

STUDENT SERVICES COUNCIL
Friday, April 15, 2005
Minutes

A regular meeting of the Student Services Council was held on Friday, April 15, 2005 in the Sea/Shell room at the Applied Technology & Development Center. Attendance was as follows:

Official Members

Dr. Cheryl Thompson (Chair)	present
Dr. Dean Belton	present
Mr. David Besancon	absent
Ms. Sheree Bond	absent
Mr. Jeff Donahoe	present
Ms. Tammy Franks	present
Ms. Colleen Hartfield	present
Mr. Rick Hartfield	present
Ms. Patti Holloway	present
Mr. Charlie Neumann	absent

Ms. Terri Ormes	present
Ms. Tommye Skinner	absent
Mr. Mark Smith	present
Ms. Ouida White	present
Dr. Bill Yates	present

Other(s) Present

Jennifer Leimer
Cory Walters
Searcy Taylor
Buffy Matthews, recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under new business: V.E. GRADUATION. Ms. Hartfield and V.F. COLLEGE WORK STUDY PAY RATE. Dr. Yates.
- III. MINUTES OF PREVIOUS MEETING – **February 18, 2005**. All previous minutes of the Student Services Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy stated that Executive Council looked at the college's current campus smoking policy and made a revision. The revised policy states that smoking is no longer permitted in the dormitory. Prior to the revision students were allowed to smoke in the dorm if the student had roommates who also smoked.

Executive Council also looked at the college's diplomas. Beginning next year, college diplomas will no longer have the campus designation printed on them. Students will receive a diploma from Mississippi Gulf Coast Community

College. The diplomas will be signed by the college President and the Chair of the Board of Trustees.

Statement 242-1 Due Process in Student Discipline has been approved by the Executive Council. Administrative Handbook statements 750 and 242-1 have not yet been approved. Dean Holloman, the college attorney, did make a few minor changes to statement 242-3. In one section the statement allotted a five day limitation, which Mr. Holloman changed to ten days in order to match the other time lines allotted throughout the statement. He also changed the wording of the section regarding center Administrative Deans. The Executive Council will meet again next week and hope to have approval on these statements by then.

The college is looking at a possible articulation agreement with the U.S. Sports Academy in Daphne, AL. Dr. Thompson-Stacy and the Deans of Instruction will be traveling to the U.S. Sports Academy on May 5th to tour their facilities and see what they would like to offer MGCCC students. The U.S. Sports Academy offers two bachelor degree programs: (1) Bachelor of Science in Sports Coaching (2) Bachelor of Science in Sports Management.

- B. BANNER UPDATE. Mr. Walters represented Mr. Besancon. He stated that Nolij training was conducted March 21-24. The training for document imaging was done by functional areas, which provided a great training opportunity. This training went really well. The next training for Nolij will be held May 3-6 at the JD Computer Center. Mr. Besancon is in the process of setting up the schedule for each of the functional areas.

The computer center has installed the Storage Area Network (SAN) for Internet Native Banner. Volunteer testing will be done using this system in the summer and the college should go live by the fall semester.

The college ordered 213 faculty computers and are now in the process of distributing them. The Banner Alumni Module and Finance Self Service Modules have also been ordered. The computer center purchased the Bookstore point-of-sale software, which will tested this summer. The computer center built the financial aid report in the financial aid module of Banner. Institutional Relations has been developing a new student bill which should be piloted by the summer. There will be two printers per business office. The new student billing system should eliminate the need for yellow duplicate copies; however, the Keesler Center will still be using the duplicate copies and will need excess supplies of duplication paper from each campus.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Mr. Smith provided the council with a handout consisting of summer and fall enrollment numbers. The duplicated headcount for the summer 2005 semester is 1,162 students enrolled. The duplicated headcount for fall 2005 is 687 students. Some classes

have already been closed and they are currently looking for new instructors. Distance education is growing larger each semester.

