

**Mississippi Virtual Community College  
Policies and Procedures Manual**

## **MSVCC Policies & Procedures Manual**

The Administrative Committee of the Mississippi eLearning Association (MELA), in conjunction with the Mississippi Community College Board (MCCB), sets forth the policies and procedures in this manual to inform partner colleges of the operations and expectations related to the Mississippi Virtual Community College (MSVCC).

### ***Prepared by:***

Mississippi Community College Board  
Office of eLearning and Instructional Technology  
3825 Ridgewood Road  
Jackson, MS 39211

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## EXECUTIVE SUMMARY

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### **Mississippi Virtual Community College Overview**

The Mississippi Virtual Community College (MSVCC) is a consortium of Mississippi's 15 community colleges that makes it possible for the institutions to leverage their distance learning resources -- including faculty, courses, support services, and technology. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from a local college. To take a course from a remote (Provider) college, a student enrolls at a local (Host) community college. The Host College supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources. The Host College awards credit for the course. The Provider College provides the course instruction.

The success of the MSVCC partnership and the resulting trust that has developed between the Mississippi Community College Board (MCCB) and the member colleges has led to the advancement of quality, accessible education, fiscal efficiency, and innovative and collaborative instructional practices.

### ***MSVCC Goals***

The goals of the MSVCC are to encourage progress by:

- Promoting opportunities for faculty and student achievement through oversight of MELA (Mississippi eLearning Association) Policies and Procedures, Strategic Plan, and Committees (Success)
- Ensuring online courses meet academic content and integrity standards, including innovative instructional design, which addresses diverse learning styles (Quality)
- Recommending methods/modes to support the usage or adoption of accessible instructional technologies for students and faculty (Support)

### ***MSVCC Course Definition***

MSVCC online courses are defined as those offered through the MSVCC Enrollment Tool (ET), whether hosted or provided, and must follow the policies and procedures outlined in this document. Courses that are not offered in the MSVCC ET are “native online courses,” in which the college offering the course(s) determines local policies and procedures.

**Full-Time Equivalent (FTE) Formula from the Community and Junior College Support Appropriations Bill**

All MSVCC provider semester credit hours for the summer, fall, and spring semesters of the prior year are divided by 30 to determine the number of FTEs and are included in the academic, technical, and career categories. Academic, technical, and career categories are weighted at 1.0. MSVCC students must be enrolled and in attendance on the last day of the sixth week of each full-term semester, or its equivalent, and reside within the state of Mississippi to qualify for funding.

All colleges participating in the MSVCC will agree to basic MSVCC Policies and Procedures and sign a Memorandum of Agreement (MOA) with the MCCB that outlines the primary responsibilities of the MCCB and the participating colleges.

**Criteria for State Reimbursement of Mississippi Virtual Community College Courses**

Giving full faith to MCCB Policy 8.2 Standards for Quality and Accountability, a community college is in compliance with the MSVCC Policies and Procedures Manual for the Mississippi Virtual Community College (MSVCC) Consortium when it meets the following criteria:

1. Students enrolled in courses where instruction is delivered via distance learning technologies will be counted for audit purposes, the same as that for students enrolled via traditional delivery methods, with the following stipulation: State appropriations will be awarded for Mississippi Virtual Community College (MSVCC) courses that are offered through the MSVCC Enrollment Tool and conform to all operational policies, procedures, and positions as approved by the Mississippi Community College Board (MCCB), in consultation with the Mississippi Association of Community/Junior Colleges (MACC), and as interpreted by the MCCB. MSVCC online courses are defined as those offered through the MSVCC Enrollment Tool, whether hosted or provided, and must follow the policies and procedures outlined in the MSVCC Policies and Procedures Manual. Courses that are not offered in the MSVCC Enrollment Tool, and/or do not have shared students, are “native online courses,” in which the college offering the course(s) determines local policies and procedures. Colleges will be compensated according to their roles as Host and/or Provider colleges for students and courses. Online courses are not classroom based; content is delivered online, do not require regular campus or any synchronous attendance, can be accomplished from a remote site, and are distinguished from hybrid courses, which are merely Internet enhanced.
2. A \$0.90 fee per semester credit hour (SCH) per semester will be assessed to each college by the MCCB to support the MSVCC and the contractual obligations adopted by the consortium.

3. For state reimbursement under Sections (Number), SB (Senate Bill) (Number), (Year), Regular Session of the Appropriation Bill, hybrid courses are defined as those courses with less than seventy- five percent (75%) of student contact hours provided on-line. All academic, career, and technical courses with primary online delivery (75% or more of student contact hours) will be eligible for state reimbursement. Guidelines for reimbursement of vocational and workforce training courses will be determined as courses are developed.
4. All participating colleges will make MSVCC course offerings, for which they have program approval and accreditation, available to students for summer, fall, and spring semesters as deemed appropriate by local policy and procedures.
5. All participating colleges will adhere to the annual MSVCC calendar developed in cooperation with the Academic Officers Association and approved by the MACC.
6. All participating colleges should make MSVCC course offerings available to students. This may be achieved by publishing the registration website of the MSVCC in the college catalog, printing on college schedules, adding a link to the complete course listing to the college's website, or another method as deemed appropriate by local college policy and procedure.
7. Participating colleges must allow all courses listed on the MSVCC master course list to remain active until the end of the MSVCC enrollment period unless the class is full or proper notification is given to all colleges by the Provider. Proper notification is defined as email communication to all colleges from the Provider that lists impacted courses within the master listing. Notifications about closures should be made to Chief eLearning Officers (CELOs) and the MCCB Assistant Executive Director for eLearning & Instructional Technology as soon as possible. No deletions can be made after noon on the Wednesday before the term's first start day.
8. All participating colleges must agree to serve as a testing site for MSVCC courses for the term(s) the college is participating in, giving full faith, cooperation, and credit to all other colleges. Colleges must agree to test MSVCC students regardless of the college's role as Host, Provider, or neither. Colleges will participate in any MSVCC protocols, lists, and guidelines regarding testing.
9. All participating colleges must provide eLearning personnel to promote active communication relating to the MSVCC among all other colleges. Participation in regular statewide meetings, student services initiatives (including transcripts and admissions records), accreditation issues, research, and planning will be required of each college.
10. All Provider Colleges will provide the Host College with a copy of the faculty member's credentials and transcripts via the secure MSVCC Enrollment Tool database, verified by the Provider College and so stated in the file at the Host College.

