

STUDENT SERVICES COUNCIL
Friday, February 16, 2007
Minutes

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

Official Members

Dr. Bill Yates (Chair)	present	Ms. Misty Maaya	present
Dr. Dean Belton	present	Mr. William Martin	present
Mr. David Besancon	absent	Ms. Michelle Sekul	present
Dr. Joseph Cliburn	present	Mr. Ladd Taylor	present
Ms. Elaine Davis	present	Ms. Searcy Taylor	present
Mr. Jeff Donahoe	present		
Ms. Tammy Franks	present	<u>Other(s) Present</u>	
Dr. Joan Haynes	present	Leslie Gilliland	
Ms. Patti Holloway	present	Keith Lee	
Mr. Wayne Kuntz	present	Allison Matthews	
Ms. Lynn Tincher-Ladner	absent	Shelly Caro	
Ms. Jennifer Leimer	present	Anjelica Holliman, recorder	

- I. CALL TO ORDER. Dr. Yates called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under New Business: V.C. DEFENSE LANGUAGE INSTITUTE TEST (DLIT). Ms. Holloway.
- III. MINUTES OF PREVIOUS MEETING – **November 17, 2006**. The previous minutes of the Student Services Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn thanked members who have sent in corrections for the minutes. Much Executive Council discussion has revolved around hiring the new Vice President for the Jefferson Davis Campus and legislative issues. Some additional E & G fund money has been made available. We were able to get assistance for purchasing furniture for the recruiter's office that are moving their office downstairs so they will not have to carry boxes up and downstairs. A place at the Jefferson Davis Campus is also going to be made available for the recruiters when they are on the coast.

Research was done on late registration from an IAC subcommittee. Currently, late registration goes on for a week. The research found that over the past three to four years, there have been no new students register on the last day of registration. The Executive Council heard the report and asked for additional information. When this was brought back to the council, the proposal was vetoed. At this time, enrollment is too critical. Ms. Maaya stated that the only reason it did not pass was because enrollment is needed too bad. Ms. Leimer stated that this should be revisited at a later time. Ms. Maaya agreed that a later date when enrollment is up would be more appropriate.

Ms. Maaya discussed off campus advertisement. There are other universities that advertise on our campuses. At this point, Ms. Maaya is doing more research and looking at putting digital billboards on each campus. She did not get any funds from the second revision budget. Right now, Ms. Maaya is looking for alternate ways to get the money. She is also looking for sponsors that can pay for these billboards and they will be able to put advertising on them, as well. These billboards could be used to promote internal events, etc. The Executive Council is open to this idea, but there is no money to do it. The projected cost is \$115,000 for 20 screens college-wide including software. There would be a few at each major campus and one at every center where students hang out. The quote does not include installation at the campuses. If you have any ideas, please let Ms. Maaya know.

Administrative Statement 248-1, Use of College-Issued Wireless Communication Devices, has changed. Several council meetings ago Administrative Statement 723, Track Record Disclosure, was brought to Dr. Cliburn from Ms. Kelley-Winders. This policy seems to have been written several years prior to the mandated campus crime and security report and was obligated to make available to students. If anyone has any insight to this policy, please communicate back to Dr. Cliburn. Dr. Yates stated that Federal Title IV requires most of that now. Dr. Cliburn stated to refer students to federal cool website to pull down selection of schools to get crime rate, etc. Executive Council has approved changes to Administrative Statement 403-1, Student Club Funds and Administrative Statement 400-5, Processing Returned Checks.

Ms. Tincher-Ladner has a proposal for the committee on SACS and will present it at the Administrative Workshop next month. The Secretary of State's office has contacted Dr. Stewart regarding on-campus demonstrations of the new electronic voting machines. Someone will come to each campus and show how to use them.

- B. COMPUTER CENTER UPDATES. 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. 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. The technology department will begin professional development training in March.

***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.*

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Ms. Leimer stated that the distance learning enrollment is looking good. It is up by 10% this semester from last spring with 2,405 students at MGCCC taking online classes. This is a non-duplicated headcount. There were 4,324 duplicated MGCCC enrollments in MSVCC online courses as of February 5. This is up by 13%. After taking out MGCCC no shows, enrollment is 4,106 which is up by 13% in enrollment.

