasons. Administrative Statement 309 no longer states a dollar amount for overload pay due to the policy having to be updated every time the pay rate changed. This policy now refers to a base rate that is established by the Executive Council and everything else is presented as percentages. There are other statements being reviewed that are pending Executive Council approval.

Parking fines have increased from \$10 to \$25. Employees, faculty, and staff working on SACS committees will now receive professional development credit. Mr. Flint asked if something will be sent out to let them know how much credit they will get. Dr. Cliburn stated that Ms. Tincher-Ladner will handle that and that the Executive Council did approve how many hours they will get. The college has been set-up to receive and send electronic transcripts with USM for almost a year. This is a free service and it can be put into their database. Unfortunately, Mississippi State University does not use this service. MGCCC has entered an agreement with eSCRIP-SAFE that a lot of colleges participate in. There is a fee to use this service, but students will not be required to pay this fee.

The college will be moving to a mass notification system called Connect-Ed that provides phone, email, and text message notification for students, faculty, and staff. This will give a web interface that interacts with Banner to send messages out to people on our mailing list. Due to the Virginia Tech incident, this will help to inform students at specific campuses of safety issues. A message could also get sent to faculty to let them know pre-registration start dates. Students could get a note when payment needs to be made before they get dropped. These sorts of things would be good practice to help learn the system and could also help with recruiting. Ms. Grady asked who will implement this mass notification. Dr. Cliburn stated that this is still a working process and hopefully it can be tested this semester or in the spring. Methods are being worked on to get the student's cell phone numbers with possibly putting it in web services.

Dr. Stewart and Dr. Benigno were appointed to work with the security chiefs to work on a college-wide incident plan. The Perkinston Campus chief reports to the Dean of Student Services, but the Jefferson Davis and Jackson County Campus chiefs report to the Dean of Business Services.

- B. **CENTRALIZED CATALOGING.** Ms. Fairley stated that the current log record as of July 1 is 531 books for the Perkinston Campus, 931 for the Jefferson Davis Campus and 300 for the Jackson County Campus. Ms. Fairley ordered one set of encyclopedias for the Perkinston Campus and 178 books for the Jefferson Davis Campus. This does not include books that are in process. Ms. Fairley will monitor and provide a more accurate cost at the next meeting. **Dr. Cliburn asked Ms. Fairley to estimate how long each step of the process takes because once extra help gets approved; it will need to be put into the institutional effectiveness plan.**

- C. DISTANCE LEARNING. Ms. Leimer stated that enrollment is up, but not by much and it is not growing as fast as the rest of the state. Distance Learning has been helping students to get better prepared by having orientation sessions at the Perkinston Campus and by having workshops to inform them that if they are thinking about taking an online class this is what to expect. READI is now on the website and is seeing a lot of activity. Dr. Cliburn reminded everyone that this is not restricted to distance learning students and if you have not taken this assessment, you should take it. The learning style assessment may help you. Ms. Leimer stated that MSVCC developed it, but it can be set up for groups and have your own that you monitor. It gives tips on how well people study.

There is a "mega-Blackboard" project under way with the state that is making Blackboard hybrid servers available for all community colleges in the state. The first three weeks of the first phase was difficult. As this point, Gulf Coast will still use D2L for hybrid and web-enhanced classes. Distance Learning will take part in phase 2 and will have a small group of instructors that will pilot it. Terry Pollard has been hired to become the state trainer for MSVCC and will develop any kind of training modules that are needed. Dr. Ladner stated that at one time distance learning was sending a letter out on the server for LRC. If LRC sends that letter out again, where on the server can it be put to let students know this is what can be offered? This will need to be a secured area since it will have a password on it. Ms. Leimer stated that last time it was sent out in a distribution list to all online faculty. Dr. Ladner asked how we can get this to the students. Ms. Leimer stated that it can put it on the D2L server or as a link on the website. Dr. Ladner will get this to Ms. Leimer this week.

Ms. Grady had concerns about a PowerPoint presentation that students are opening and trying to print. This presentation will not print and it is giving students problems. Ms. Leimer asked if they are highlighting and copying the outline and then pasting it to Word to print. Ms. Leimer also asked if there are a lot of students that want to print. Mr. Taylor stated that this is using a lot of toner to print. Ms. Leimer will see what she can do to figure it out. Dr. Ladner asked if Ms. Leimer could meet with the LRC personnel at the Jefferson Davis Campus to show them how to navigate the system so they can help students that come in with questions.

INFORMATION TECHNOLOGY GUIDE. Ms. Leimer passed out draft copies of the MGCCC Information Technology Guide. This guide was approved by the Student Services Council and will be put on the college website. Ms. Leimer will let the campuses decide how hardcopy versions of this guide will be duplicated and distributed to the students. Students need to know how to use the technology at the college. This guide will give the students helpful hints, how to log into web services and email, and other frequently asked questions. If anyone has any corrections to the guide, please give them to Ms. Leimer. Ms. Grady asked if anyone mentions to the students in orientation about their college email account. Ms. Leimer thinks they do and stated it is also mentioned in the welcome letter. This guide can also be attached to the welcome letter.