11. All Provider Colleges agree to report (manually and/or via database import) attendance and grades, in accordance with the annual MSVCC calendar, utilizing the MSVCC Enrollment Tool database for the Host College to retrieve.
12. Due to course integrity and security issues, students are prohibited from auditing an MSVCC course.
13. All Provider Colleges are required to indicate in the Enrollment Tool which courses utilize Inclusive Access. An Inclusive Access fee will be charged to the Host College, and the Provider College will receive the Inclusive Access fee via an adjustment to the MSVCC Assessment at a rate of \$25.00 per credit hour. Inclusive Access is the digital course content delivered to students on the first day of class through the learning management system. Due to the instructional requirement of teaching and learning materials provided through Inclusive Access, there is no opt-out option for students.

### **Memorandum of Agreement**

All colleges participating in the MSVCC will agree to basic MSVCC operational guidelines, as set forth in the MSVCC Policies and Procedures manual and will sign a Memorandum of Agreement (MOA) with the MCCB that outlines the primary responsibilities of the MCCB and the participating colleges. In June of each year, each MACC President receives the following items as a part of the MOA:

- Memorandum of Agreement for MSVCC Participation (APPENDIX A)
- Criteria for State Reimbursement of MSVCC Courses (APPENDIX B)
- State Funding for MSVCC (APPENDIX C)
- Evaluation Survey for MSVCC (APPENDIX D)

### **MCCB Support**

Through a collaborative partnership with members of the MSVCC and the MCCB, the Office of eLearning and Instructional Technology provides services, support, and resources to participating colleges and their respective educators and administrators in alignment with the goals and mission of the MSVCC.

Funded by Educational Technology Appropriations and MSVCC Assessment Fees, the Office budget includes salary and fringe benefits for 3 positions.

## **MSVCC RESOURCES AND SERVICES**

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### **Contractual Services**

To support students in achieving their educational endeavors both in the classroom and beyond, the MSVCC leverages distance learning resources and services to foster an environment of excellence and promote quality teaching and learning.



The adoption of new contractual services follows a rigorous evaluation and implementation process, as outlined:

***Adoption of New Contractual Services:***

**1. Support Committee Evaluation:**

- The Support Committee is tasked with vetting any new or existing vendor services and making a motion to adopt or discontinue services to the Mississippi eLearning Association (MELA).

**2. MELA Action:**

- During a monthly meeting, the Mississippi eLearning Association (MELA) will act on eLearning-related vendor services.

**3. Approval Process:**

- If voted to adopt, the Assistant Executive Director (AED) for eLearning and Instructional Technology will present the procurement request for action by the Presidents at the next Mississippi Association for Community Colleges (MACC) meeting.
- If approved by the Mississippi Association for Community Colleges (MACC), the Assistant Executive Director (AED) for eLearning and Instructional Technology will work as the liaison between MELA, MACC, Information Technology Services (ITS), and the Mississippi Community College Board (MCCB).

**4. Technology Service Agreements:**

- All technology service agreements overseen by Information Technology Services (ITS) adhere to the following procedure:
  - The ITS procurement request is initiated by the Assistant Executive Director (AED) for eLearning and Instructional Technology.
  - ITS assigns a Technology Consultant to the procurement request to ensure compliance with applicable state laws and guidelines.
  - The ITS Technology Consultant informs the AED for eLearning and Instructional Technology of the procurement determination (i.e., competitive purchase or sole source).
  - ITS drafts a contract that adheres to state procurement laws and guidelines. A Business Case and/or Approval by the ITS Board may be required.

- Upon agreement to the draft terms and conditions, the AED for eLearning and Instructional Technology requests spending approval by the Mississippi Community College Board (MCCB).
- Upon approval by the MCCB Board, ITS collects contract signatures, with the Executive Director of ITS signing on behalf of the MCCB.

## 5. Implementation and Monitoring:

- Once the contract is executed, the MCCB Office for eLearning and Instructional Technology coordinates implementation, training, and technology support.
- The Support Committee continues to monitor the overall value and usage of the service throughout the contract's life cycle.

A comprehensive list of all contractual services and agreements is housed in the MELA Canvas Course and can also be viewed under Appendix E. Resources and contractual services are funded by the \$0.90 SCH (Semester Credit Hours) assessment fee and Educational Technology Appropriations.

## Web Services

- **MSVCC Enrollment Tool:** The Mississippi Virtual Community College (MSVCC) Enrollment Tool (ET) is an enrollment management system for MSVCC online courses and students across the 15 Mississippi community colleges. The Enrollment Tool (ET) provides access to courses from any Mississippi community college, allowing the Host College to offer their students additional course options from other colleges. Permissions and processes in the ET are developed by Offices of the Mississippi Community College Board (MCCB) in consultation with the Mississippi eLearning Association (MELA) and the Mississippi Association for Community Colleges (MACC), as interpreted by the MCCB.
- **MSVCC Website:** The Office provides information via webpages to faculty, staff, and students about the Mississippi Virtual Community College (MSVCC), including MSVCC course listings, faculty resources, student resources, and help guides.
- **MELA Canvas Course:** The Mississippi eLearning Association (MELA) Canvas Course is designed to improve the collaboration of the MSVCC Consortium and provide resources that enhance the quality of eLearning education.
- **Professional Development:** The MSVCC Academy offers high-quality training to faculty, administrators, K-12 teachers, and out-of-state participants. Topics include Canvas, instructional design, teaching best practices, educational web applications, and vendor technology tool training. Services include multiple webinars a week held at various times, certificate courses, face-to-face workshops/presentations, and instructional

design assistance. The office utilizes the Canvas Catalog for enrollment and reporting capabilities.