Ms. Leimer has been working on things to make the distance learning department better and stronger. One task MSVCC has is READI. This helps determine if a student is ready to take an online class. Ms. Leimer may get Julie Owen to come demonstrate it. Orientation was better publicized with almost 100 students from all campuses that participated. The Jefferson Davis social studies department helped with getting the word out. All online instructors from the social studies department showed up for it. Ms. Leimer will continue to do the orientation sessions prior to the start of the semester and again right after the semester starts. She will also try to do a workshop for students that are considering online classes. Ms. Leimer is also working on a distance learning student manual.

- D. INFORMATION TECHNOLOGY STUDENT GUIDE. Ms. Leimer distributed a rough draft of the Information Technology Student Guide. When finished, she will give this guide to Ms. Maaya to make it into a manual instead of just a handout. Some information was pulled after Hurricane Katrina to show what was available for the student. Ms. Leimer needs input for this guide. The cyber café at the Perkinston Campus in Dees Hall needs to be added and heard that the Jackson County Campus is planning to put one there. There is information included on student select, how to protect our computer, beginning documents, etc. If anything has been left off, please let Ms. Leimer know and she will add it. Dr. Yates asked if Ms. Leimer could email the guide to the ones that did not get it today. **Ms. Leimer stated to let her know if you did not get a copy of the rough draft guide and she will send it to you.**

- E. TITLE III GRANT. Ms. Gilliland distributed a handout on Title III updates. The more information that is on the website for students, the less likely they will have complaints about the appointment software. The assessment site was the 29th most hit at the IAC meeting and now it is 25th. Ms. Gilliland included hits from other sites on the handout for anyone that is interested. There were almost 7,000 tests administered by the Title III Assessment Centers college-wide in year 1. The policies and procedures are being edited and once finished it will be sent to the Assessment Proctoring committee for approval. LanMonitor is the new monitoring software that proctors can go into that records what students go to. Dr. Angie Bridges, Ms. Holloway, and Debbie Watson are going to a conference on February 27 regarding moving from Windows-based COMPASS to Internet-based COMPASS. The Student Advisement System Development Team has only met once and that was on October 20. The four subcommittees were asked to report back on things that had been discussed. The External Research subcommittee will be visiting Pensacola Junior College on February 28. . Mr. Donahoe and Foster Flint put together wording for signage to make the assessment centers more visible once a student gets on campus. The Jackson County Campus is working on getting signs as well. Trudi Mullins updated the maps on the website to add the centers.
- F. MEDICAL WITHDRAWAL. Dr. Yates gave some history concerning the medical withdrawal. All three campuses have been doing something different. We are going back to prior procedures. Mr. Taylor stated that a committee met on medical withdrawal February 22 at the Jefferson Davis Campus. The committee wanted to get a standardized form in place. The committee combined steps and Mr. Taylor passed out the form that the consensus felt was needed. Once the form is approved and in place, Mr. Taylor will get with Dr. Yates and Dr. Cliburn to put a statement in place. Ms. Taylor commented that this form does not allow a space to put the courses in and this will need to be included in the statement as well. Dr. Yates stated that they need to discuss the documentation required. Mr. Taylor stated this is up to the discretion of the Deans of Instruction. Ms. Maaya stated a student might withdraw from one course, but not another. Ms. Leimer stated there needs to be a student grievance policy of why they are withdrawing from this course and not the other. Plus, when the student comes back to school, we are not getting the money back. Dr. Yates stated MGCCC will allow the student to go back two semesters to change grades. Mr. Taylor stated he was going to get with Dr. Yates and Dr. Cliburn to discuss the statements about financial aid. This form would have to be turned in to the dean of instruction's office. The student would need to be in good standing with that class and we would need to define what that is. Ms. Holloway and Ms. Leimer stated that chances are the student is not going to be in good standing if they are requesting to withdraw from that class. Ms. Sekul said her concern is mainly the time limit because there is no policy in place. Dr. Cliburn asked if every student would have to get everyone on the form to sign including from the VA certifying official

even if they do not have it. Ms. Taylor said this form is only for us to pass around. This is to check to make sure they are or are not receiving VA. Ms. Davis stated that from doing VA in the past, you would rather know than not know. In the past, you would not know and would not see it. Mr. Taylor stated that the Director of Admissions would be the last one to see the form and will give them the medical withdrawal based on approval from everyone on the form. Ms. Holloway stated that there needs to be supporting documentation for the student to sign stating the reason. Ms. Leimer and Ms. Maaya stated that this documentation would need to be stapled to the back of this form. Ms. Leimer said there also needs to be a place on the form for the student to write their issue regarding their situation. Ms. Holloway stated that the deans need to collect this information first, but it needs to be attached to the form last because everyone does not need to know. Ms. Sekul stated that once the dean approves and has the documentation then everyone else just needs to know that the dean has looked at it and has gotten the documentation. Ms. Davis said there could be something stated requesting medical withdrawal for the following courses with a statement regarding what for. **Dr. Yates stated that Mr. Taylor will put together a draft form and will send it out to everyone on the council for review.** Mr. Taylor stated that if anyone has any other suggestions to email them to him.