MSVCC is moving forward with the Desire2Learn platform. They are currently working on signing the 5,000 user license with D2L. Originally the MSVCC was going to pay Desire2Learn without going through the bidding process, but auditors felt that this was not appropriate. The MSVCC is also discussing the cost and the best way to employ the D2L Hybrid system.

- D. HIGH SCHOOL SCHOLARSHIP AWARD SELECTION TIMEFRAME AND ANNOUNCEMENT. Mr. Hartfield said that Mr. Walters has been designing the database for high school scholarship awards and had done an excellent job. The process is about 95% complete. There will be a training session held on Tuesday, April 19th in the J lab at the Jefferson Davis Campus from 10:00a.m.-11:00a.m. The database will be restricted to drop down list and will not allow anyone to add information. Those entering the information into the database will be required to input the name of the scholarship, the name of the high school, and the student's name. They will also be able to add the student's social security number if this information is available. The database includes some information that will not be included on the actual certificate, such as the award amount. Mr. Hartfield stated that he feels it is better to state the bulk amount rather than the individual award amount. Dr. Thompson-Stacy thanked Mr. Hartfield and Mr. Walters for their work on this project.

In the past certificates were printed at each of the three campuses and sent to the high school Admissions Specialist. The Admissions Specialist separated the certificates by high school and provided them to the campus representative who was presenting the awards. In the long run it may make more sense to print certificates at a central location, rather than by each campus. This will ensure that certificates are the same college wide. Currently each campus certificates look different. Dr. Thompson-Stacy stated that certificates could be printed out of her office next year if the SSC members wish, since this falls under student services. Ms. Hartfield stated that the Institutional Relations department could develop a general template to use for the printing of these certificates by the central office student services area. This year all certificates will be printed and distributed as they have in the past. The council would just like to consider a different alternative for future years. SSC will discuss this more in the fall 2005 semester to determine how best to handle the printing of the high school scholarship certificates.

- E. BANNER OVERRIDE AUTHORITY. Mr. Smith stated that everyone should have received an e-mail from Lynn Ladner requesting various user accounts. Ms. Ladner is in the process of removing old accounts, such as people who have retired or left the college, from the system. She is also building classes for each of the functional areas college-wide and sending out what screens in Banner are used for each department. Mr. Smith asked that everyone check

this information carefully to ensure that each functional area has the proper screens built. No access has been restricted at this point. Ms. Ladner is also in the process of moving people from Banner access to Web Services access to help during the registration process.

- F. OPEN/CLOSED SECTION LINK FOR STUDENTS. Mr. Smith stated that he has been working with Keith Lee in developing a new Open/Closed section link on the college website. They are trying to come up with a more robust system that will follow the new structure of the college Tabloid. Mr. Lee pulled a proposed design from Visions, but the information was too cumbersome for users and provided too many options. Mr. Smith forwarded this information to several instructors and support staff, who all felt that this was information overload for students and college personnel. Mr. Lee is working with Ms. Ladner and SCT to determine if there is a way to narrow down what Visions provides and if there is a way to make only certain options appear. Ms. Hartfield stated that from her department's perspective they do not want to create a stand alone system due to time constraints. She would rather the college use resources that are currently available. Dr. Thompson-Stacy agreed that if a simpler version cannot be easily created, the current open/closed link format will remain.
- G. WEB BASED STUDENT OREINTATION. Dr. Yates stated that the Jackson County Campus has completed the walk-through portion of student orientation. They have gone to sound rather than text, so this information will now be scripted, recorded, and digitized. Keith Lee will provide the graphics arts for the program which will follow the same theme as the college web site. The Jackson County Campus is building this information and tool in FrontPage. Once completed Dr. Yates is hoping that each of the departments will maintain their own page. Dr. Yates stated that the Jackson County Campus is planning on using this tool beginning July 1. He believes that this will be an excellent recruitment tool for the college. They are still planning on continuing with regular student orientations while also providing this virtual tool. Dr. Yates stated that he would demonstrate this virtual orientation at the fall 2005 SSC meeting. If other campuses are interested in using this virtual orientation, the orientation section is the same college-wide. The campuses would just be required to change the walk through sections for their particular campus.
- V. NEW BUSINESS.
- A. TITLE III GRANT. Dr. Thompson-Stacy stated that the college was awarded the Title III Grant for \$1.8 million dollars. The grant will begin October 1, 2005. One of the action items in the grant will be testing centers for all campuses. These testing centers will be for all testing college-wide, such as COMPASS, CLEP, NET, possible certification tests in technical areas, and online test proctoring. The top priority will be for online testing because this was part of the grant itself. Since each of these tests are currently given by