- **MS-SARA and NC-SARA:** The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and U.S. territories that establishes nationwide standards for interstate offering of postsecondary distance education courses and programs. This agreement allows participating Mississippi colleges and universities to offer distance programs and courses to residents of member states without seeking state-by-state approval, making it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council (NC-SARA) and administered by four regional education compacts.
- **MELO (Mississippi Electronic Library Online):** Mississippi Electronic Library Online (MELO) is a virtual library that mirrors a traditional library through online databases, electronic books and journals, and scholarly websites. Learners and instructors can use this service to search for books, journals, magazine articles, and news items, conduct refined searches within a specific database (such as EBSCO or CREDO), chat live with a librarian, and find citation guides such as MLA and APA.
- **MILD Grant:** The MILD Grant is awarded to the college of the President-Elect to cover the costs associated with hosting the annual Mississippi eLearning Association (MELA) Retreat. The President-Elect must maintain records of the utilization of funds.

## MSVCC CALENDAR

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### General

In accordance with the Memorandum of Agreement (MOA), all participating colleges must adhere to the annual MSVCC calendar. The MSVCC calendar establishes common statewide dates for fall, spring, and summer semesters, including mini-term sessions;

- A common statewide last date to enroll;
- Common statewide add, drop, and withdrawal dates;
- Common statewide due dates for grades, and
- A common statewide ending date for each semester.

The calendar includes fall, spring, and summer semesters with various term lengths including 15, 8-, 4-, and 3-week options. Colleges may elect to participate in any of the terms or semesters as either a Provider College, Host College, or both.

*Academic terms offered in the fall semester with corresponding term codes and abbreviations.*

<b>Term Month</b>	<b>Term Weeks</b>	<b>Calendar Term Code</b>	<b>ET Term Code</b>
<b>August</b>	15	AUG15	AUG (15wks)
<b>August</b>	8	AUG08	AUG (8wks)
<b>October</b>	8	OCT08	OCT (8wks)
<b>August</b>	4	AUG04	AUG (4wks)
<b>September</b>	4	SEP04	SEP (4wks)
<b>October</b>	4	OCT04	OCT (4wks)
<b>November</b>	4	NOV04	NOV (4wks)

*Academic terms offered in the spring semester with corresponding term codes and abbreviations.*

<b>Term Month</b>	<b>Term Weeks</b>	<b>Calendar Term Code</b>	<b>ET Term Code</b>
<b>December</b>	3	DEC03	DEC (3wks)
<b>January</b>	15	JAN15	JAN (15wks)
<b>January</b>	5	JAN08	JAN (8wks)
<b>March</b>	8	MAR08	MAR (8wks)
<b>January</b>	4	JAN04	JAN (4wks)
<b>February</b>	4	FEB04	FEB (4wks)
<b>March</b>	4	MAR04	MAR (4wks)
<b>April</b>	4	APR04	APR (4wks)

*Academic terms offered in the summer semester with corresponding term codes and abbreviations.*

<b>Term Month</b>	<b>Term Weeks</b>	<b>Calendar Term Code</b>	<b>ET Term Code</b>
<b>May</b>	3	MAY03	May (3wks)
<b>June</b>	8	JUN08	JUN (8wks)
<b>June</b>	4	JUN04	JUN (4wks)
<b>July</b>	4	JUL04	JUL (4wks)

### **Calendar Development Process**

To ensure adequate time for review and approvals, development of terms within the ET, sufficient time for colleges to build and publish course offerings, and inclusion of MSVCC dates into local publications, the process for the MSVCC calendar is initiated two years beforehand.

#### **1. Initial Drafting:**

- a. During the fall semester two years before the academic year of implementation, the MSVCC Administrative Committee drafts the calendar using the guidelines in the MSVCC Policies and Procedures Manual.

#### **2. Review and Approval:**

- a. The draft is reviewed and approved by the Mississippi eLearning Association (MELA) during their spring meeting.
- b. Upon MELA approval, the MSVCC President submits the calendar to the Academic Officers Association (AOA) during their Spring AOA meeting.
- c. The AOA reviews the calendar and suggests revisions to the MELA if necessary. If revisions are needed, the Administrative Committee makes the required changes and resubmits them to MELA for approval.

#### **3. Final Approval:**

- a. If no further revisions are needed, the AOA votes on the MSVCC calendar during their Summer AOA Meeting. The President then notifies MELA of the outcome.
- b. Upon approval by the AOA, the Assistant Executive Director (AED) for eLearning & Instructional Technology provides the college Presidents with a

finalized draft of the MSVCC Calendar for review at the next available Mississippi Association for Community Colleges (MACC) meeting.

- c. Upon approval by MACC, the MCCB Instructional Design Specialist publishes the MSVCC Calendar within the MELA Canvas Course, builds the control dates within the Enrollment Tool (ET), and notifies MELA upon completion.

