

STUDENT SERVICES COUNCIL
Friday, April 7, 2006
Minutes

A regular meeting of the Student Services 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

Dr. Joseph W. Cliburn (Chair)	present
Dr. Dean Belton	absent
Mr. David Besancon	absent
Ms. LaShanda Chamberlain	absent
Mr. Jeff Donahoe	absent
Ms. Colleen Hartfield	absent
Mr. Rick Hartfield	present
Ms. Patti Holloway	present
Mr. Brock Clark	present
Dr. Beverly Clark	present
Mr. Bruce Layton	absent
Ms. Tommye Skinner	present
Ms. Jennifer Leimer	present

Dr. Jan Moody	absent
Dr. Bill Yates	absent
Ms. Joyce Calcote	present
Ms. Tammy Franks	present

Other(s) Present

Buffy Matthews
Terri Ormes
Elaine Davis
Sheree Bond
Keith Lee
William Martin
Anjelica Edens, recorder

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following item was deleted from the agenda under new business: V.B. SCHEDULES. Ms. Calcote.
- III. MINUTES OF PREVIOUS MEETING – **February 17, 2006**. The previous minutes of the Student Services Council have not yet been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the only Executive Council meeting they have had since the last Student Services Council meeting was on March 10. At that meeting, the Executive Council mostly focused on budgets and staffing issues. There was a report on the Graduation Committee. A couple of items were added including a \$30 flat graduation fee starting in May 2007.

Executive Council has selected the DL Training Team from each campus. The goal of this team will be to increase the number of faculty teaching online and to provide more training. The lead trainers at each campus will be Carla Stout from the Jackson County Campus, Jean Scafide from the Jefferson Davis Campus, and Tommy Snell for the Perkinston Campus. Hybrid and web enhanced classes will move from Blackboard to Desire2Learn. It was also decided at the Graduation Committee that the plumbing/pipefitting program will now award separate certificates for plumbing and pipefitting.

- B. FEDERAL DISASTER SLEAP. Dr. Cliburn stated that he does not have an up-to-date amount from Lynn Ladner for the money that has been disbursed. As of last week, almost 800 students had received awards. Ms. Bond stated that she is continuing to make awards.
- C. BANNER UPDATE. There were no representatives present from the computer center, but Mr. Besancon sent an update to Dr. Cliburn via email. Banner 7 is operational. Although there were some problems, it should now be almost fully operational. Lynn Ladner, Cory Walters, and Michael Knowles worked through spring break on this update. The bookstore point of service system hit a milestone recently with the uploading of sales data to the central server in the data center. The D2L hardware has been purchased. The college will transition from Blackboard to D2L. We are working towards outsourcing the dorm room internet to a third party. This will free the bandwidth from Perkinston Campus to the Jefferson Davis Campus. Dr. Cliburn added that this outsourcing will also help improve Banner speed. **Dr. Cliburn will find out if this outsourcing will be an added fee for students.**
- D. BANNER OVERRIDE AUTHORITY. Mr. Besancon's email stated that the Banner Permissions Committee needs to meet as soon as he gets back in town.
- E. LETTER/CERTIFICATE GENERATION USING BANNER. Dr. Cliburn stated that since Mr. Besancon was not at the last meeting, he is not aware of what is going on with Letter/Certificate Generation Using Banner. Dr. Cliburn will have Mr. Besancon updated on this.
- F. DOCUMENT IMAGING. Dr. Cliburn stated from Mr. Besancon's email that the computer center has been adjusting to Banner 7 with Nolij. Dr. Cliburn asked Ms. Holloway if she found anything on the retention of records from the last meeting. Ms. Holloway stated that she does not have anything to report on document storage at this time. Dr. Cliburn asked if she found any recommendations from AACRO. Ms. Holloway stated that she does not have access to AACRO because she is not a member. **Dr. Cliburn will check with an AACRO member to get official recommendations.**
- G. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Ms. Leimer stated that MSVCC numbers for this semester are 2,335 for MGCCC students enrolled only. After the no shows were reported, there were 3,746 duplicated students.

Jones Junior College will be joining MSVCC in the fall. Ms. Leimer said the state is developing a certified online training course that will be different from the Title III training. Ms. Leimer added that she sent out an email to instructors to find a facilitator for someone who would like to teach the course. An email will be sent out to the deans with names of people applying to be a facilitator to get approval and then sent to Audra Kimble. After they get through the kinks, she can start getting instructors to teach for us.