V. NEW BUSINESS.

- A. COLLEGE CATALOG. Dr. Cliburn stated that he needs guidance from this group. A couple of years ago, the college shifted to a two-year college catalog for the hard copy version. Is the two-year catalog working or do we need to go back to a one year catalog? There are some colleges that are moving to an 8 ½ x 11 catalog with a traditional format. Ms. Maaya stated that despite the savings of the two-year catalog, we can find money to save in other ways because the catalog is outdated. Even the CD version's each year becomes outdated. Mr. Martin asked if the 8 ½ x 11 is cheaper. Ms. Maaya said we will have to look into that and other options instead of doing the two-year catalog. There are just too many changes. Mr. Taylor stated that he attended a workshop at the SACROA conference on the college catalog regarding how many colleges use hard copy, CD's, or online. Some colleges are going to online, but counselors still want a catalog in their hand. **Mr. Taylor will send the information on the workshop to Dr. Cliburn.**

Ms. Maaya stated that the college could lower the number of hard copies and increase the number of CD's. Ms. Caro stated that we could show them what is offered instead of just giving them the CD. Dr. Cliburn stated that the number of hard copies could be reduced. Mr. Martin stated that most students would prefer to have the hard copy over the CD. Dr. Cliburn stated that we will get back with some of you and see how many you need or see what you have left over.

There have been some changes approved to the 2007-2008 academic calendar. MSVCC's fall 2007 calendar had classes starting before MGCCC's classes began. Because of this, registration had to be moved to coincide with the start date of MSVCC. Because registration was moved up, it moved the Fall Faculty Workshop up to the 14th. Faculty contracts do not start until the August 16. Christmas holidays were pushed back to December 14 with faculty returning on January 7 and administrative offices returning on January 3. This will give the faculty back their two days. Spring Break was included with Good Friday so we moved Spring Break to the week after Good Friday.

Dr. Cliburn stated that he will have Anjelica Holliman email the academic calendar out to everyone on the council.

Mr. Donahoe suggested moving new employee orientation to after registration. At one time, there was a discussion concerning having one for faculty and one for staff. Ms. Leimer stated that you might be able to use your time more efficiently for different groups. Ms. Sekul asked if in the future, could pre-registration be set ahead and included in the catalog. Dr. Cliburn stated he would like to have these dates set to specific dates. Ms. Taylor asked if something could be inserted to the catalogs that are already out there to let students know that changes have been made. Mr. Lee stated that there is a statement on every page that states information in this catalog is subject to changes and to go to the website for the most current information. Dr. Cliburn said everyone might want to get the word out about the calendar.

- B. ELECTRONIC TRANSCRIPTS. Ms. Holloway stated that we are participating with USM on electronic transcripts. Southern Miss is pleased we are sending them copies of the student transcripts electronically. USM will now only accept transcripts electronically and not the paper copies. There were only two problems relating to computers. They have written a program on their end that will produce a file in their format for a paper document. Do we want to terminate sending USM paper documents? Ms. Sekul asked if a student could still bring a paper document. Ms. Holloway said there is a spot in there for electronic or paper. MGCCC has probably sent about 125 transcripts and USM is satisfied with that.