### **Census Date**

Annually, the legislature passes a Community and Junior College Appropriation bill, which establishes, with specificity, which students may be counted for the purposes of state reimbursement. The appropriation bill states:

Academic, Technical, Career, Associate Degree Nursing, and 35 Associate Degree Allied Health funds shall be disbursed on the basis of prior year full-time equivalency (FTE) of hours generated during the summer, fall, and spring semesters for each public community and junior college student enrolled and in attendance the last day of the sixth week of each semester, or its equivalent, counting only students who reside within the State of Mississippi. However, associate degree nursing students who reside outside the State of Mississippi may be counted for pay purposes. (MCCB Enrollment Audit and Reporting Guidelines)

The census date, also called the cut-off date, is the date at which students must be enrolled and in attendance to be counted for pay purposes. (MCCB Enrollment Audit and Reporting Guidelines)

To ensure compliance with all applicable laws, regulations, and reporting guidelines, colleges should reference the current version of the MCCB Enrollment Audit and Reporting Guidelines.

### **Control Dates**

The following control dates will be utilized to establish MSVCC calendar and turn on/off functions in the MSVCC ET. For the opening and closing of items, an item will open at 12:01am on the opening display date and close at 11:59 pm on the closing display date. (Chart on the following page)

#### *Registration and Enrollment Dates*

- **Semester Registration Dates**
  - **Spring Semester:** Registration begins on the 1st Tuesday of November.
  - **Summer and Fall Semesters:** Registration begins on the 1st Tuesday of April.
- **Canvas Enrollment Loading**
  - **Enrollments Loaded into Canvas:** Enrollments are loaded into Canvas at 1 pm on the Wednesday before classes begin.

#### *Drop/Add Period by Term Length*

- **8- and 15-Week Terms:** The drop/add period lasts for the first two (2) days of the term.
- **4- and 3-Week Terms:** The drop/add period lasts for the first day of the term only.

### *Key Dates for Course Registration, Drop/Add, and Administrative Processes*

- **Registration Deadlines**
  - **15 Weeks:** Registration ends 4 days before the term starts.
  - **8 Weeks:** Registration ends 4 days before the term starts.
  - **4 Weeks:** Registration ends 3 days before the term starts.
  - **3 Weeks:** Registration ends 3 days before the term starts.
- **Drop/Add and Administrative Clean-Up**
  - **15 Weeks:** Drop/Add/Administrative Clean-up lasts for 13 days.
  - **8 Weeks:** Drop/Add/Administrative Clean-up lasts for 13 days.
  - **4 Weeks:** Drop/Add/Administrative Clean-up lasts for 6 days.
  - **3 Weeks:** Drop/Add/Administrative Clean-up lasts for 6 days.
- **Census Date Calculation**
  - Calculated at 33% of the term length for all term lengths.
- **Withdrawal Date Calculation**
  - Calculated at 75% of the term length and adjusted to the closest Friday for all term lengths.

### *Course Surveys*

- **Opening and Closing Dates for Course Surveys**
  - **Course Survey Opens:** At 53% of the term length for all term lengths.
  - **Course Survey Closes:** At 87% of the term length for all term lengths.

### *Survey Dates by Semester*

- **Spring Semester:**
  - **Open Date:** First day of DEC03
  - **Close Date:** Last day of MAR08
- **Fall Semester:**
  - **Open Date:** First day of AUG15
  - **Close Date:** Last day of OCT08
- **Summer Semester:**
  - **Open Date:** First day of MAY03
  - **Close Date:** Last day of JUN08

### *Mid-Term and Final Grades Submission*

- **Due Dates for Mid-Term Grades**
  - **15 Weeks:** Mid-Term Grades are due on the Monday of the 9th week.
  - **8 Weeks:** Mid-Term Grades are due on the Monday of the 5th week.
  - **4 and 3 Weeks:** Mid-Term Grades are not applicable.
- **Due Dates for Final Grades**
  - **Final Grades:** Due on the Monday following the last day of the term for all term lengths.

### *Grade Submission Windows*

- **Grade Submission Opens:** 5 days before the due date.
- **Grade Submission Closes:** 3 days after the due date.

### *Audit Roster Availability*

- **Audit Rosters**
  - **Availability:** Available 1 day after the Census Date.
  - **Closure:** Available until the last day of the term.

### *No Show Reporting*

- **Due Dates by Term Length**
  - **15 Week Terms:** No Show reports are due by the 17th day of the term (typically the 3rd Wednesday).
  - **8 Week Terms:** No Show reports are due by the 10th day of the term (typically the 2nd Wednesday).
  - **3- and 4-Week Terms:** No Show reports are due by the 5th day of the term (typically the 1st Friday).

### *Pre-Verification of Course Files*

- **Pre-Verification of Course Files for Audit:** Required by the 9th week of the semester.

## COLLEGE RESPONSIBILITIES

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Each college associated with the MSVCC has a duty to support and administer it, including daily operations, resource provision, and appropriate staffing. The Provider College (course) and the Host College (student) have distinct responsibilities to ensure the delivery of quality course offerings and support for faculty and students.

### **Provider College Responsibilities**

The Provider College is the college where the course is taught. To ensure effective course sharing and continuity of services, the Provider College's primary responsibilities include:

### ***Enrollment Tool Grades***

Grades will be recorded (either manually and/or via database import) into the MSVCC ET for shared MSVCC students.

- **Mid-Term Grades:** Mid-term grades will be recorded in the ET for MSVCC students enrolled in MSVCC 8-week and 15-week courses. Mid-term grades will be due the Monday of the 5th week for 8-week courses and the Monday of the 9th week for 15-week courses. Mid-term grades are not required for 3- or 4-week courses.



- **Final Grades:** Final grades will be recorded in the ET for MSVCC students enrolled in an MSVCC course. Final grades will be due the Monday after the end of the term's final week (i.e., Final grades will be due the Monday after the end of the 8th week for 8-week courses and the Monday after the 15th week for 15-week courses).