different departments throughout the campus, the question is going to be who the testing centers should report to; instruction, student services or community campus. Over the five year period of the grant the Jackson County and Jefferson Davis Campuses will receive thirty (30) testing stations and the Perkinson Campus will receive twenty (20) testing stations. Dr. Thompson-Stacy stated that the testing centers would probably not be completed until the summer 2006 semester or sooner if possible. She has contacted the campus Vice Presidents concerning possible locations for each of these centers.

- B. MIVER. Ms. White stated that MIVER is an acronym for Military Installation Voluntary Education Review. This review is the military equivalent to the SACS self-study that the college completes. There was some preliminary review work done back in February 2003, but that MIVER was postponed by the military. The MIVER is being completed for both the CB Base and Homeport. MGCCC offers classes at both these military installations. A committee met yesterday, which included people from both the Jackson County and Jefferson Davis Campuses, to discuss the review and assign MIVER questions for each department to answer. The answers to these questions are due to Dr. Cheryl Thompson-Stacy on June 1st. Dr. Thompson-Stacy will compile this information, which is due to the military on July 1st. The military will conduct an on sight visit on Monday, August 26th. Ms. Holloway stated that she has received notification that when the next MOU is signed for Keesler, the college will be responsible for conducting a MIVER review under the voluntary portion of the MOU.
- C. ADVISING OF STUDENT TAKING ONLY ONLINE CLASSES. Ms. Leimer stated that she has some concern for the advisement of students taking online classes. Over the last few semesters, she has received phone calls from online students requesting PIN numbers but this semester the volume increased tremendously. She normally asks that the student contact their advisor for PIN numbers, but the students have been stating that their advisor is the online department. When investigating Ms. Leimer found that some online students are assigned to an “online advisors”. The problem is that there are no “online advisors”. Somewhere within the system an “online advisor” code has been created. The problem is that Distance Learning is not qualified to advise students in the various degree programs nor do they have the manpower to help these students with the advisement process. The students designated to the online advisor are both students taking online and on campus classes along with those students who are strictly online. Right now there are over 400 MGCCC students with the “online advisor” assigned. Each of these students advisors need to be changed in the system to reflect on-campus advisors. Mr. Donahoe requested that a committee meet to discuss problems with the advising system. Mr. Smith stated that part of the Title III Grant is to improve our entire advisement system of the college. Dr. Thompson-Stacy stated that a committee will be formed to look at our advisement process.