- H. INFORMATION TECHNOLOGY STUDENT GUIDE. Ms. Leimer stated that Mr. Mark Smith presented copies of the Mississippi State Student Guide at the last meeting. Ms. Leimer sent out two emails to a group of people who were recommended from the last meeting for ideas for the manual and to see who would like to serve on the committee. There were several suggestions to include in the manual. Some recommendations were web services and what is available for students, email instructions, and how to get your user name and password for email. They would like to also include instructions on how to get to Blackboard and Desire2Learn, student profile instructions for MSVCC, how to get discounts for Microsoft products, locations for wireless access or cyber cafes on campus, computer lab hours, checking grades, and basic web instructions. **Ms. Leimer will meet with people serving on the committee within the next week or two and have some kind of draft by the next Student Services Council meeting.** This guide will probably be in a PDF form so students can print it out if they want to. Dr. Cliburn asked Mr. Keith Lee if that would be the best way to do this. Mr. Lee replied that it would. Dr. Cliburn stated that the online orientation needs to be included. Ms. Leimer added that if anyone has any other ideas to please email them to her.
- I. TITLE III GRANT. Ms. Matthews gave a brief assessment center update and added that Dr. Cliburn reported on some of it earlier in the Executive Council action. Ms. Matthews stated that there have been several calls from students complaining because the JD Assessment Centers have not been open during previously published hours. This is because Crystal Davis has been out sick and she worked the evening hours. The center is currently operational 8-5 Monday – Friday; however Michelle Pickering from the Perkinston Campus is assisting at JD from 5-8 p.m. Tuesday and Thursday until they are able to hire a temporary full-time employee.

The proposed copy of the Assessment Center Policies and Procedures had been distributed to the council for review. Ms. Calcote said she sent this to each of the counselors and has some changes she will give to Ms. Matthews after the meeting. Ms. Matthews stated that she needs the Student Services Council to approve this so it can go to the Instructional Affairs Council and then to the Executive Council for approval. Ms. Matthews needs each to review and approve via email to Dr. Cliburn or Ms. Edens. Ms. Holloway stated that the different policies are not parallel in how they are addressed. The ASSET, ability to benefit, and Compass tests have slight differences. Ms.

Matthews will review these. Ms. Elaine Davis questioned the computer competency test procedures that stated “Students may be exempt from taking the computer competency if they were enrolled at MGCCC and received credits before fall 1998; otherwise, they can only be exempt by having taken a computer class in high school or at another institution”. Ms. Davis stated that sometime ago this was discussed with Dr. Thompson-Stacy that this statement no longer applies and that we will not be going by that anymore. Ms. Matthews will delete this statement. Ms. Holloway stated that this needs to be changed in the review sheets for graduation on the forms drive. Ms. Matthews stated she would like to have revisions by this semester. Dr. Cliburn said this will have to be done by an email vote. **The Student Services Council will approve the revisions through an email vote.**

- J. NLNAC VISIT. Ms. Cason was not present. Dr. Cliburn stated that the NLN Review Committee will be here April 19-21. The IHL reviewers will be here June 6. There will be two people coming from IHL.
- K. SCHOLASTIC FORGIVENESS. Ms. Holloway stated at the last meeting the academic bankruptcy policy was discussed. At this time, Ms. Holloway does not have a recommendation. An email has been sent out for recommendations. She reviewed our policy with other colleges. Amnesty will be for individual courses where the student has a D or F in the class. According to our policy, you can repeat a course and get credit for the higher grade. **Ms. Holloway will have a recommendation at the next Student Services Council meeting in the fall.**
- L. WEB BASED STUDENT ORIENTATION. Dr. Yates turned this over to Mr. Keith Lee at the last meeting. Mr. Lee stated that he was given web based student orientation to do a redesign and to give an assessment at the end of the orientation. He was to also move to something more similar to the college web home page. Mr. Lee stated that he tried to maintain all the core contents, but added more photos from all college campuses. Ms. Terri Ormes stated that she has not used this for a general orientation, but selected an adult student and another student to do this orientation. Both students did not have any problems. Ms. Ormes stated that Mr. Lee did a great job on this. Dr. Cliburn asked if this will be used for the summer orientation. Ms. Ormes stated yes, but there are still some Banner problems. There are about 100 students from the spring semester that have not gone through orientation and they will have a choice of doing it online or a sit down orientation.
- V. NEW BUSINESS.
 - A. GENERAL FINANCIAL AID. Dr. Yates was not present.
 - B. SCHEDULES. Ms. Calcote deleted this from the agenda.
- VI. OTHER BUSINESS.

Dr. Cliburn recognized that Mr. Rick Hartfield's last day is May 26 in the office and this will be his last meeting to attend.

VII. FUTURE MEETINGS.

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

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