### ***Grade Changes***

If a grade change is necessary, the instructor must report the grade change to their CELO utilizing the MSVCC Grade Change Form (APPENDIX G). If the ET grade portal is open (typically 3 days after grade due date), the CELO will enter the appropriate grade change, and no further action is necessary. If the ET grade portal is closed, the CELO must email the MSVCC Grade Change Form to the appropriate CELO(s). When requested by the Provider, a copy of the MSVCC Grade Change Form will be submitted to the MCCB via email at [MSVCC@mccb.edu](mailto:MSVCC@mccb.edu) for revision within the ET.

### ***Attendance***

In accordance with the MCCB Enrollment Audit and Reporting Guidelines, colleges participating in the MSVCC must ensure compliance with student attendance. A student is considered in attendance for reimbursement purposes if they have not exceeded the maximum number of allowable absences in any given term. Since the ET serves as the MSVCC information sharing portal, Provider Colleges are required to record attendance by the instructor manually logging in weekly to the ET (using their unique login and password) to document attendance and/or via database import (customized SIS (Student Information System) import into the ET Data Portal). The Provider College is responsible for recording regular attendance so that the Host College may access attendance data needed for reimbursement. The Electronic Audit and Reporting System (eARS) links to the ET at the end of the term and creates a Student Schedule (SS) file download. This download is appended to the Host College's SS file by the personnel designated to perform data uploads.

### ***Faculty Credentialing***

The Provider College will provide the necessary documentation certifying each MSVCC Instructor's credentials to teach in each subject area.

- A completed Faculty Credentials Certification form should be loaded for each instructor into the Faculty Profile in the ET (APPENDIX F).
- A copy of the instructor's transcripts verifying credentials should be loaded into the Faculty Profile in the ET. Note: The instructor's SSN (Social Security Number) and birth date should be redacted prior to uploading into the ET.

### ***Textbooks***

The Provider College is responsible for the selection of textbooks. Textbook information for the MSVCC should include Term, District, ISBN (required), Type, Author (required), Title (required), Publisher (required), and Comments.

### ***Inclusive Access***

All Provider Colleges agree to indicate in the ET which courses utilize Inclusive Access. An Inclusive Access fee will be charged to the Host College, and the Provider College will receive the Inclusive Access fee via an adjustment to the MSVCC Assessment at a rate of \$25.00 per credit hour. Inclusive Access is digital course content delivered to students on the first day of class through the learning management system. Due to the instructional requirement of teaching and learning materials provided through Inclusive Access, there is no opt-out option.

### ***Syllabus***

The Provider College is responsible for uploading the MSVCC Course Syllabus into the ET. Syllabus information for the MSVCC must include course information, instructor contact information, prerequisites, course description, text, and course materials, learning outcomes, instructional techniques, methods of evaluation, grading information, testing information, academic honesty policy, attendance information, and an ADA statement. The syllabus must be a PDF and utilize the following naming convention: (3 digit) District Code + (5 digit) Semester Term + Course ID + Type of file being uploaded. [Example: 2062018310178.pdf.]

### ***Evaluations***

Each college should conduct annual evaluations of provided courses.

- The MSVCC Core Course Evaluation Guide (APPENDIX H) should be used as a basis for conducting evaluations. Individual colleges can customize their evaluation instruments and processes according to local college policies and procedures. To verify quality of courses to Host Colleges, the Provider College must upload an MSVCC Quality Verification letter to participating colleges inside of the MELA Canvas course repository as a quality verification notice.
- Letters must be sent annually in October. The letters should verify quality in courses from the previous summer, fall, and spring semesters. [Example: in October 2010, letters will verify quality from the previous fall 2009, spring 2010, and summer 2010 semesters.]
- The Letter should state the following: “I have reviewed the evaluations of courses and instructors as a provider of all instructors used by my college as a member of the MSVCC for the Fall [insert semester year], Spring [insert semester year] and Summer [insert semester year] semesters. I further certify that the instructors have adequate academic preparation for courses offered, course content matches criteria as stated in the Uniform Course Numbering System in Mississippi Public Community and Junior

Colleges, and all courses meet the minimum guidelines set in the MSVCC Core Course Evaluation Guide. I agree to allow all students, hosted, and provided, the opportunity to evaluate the course.”

- CELOs should verify that letters have been sent.
- MSVCC shared students will be provided the opportunity to evaluate each MSVCC course in which they are enrolled for summer, fall, and spring semesters. Colleges may elect to utilize the MSVCC Student Course Evaluation Survey (Appendix I) and/or the MSVCC Student Services Survey (Appendix J). The surveys will be made available in accordance with the MSVCC Calendar.

### ***Proctored Exams***

Each college shall serve as a testing center for proctored exams. The college should provide an ideal testing environment and maintain the integrity of all exams administered.

### ***Americans with Disabilities Act (ADA)***

Each college will take whatever steps it considers prudent to address ADA compliance for MSVCC courses and students.

### ***Host College Responsibilities***

The Host College lists the course, enrolls the student, and awards credit for the course. The Host College supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources.

### ***Grades***

The appropriate personnel from the Host College will retrieve grades from MSVCC ET and record within the local student information system.

### ***Attendance***

The Host College will process attendance based on the data provided by the Provider College using the “Request for Drop – Other CC Requested Drop” report in the Attendance feature of the ET. At the end of the term, the Electronic Audit and Reporting System (eARS) links to the ET and creates a Student Schedule (SS) download. The download is then appended to the Host Colleges SS file by the personnel designated to perform data uploads.

### ***Provider Course Review***

Colleges may use the Provider Course Review form (Appendix K) to verify that courses pulled in from other MSVCC schools are consistent with local offerings.

### ***Proctored Exams***

Each college shall serve as a testing center for proctored exams. The college should provide an ideal testing environment and maintain the integrity of all exams administered.

### ***Americans with Disabilities Act (ADA)***

Each college will take whatever steps it considers prudent to address ADA compliance for MSVCC courses and students.