- D. ACT SCHOLARSHIPS – DUALY ENROLLED STUDENTS. Dr. Yates provided the council with a transcript of a dually enrolled high school student who completed 31 hours of college coursework as a dually enrolled student before entering college. In MGCCC’s catalog it states that a first time entering freshman is a person with twenty-three hours or less and that a person with twenty-four or more hours is considered a sophomore. The question is, would this student who took 31 hours as a dually enrolled high school student be considered a freshman for ACT scholarship purposes? The scholarship states that it can be given to a first-time entering freshman. (The exact catalog statement is “awarded to full-time, first-time entering freshmen) Dr. Yates requested that the wording be changed on the ACT scholarship to “full-time, first time college student”. Several SSC members said that the purpose of the ACT scholarships is to attract bright students to MGCCC. Jeff Donahoe said that we should not penalize our bright high school students who do take college classes while still in high school. Rick Hartfield agreed and made the point that the dually enrolled student is paying MGCC tuition plus we are getting state funding for their enrollment while they are dually enrolled students. Therefore, they should not be penalized by not being eligible for these scholarships due to the number of hours they completed while still in high school. **The Student Services Council recommends that the ACT Scholarships reflect dually enrolled student eligibility and that the catalog wording be changed to “full-time, first-time college student”.**
- E. GRADUATION. Ms. Hartfield said that when the Graduation Committee was created it was done so to plan the graduation ceremonies. The committee continually receives questions from various people college-wide that should really be addressed by the Student Services Council. Ms. Hartfield provided the council with a printout of current graduation totals for spring 2005. There are 1,682 student pending graduating. Approximately 652 students will be participating in the graduation ceremony this year, which is equivalent to the number of participants that MGCCC had last year.

The graduation vendor is supposed to be shipping diplomas for December 2004 and May 2005 on April 28th. These are being shipped directly to the campuses. Ms. Hartfield asked that the campuses look closely at these diplomas to ensure accuracy. If there are any discrepancies, please contact the Institutional Relations department.

One of the issues brought to the graduation committee, which should be discussed in the Student Services Council is dealing with graduation policies and procedures. The college does not have policies regarding the due dates of applications or due dates for information to be keyed into Banner. This information should be placed in policies and procedures for the college to follow. The second issue is concerning the printing of college diplomas. Institutional Relations has conducted research and found that several colleges were printing their own diplomas, which include both the college name and college seal. Ms. Hartfield would like the Student Services Council to

consider this option for MGCCC. The college can purchase the software for generating the certificates or can develop a template and print on certificate stock paper. There is some initial cost involved in purchasing the materials needed, but long-term cost should not increase. The only problem is determining who will be responsible for printing the diplomas without having a central registrar. Institutional Relations will be advertising the bid for graduation in September, so a decision will need to be made before this time on in-house printing of diplomas. **The Student Services Council recommends that the college do in house printing of college diplomas.** Mr. Donahoe asked the council to also consider the participation of students lacking nine hours of course credit or less and their participation in the graduation ceremony. He has researched several schools that allow students to walk in the ceremony when they have a few hours left within their programs. He believes that this will help those students who did not get advised properly, who only lack a class or two. **Dr. Thompson-Stacy asked that a committee be formed to discuss the location for printing college diplomas, graduation policies and procedures, and the participation of students lacking nine hours or less in the graduation ceremony. The subcommittee consists of Jeff Dohano, chair; Bill Yates; Patti Holloway; Terri Ormes; Rick Hartfield; Mark Smith; Dean Belton.**

- F. COLLEGE WORK STUDY PAY RATE. Dr. Yates stated that all the financial aid directors are having a hard time spending the work study money because they are unable to compete with the pay rate offered by outside entities. He would like the college to look at increasing the pay rate for college work study students in order to become more competitive. The federal government does not tell the college how much to pay these students. The college currently pays \$5.15/hr, but locally students can get employment at McDonald's at \$5.50-\$5.55/hr. Ms. Chamberlain has been working with the Employment Security Commission to determine local pay rates. Dr. Yates stated that he would also provide the council with information regarding pay rates within the area. The recommendation to increase college work study pay rate will have no impact on the institutional budget. The rate will reflect funds from the federal government and will not exceed these amounts. **The Student Services Council will review the allocation and expenditures which Dr. Yates will develop and determine a suggested college work study pay rate.**
- VI. OTHER BUSINESS.
- Dr. Yates asked that all Deans get the word out on Occupational Diploma. These individuals meet same requirements for technical, career, and academic programs as those with high school diplomas. The college needs to ensure that everyone is aware of this and that the correct information is being given to applicants.
- VII. FUTURE MEETINGS.
- VIII. ADJOURNMENT. There being no further business, the meeting was adjourned.

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