- D. TITLE III GRANT. Ms. Gilliland distributed a handout on Title III updates. There has been a lot of reporting that has been done on Title III. Objective 1 has dealt with distance learning training and why students drop out of online courses. Ms. Lynn Tincher-Ladner's office conducted a student satisfaction survey. The primary reason cited for withdrawal from online classes was interference with work and family responsibilities. The students are generally satisfied with instructor interaction, course content and organization, technology demands of online classes, and availability and service of the Distance Learning Office. Most students withdrawing from online did not plan to take another online class in the future. This report is published in the online college factbook if anyone wants to look at it in detail. MSVCC student surveys indicate positive student attitudes toward MGCCC online courses. Ms. Gilliland can forward those surveys to anyone interested.

Objective 2 is related to the Assessment Centers. The assessment center proctors gave over 8,000 tests in Year 1 of the grant. A preliminary count of online tests given for Year 2 is 7,559; the total number of Year 2 tests, including other assessments besides proctored online tests, appears to be in the range of 9,800. Ten new student computers were added to each campus Assessment Center last year to bring the total to 80 student computers college-wide.

Objective 3 is involved with improving student advisement college-wide for benefit of online students. A survey was done and the preliminary results will be given to the Student Advisement System Development team. The Title III Internal Evaluation Team is preparing a report for Dr. Lott. The college will submit the Year 2 Annual Performance Report by December 14. Appointment software changes will not happen until next year. Ms. Gilliland has researched different software that might work better and has added scheduling for the NET to the software. CLEP is now the only test that students cannot make online. Dr. Ladner suggested blocking out the times when there is not a librarian available and to have someone available for students who cannot take off work. Ms. Gilliland will work on this.

V. NEW BUSINESS.

- A. ACADEMIC CALENDAR 2008-2009. Dr. Cliburn distributed the draft academic calendar for 2008-2009 for the council's review. October 17 for mid-term grades due for full-term classes needs to be strike through. In the past, there was one nine-week long term and one seven-week long term so this was changed to reflect the actual mid-point in the semester. MSVCC online classes begin dates are shown per the state MSVCC calendar. The Student Services Council suggested removing the withdrawal and refund dates because all that was listed was the full-term dates. This was misleading to students. It is now put in a table under the calendar. Spring holidays will now fall after the mid-term date, as suggested by the state Chief Academic Officers and Deans Association, instead of half way between mid-term and the end of the semester. This will also be in line with the other community

colleges. **Dr. Cliburn asked the council to review these dates by Friday, September 28 and let him know if there are any errors found. After Friday, the 2008-2009 academic calendar will move to Executive Council for approval.**

- B. SUMMER 2008 ACADEMIC CALENDAR. Dr. Cliburn distributed the summer 2008 academic calendar. The summer 2008 academic calendar will return to the original calendar for the summer that is currently in the catalog. It is going back to two five-week sessions instead of two four-week sessions. Mr. Martin stated that the second session ends August 1 and the ten-week term ends August 1. With Banner, this would have to have an additional pay date with three checks being issued. There could be four days of final exams for both the second session and the ten-week session and end on July 31. **Dr. Cliburn will bring this to Executive Council and let the council know of the decision.**
- C. ADDITIONAL PART-TIME STAFF FOR TECHNICAL SERVICES LIBRARIAN. Dr. Cliburn stated that early this semester Ms. Fairley asked for him to review operations in her office. Ms. Fairley only has one part-time employee. Dr. Cliburn is requesting two additional overloads per semester. This will be a 1st revision budget request. Ms. Fairley will have the discretion to distribute the additional four overloads across fall, spring, and first term of summer session to best meet workloads in her office.
- D. INTELLECTUAL PROPERTY. Dr. Cliburn distributed a draft policy for Intellectual Property. This policy will go to the Instructional Affairs Council at the November meeting for approval and then be recommended to the Executive Council. Those working on SACS are familiar with the CAN forms and know there is not a copyright policy on campus. The policy has to address the type of work done, how disputes are resolved, etc. The definitions of terms are given in the policy. The distinction between nominal use of resources and substantial use of resources is given. IAC recommended using examples for substantial use of resources. Dr. Cliburn stated that some might take the examples as limitations rather than only examples. Dr. Cliburn gave the background of this policy and gave examples of the items listed on the policy. **Dr. Cliburn asked the council to review the draft policy and let him know of any comments or edits.**

VI. OTHER BUSINESS.

VII. FUTURE MEETINGS.

Friday, February 8, 2008 1:00 p.m. Jefferson Davis Campus

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