## **STUDENT POLICIES AND PROCEDURES**

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### **MSVCC Student Privacy**

The local Host College has established procedures for protecting personally identifiable information within the Student Information System. For the MSVCC, the MCCB utilizes https and secure file transfer processes to protect student information during the transfer and storage of registration, course, and grade information in the ET. A unique, college generated student ID serves as the main identifier within the ET, Student Information System, and learning management system, and password encryption is determined by the authentication configuration set up by each school. Students can only access the learning management system using a secure internet portal. All information within each LMS is stored off-site in locations with firewall, network, and physical security.

### **MSVCC Student Surveys**

MSVCC Student Surveys are made available in the ET and may be utilized to evaluate courses and student services at the Host College.

### **MSVCC Attendance Policy**

In accordance with the MCCB Enrollment Audit and Reporting Guidelines, a student is considered IN ATTENDANCE for reimbursement purposes if they have not exceeded the maximum number of allowable absences in any given term. The ET attendance portal is available to MSVCC participants for documenting hosted and/or provided attendance. Colleges may elect to report attendance data either manually (instructor logging in weekly to the ET to record attendance using their unique login and password) and/or via database import (customized SIS import into the ET Data Portal).

The MSVCC consortium defines attendance as active participation in course activities. In alignment with the typical course start day of Monday, the Enrollment Tool (ET) is programmed to allow instructors to record attendance as follows:

- 8-week and 15-week classes: attendance is measured weekly, on Sundays, and should reflect documented engagement with the course content.
- 3-week and 4-week classes: attendance is measured twice per week, on Wednesdays and Sundays, and should be based on documented engagement with the course content.

## **No Show**

A student is considered a “No Show” for attendance purposes if there is no documentable engagement with the course content within the timeframe allowed.

- 3-week and 4-week terms: First 3 days of the term
- 8-week term: First week of the term
- 15-week term: First 2 weeks of the term

Note: The United States Department of Education defines academic engagement. The determination of exactly what constitutes a learning activity may be left to individual colleges and their instructors. However, learning activities should demonstrate participation in the course. Participation in these learning activities should be used when determining the last date of attendance reported to consortium members.

## **MSVCC Honesty Policy**

The hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish their own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- Plagiarizing from any source,
- Cheating in any manner on tests, papers, reports, et cetera,
- Submitting work that is not the student’s own,
- Improperly using technology,
- Stealing, buying, or selling course material,
- Impersonating another student while taking an exam or having another person assume one’s identity to take an exam; and/or
- Deliberately conveying false or misleading information.

When academic misconduct has occurred, the instructor is responsible for assigning an appropriate penalty in accordance with the Provider College’s policy. This may include failure of the assignment, course failure, or dismissal from the college. The college policy must be outlined in the course syllabus and uploaded in the ET and Course Site.

## **MSVCC Discipline Policy**

Students who register for a MSVCC course will be subject to the disciplinary policies and procedures of the student’s Host College (Host College is the college where the student registers for class.).

## **MSVCC Student Grievance Procedure**

Students who wish to make a complaint regarding any aspect of the MSVCC must follow these steps:

1. **Discuss the Problem:** The student should first discuss the issue with the faculty member, staff member, or administrator involved. Direct communication usually resolves most problems.
2. **Contact the CELO:** If informal efforts are not productive, the complainant should contact the Chief eLearning Officer (CELO) at the student's Host College for assistance in processing the complaint.
3. **File a Formal Complaint:** If the issue is not resolved, the complainant may file a formal complaint in writing with the Provider College's CELO, with a copy sent to the Host College's CELO. The provider CELO will refer the complaint to the appropriate person for resolution, with a response provided within 15 working days.
4. **Appeal Process:** If the complainant is not satisfied with the resolution, they must follow the appeal procedures prescribed by the Provider College, with the appeal submitted in writing within five (5) working days of the previous decision.

No adverse action will be taken against a complainant for filing a grievance.

### **Out-of-State Students**

If a complaint cannot be resolved through the college's student complaint process, complainant may file a grievance with the Mississippi Commission on College Accreditation (MCCA) by visiting their site at [mississippi.edu/mcca](http://mississippi.edu/mcca) and following the student complaint process. Complainants may also contact the appropriate agency in their state of residency.

### **PROCTORED EXAMS**

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Proctored exams are supervised to ensure the identity of the exam taker and the integrity of the proctoring environment. Proctored exams are used to comply with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards, ensuring that the student who registers for a distance education course is the same student who participates in and completes the course.

#### **Verification of Student Identity and Testing Integrity:**

- Passwords for proctored exams are entered by faculty into a secured repository, accessible only to instructors, proctors, and eLearning administrators.
- Students must verify their identity with a photo ID when taking proctored exams, either in person or via an approved virtual proctoring service.

#### **Fees:**

Students authorized to use off-site or virtual proctoring may be assessed a testing fee. No fee is assessed when using a proctoring site on a Mississippi community/junior college campus.

**Minimum/Maximum Number of Exams:**

- A minimum of one (1) and a maximum of three (3) proctored exams per MSVCC course are allowed for terms of 6 weeks or more.
- A minimum of one (1) and a maximum of two (2) proctored exams per MSVCC course are allowed for terms of 5 weeks or less.

**Delivery Method:**

All proctored exams are conducted electronically through the learning management system or an applicable third-party site (e.g., MyMathLabs, SAM), as determined by the Host instructor.

**Proctoring Standards Evaluation:**

Colleges must evaluate their proctoring needs annually to ensure adequate hours of operation and resources to support MSVCC and local students.

**Out-of-State and Virtual Proctoring:**

Colleges permitting out-of-state or virtual proctoring must follow established procedures to ensure approval for off-site proctors and centers.

**TEXTBOOKS**

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As members of the MSVCC, all colleges agree to abide by the following guidelines regarding meeting the textbook needs of students while enrolled in an MSVCC course.