Dr. Cliburn stated that this was mentioned at a meeting he had with USM. USM wants other colleges to do it. Ms. Holloway stated that USM has something that states Mississippi Gulf Coast Community College is doing electronic transcripts and to contact MGCCC if you have any questions. Mr. Donahoe stated that a decision needs to be made on starting and stopping. Ms. Holloway asked if everyone agrees with sending paper documents until February 28 and start sending electronic documents March 1. Mr. Donahoe suggested instead of sending two to just send one and still have the option of sending paper. Ms. Holloway said we could do that. Dr. Yates asked if we would get confirmation that it went to USM and could verify to the student that it was received by USM. Ms. Holloway said we get something back

saying this number of transcripts were sent to USM and USM sends something back saying they got them. Ms. Maaya stated that this would save printing and mailing. Mr. Donahoe stated that he wants to make sure the college is set-up to do it and when will we get transcripts back from Southern. Ms. Holloway stated they are in the planning stages and not ready to do that yet. They have a filter that allows them to build a paper copy and we will have to do the same to be able to receive transcripts from them. Ms. Holloway stated that the Jefferson Davis Campus sends out a huge number of transcripts in December and then again in May. This will be something they will not have to do. This will also do away with printing an envelope and postage. Ms. Sekul said they just want to make sure that this is working like it should. Ms. Holloway stated that the problems have been solved. Dr. Yates asked if Ms. Holloway could provide training. Ms. Holloway said there is not training involved. It is done just like it is already being done. Dr. Cliburn stated that this depends on if all admissions directors agree. Mr. Taylor said he agrees and will give it to Terri Ormes and Bruce Layton. Ms. Holloway said this would also automatically update their system. **Dr. Cliburn asked Mr. Taylor to email Dr. Yates, Ms. Holloway, Ms. Tincher-Ladner, and himself once he finds out if the other two admissions directors agree.**

- C. DEFENSE LANGUAGE INSTITUTE TEST. Ms. Holloway stated that military members taking this test may receive ACE – recommended credit. MGCCC does not have a policy that governs awarding non-traditional credit for this test. This test covers a broader spectrum of languages than the CLEP test. Military members are tested on listening, reading, and speaking skills. The score ranges from 0 “no Proficiency” to 5 “Functionally Native Proficiency”. Ms. Holloway requests support from this council to bring the request to the Instructional Affairs Council. Dr. Cliburn asked if this is affiliated with DANTEs. Although DANTEs is another bank of academic testes similar to CLEP, Ms. Holloway said it is not affiliated. Dr. Cliburn asked how we would approach this with a language we do not offer. Ms. Holloway stated that in the past when there was a course we did not offer, we would put them in generic numbers (in this case: MFL0001 to MFL0004). **Ms. Holloway will advance this to the Instructional Affairs Council on April 10.**

VI. OTHER BUSINESS.

- A. ENROLLMENT REPORT. Dr. Cliburn distributed a handout concerning enrollment. If you don't receive an enrollment report and wish to, contact Sharon Parker in the Institutional Research office and she will add you to the list. The total enrollment as of Wednesday, February 14 was 8,459 students. We are no longer breaking it out by academic, technical and career. This is more in line with the funding formula. The denominator used for FTE is 30 credit hours per FTE, which is used to align with funding legislation;

however, Ms. Tincher-Ladner spoke to Debra Gilbert and they will still use 24 because they already have system set up.

The second page of the report shows the comparison of last spring to this spring. Enrollment is up with just under 5% for headcount and just over 5% FTE. The last page is compared with spring 2005 with the total enrollment at 14% with 1,415 students. FTE was down by 15%. Ms. Tincher-Ladner is working on a report to see how much longer it will take to recover. Fall 2008 may be a close recovery time. This report will get passed on to everyone once it is reviewed. Mr. Martin stated that every year they ask how many students will be required to meet FTE for career and technical programs. Do you know how many that will be? Dr. Cliburn stated that he has not heard a decision on that. Mr. Martin asked if this decision could be made every year so the question will not have to be asked every year. Dr. Cliburn stated he will see what he can find out on that.

- B. LEGISLATIVE MATTER. Ms. Maaya stated that one legislative matter has been to try and recover 27% of all MS adults over 21 that does not have a diploma or GED. Capital funding is \$128 million statewide. We have proposed \$75 million, but it has not gone through the approval process. Mid-level funding has passed unchallenged. It has been approved for one year with a three year phase in. It is in appropriation right now. On March 26, the legislature will decide what to do with the bill and then it will go back to a vote. A lot of progress has been made and the legislature is on our side this year. There were 18 legislators that came to the appreciation luncheon yesterday. That is all but three. They have been very supportive this year. The governor attended the steak dinner.
- C. Dr. Cliburn noted that the recruiters have joined Student Services and one will serve on the council.
- VII. FUTURE MEETINGS.
- Friday, April 13, 2007 – Central Office
- VIII. ADJOURNMENT. There being no further business, the meeting was adjourned.

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