**Order from the Publisher**

If possible, the bookstore will order from the publisher, rather than the other bookstore, except where unique situations arise (i.e., instructor prepared materials, out-of-edition textbooks, etc.).

**Order from another Store**

If a bookstore is unable to buy from the publisher and have the textbook delivered to the student within 14 days, the Host College will place an order with the Provider College. Each college will accept a purchase order from a member of the MACC. Each college bookstore will accept open purchase orders from other stores, if that is the procedure that they would like to use. The bookstore may call or email their order to the other bookstore. Prior to placing this order, the college will verify the information on the student's profile for accuracy.

**Communication about Orders**

All communication concerning any orders between stores will occur only between the stores involved. It is agreed that there will be no communication with a student about a textbook ordered from another college which involves criticism of the other college. Therefore, a student will not be asked to call the other bookstore. As the student did not place the order, only the other college bookstore will call for information on the order.

**Cost of Shipping**

All community college bookstores agree to charge a fair and equitable fee based upon current standard book shipping rates through the USPS.

**Timeliness of Shipment**

All bookstores agree to make shipments to other colleges within 2 to 3 business days if the book is in stock. If the textbook being ordered is out-of-stock at that college, the bookstore who is placing the order will order directly from the publisher.

**Timeliness of Payment**

All bookstores agree to make payment within 30 days of receipt of the invoice. Note that some bookstores mail their invoice with their shipment, and some prepare them later. A bookstore may deny an order if they have outstanding invoices from a store from a previous semester.

**Website Accuracy**

All CELOs agree that as much as possible, they will ensure that information for textbooks on the MSVCC Enrollment System will be accurate. In addition, they agree that as textbook changes are made, students who have registered for the class will be notified of the change(s). As required by Higher Education Opportunities Act (HEOA), colleges will “Disclose, on the college’s internet course schedule and in a manner of the institution’s choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the college’s course schedule used for preregistration and registration purposes.”

**Return Policy**

Local college policy will determine if students can return books. If a return is needed, the bookstore should notify the other store and discuss whether a return is allowed and whether it includes additional fees.

**MISSISSIPPI ELEARNING ASSOCIATION**

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**Bylaws of the Mississippi eLearning Association*****Article I: Organization***

The name of the organization shall be the Mississippi eLearning Association (MELA).

***Article II: Purpose***

The Mississippi eLearning Association was formed to ensure the Mississippi Virtual Community College (MSVCC) continues to provide an effective, efficient, quality, educational experience for all MSVCC students.



### ***Article III: Membership***

Membership in this organization shall be granted to the Chief eLearning Officer (CELO) appointed by the college president for each college participating in the MSVCC consortium and individuals at participating MSVCC colleges working in eLearning.

Resource advisors from outside the group (IT, Faculty, and/or Staff) may serve on various subcommittees to support the Association's needs.

Individuals working for the Mississippi Community College Board and/or Mississippi Association for Community Colleges designated as eLearning support staff serve as resource advisors to the Association.

### ***Article IV. Officers***

#### ***Section 1: Officers***

There shall be three officers of the Association consisting of a President, President- Elect, and Secretary who serve one-year terms in each office in succession.

#### ***Section 2: Appointment of Officers***

Members are appointed to serve as officers utilizing the randomly generated Officer Schedule (Appendix N) which ensures all colleges serve within the Association in a fair and equitable manner. Every college must serve, however; if a college has a limited number of office personnel and/or a new director/ eLearning coordinator, the college will be allowed to request delaying their rotation for a year and then will serve as secretary the following year. Officers that do not serve as a director of eLearning at their college will need the approval from their supervisor to serve.

#### ***Section 3: Term***

Each officer shall serve for a one year-term commencing on August 1st. At the conclusion of their term on July 31st, the Secretary will succeed to the office of President-Elect, and the President-Elect will succeed to the office of President.

### ***Article V: Duties of Officers***

#### ***Section 1: President***

The express duties of the President shall be as follows:

- To serve as Chair during MELA Meetings.
- To serve as an acting member of the Administrative Committee.
- Represent MELA at MACC and AOA meetings as needed.
- Submit the MSVCC Calendar to the Academic Officers Association.

#### ***Section 2: President-Elect***

The express duties of the President-Elect shall be as follows:

Chief eLearning Officer (CELO) of their local college or as approved by the CELO.

- To attend all meetings of the Association.
- To plan and organize the MELA Retreat.
- To discharge the duties of the President in the absence of the President.
- To serve as an acting member of the Administrative Committee.
- Establish and operate technologies during MELA Meetings (virtual and physical).
- To stand in for Chair in the event of his or her absence.

### *Section 3: Secretary*

The express duties of the Secretary shall be as follows:

- To attend all meetings of the Association.
- To serve as an acting member of the Administrative Committee.
- To record the minutes of all meetings of the Association including the annual Retreat.
- To distribute the minutes to all members of the Association within one week of the meeting.

## ***Article VI: Meetings***

### *Section 1: Regular Meetings*

Regular meetings shall be held on the 2nd Wednesday of each month. However, if at any meeting it is determined by a majority of the Association that the next regular meeting is unnecessary, such meeting shall not be held.

### *Section 2: Order of Business*

Association members may add items to the agenda by 12:00 p.m. on the Monday before the meeting. The order of business at the regular meetings, and other meetings as applicable, is as follows:

- Call to Order
- Approval of Minutes for the proceeding meeting
- Approval of Agenda for Current Meeting
- Unfinished Business
- New Business
- Action Items
- Open Forum
- Adjournment

### *Section 3: Annual Retreat*

A Retreat, hosted by the appointed President-Elect, will take place annually at the date, time, and location determined by the President-Elect.

### *Section 4: Strategic Planning*

Strategic Planning for the MSVCC shall be conducted bi-annually.

*Section 5: Special Meetings*

Special meetings may be called by the President or by a two-thirds majority of the Association.

*Section 6: Notice of Meetings*

Notice of each meeting shall be given by the President to the Association, by email, not less than seven days before the meeting.

*Section 7: Quorum*

The Association may only take official action and conduct official business when two-thirds majority of the membership is present.

*Section 8: Voting*

Any member may request the Association discuss or take formal action on a particular subject. Once the motion has been made, the motion must be seconded by a member. One representative per college may cast a vote. No college may vote by proxy or absentee ballot.

***Article VII: Committees***

Committees are utilized to develop and implement the Strategic Plan, which guides the MSVCC in achieving its vision for the current cycle (typically four years). The purpose of the strategic planning cycle is to provide quality, accessible, and flexible instructional offerings through the utilization of instructional technologies while ensuring integrity, supporting students, and providing resources for faculty success.

*Section 1: Standing Committees*

The Association shall maintain the following standing committees: Administration Committee, Quality Committee, and Support Committee. Each committee's members are tasked with a subset of topics related to the goals and operation of the MSVCC.

<b>MELA Committee</b>	<b>Primary Topics</b>	<b>Members</b>
<b>Administration</b>	Policies & Procedures Strategic Plan Calendar (Creation and Submission to AO group) Budget & Grants Officer Elections Committee Oversight	President, President-Elect, Secretary, and Immediate Past President.  Ex-Officio Member: MCCB Assistant Executive Director for eLearning & Instructional Technology
<b>Quality</b>	Pedagogy Instructional Design Accessibility Integrity Evaluation Standards Diversity Alignment Engagement and Interaction	Association Members with Experience in the Primary Topics of the Committee  Ex-Officio Member: MCCB
<b>Support</b>	Proctoring MSVCC Academy Training Instructional Technology Resources for Faculty and Students Enrollment Tool LTIs and Vendors/Partnerships	Association Members with Experience in the Primary Topics of the Committee  Ex-Officio Member: MCCB

### *Section 2: Committee Membership*

Each standing committee shall consist of a Chair, Secretary, and Association Members. Each member is expected to be an active participant within the committee.

### *Section 3: Duties of the Standing Committee Chair*

The duties of the chair shall include:

- Schedule meetings
- Prepare agendas
- Preside over meetings
- Prepare and deliver committee reports

### *Section 4: Chair Term*

Each chair shall serve for a two-year term.

### *Section 5: Committee Responsibilities*

Each committee shall:

- Consider and make recommendations to the Association.
- Develop goals and objectives in alignment with the goals of the MSVCC.
- Define metrics, set timelines, and track progress of goals and objectives.

#### *Section 6: Meetings*

The chair shall call meetings of the standing committee as the business of the Association requires. However, Committees are required, at a minimum, to meet bi-annually (once in the fall semester and spring semester). Notice of the meeting shall be given by the Chair, by email, not less than seven days before the meeting.

#### *Section 7: Reports*

The chairs of committees are responsible for keeping the Association informed of committee activities by way of reports. It is expected that reports shall be given:

- During monthly meetings as scheduled; and
- During the Annual Retreat, emphasizing the current and future goals and objectives related to strategic planning.

#### *Article VIII: Amendments*

A two-thirds majority of the Association may amend these By-Laws when necessary. Proposed amendments must be submitted to the Secretary to be sent out with regular Association announcements.

#### *Article IX: Dissolution*

A two-thirds majority of the Association may recommend that the Association be dissolved.

#### *Article X: Certification*

These Bylaws were adopted at the Association meeting on this day (INSERT DATE)

### **MSVCC EXCEPTIONS AND ISSUES COMMITTEE**

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#### **Bylaws of the Exceptions and Issues Committee**

##### *Article I: Purpose*

The Exceptions and Issues Committee exists under the direction of the Mississippi Association of Community Colleges (MACC) to serve the distance education needs and interests of the MSVCC consortium and its individual member colleges.

##### *Article II: Duties and Responsibilities*

###### *Section 1: Exceptions*

The committee shall hear exceptions cases to establish MSVCC policies and operational procedures.

Participating college presidents and the MCCB's Assistant Executive Director for eLearning & Instructional Technology may submit documented exceptions. All submissions should be routed

to the committee via the MCCB Office of eLearning and Instructional Technology. Submissions must be made in writing at least 10 days prior to a meeting.

Exceptions are defined as those events that make a college unable to comply with a policy statement. [Example: The refusal to host a course for reasons such as repeated poor instructor evaluations, instructor credentials, etc.]

#### *Section 2: Issues*

The committee shall hear issues cases involving MSVCC policies, procedures, communication, and other relations.

Issues are defined as events for which a college can comply with policy but wants to argue for a policy change. Issues are further defined as events occurring between individual colleges that demonstrate a lack of resolution without outside arbitration.

Documented issues are to be submitted as illustrated in Article II, section 1.B.

### ***Article III: Membership***

#### *Section 1: Structure*

Membership shall be composed of no more than seven members, including one representative from each of the following areas, college president, chief academic officer, chief eLearning officer, student services official, MCCB staff member, financial officer, and instructor.

#### *Section 2: Nominations*

To obtain membership, nominations must be made by the chair of the represented professional group organization, including the college president position, which will be nominated by the chair of the MACC. Nomination for the MCCB staff member will be made by the MCCB Executive Director. Nominations will be presented to and confirmed by the MACC. Voting rights are granted to any member upon confirmation by the MACC.

#### *Section 3: Term*

Membership rotation shall be two members per two-year period beginning at the end of year two of committee operation. Rotation will begin with and follow the order of positions indicated in Section 1 of Article III. Colleges having outgoing members shall not nominate incoming members.

### ***Article IV: Voting***

A majority vote of the membership present is required for passage of any item. Four committee members must be present to constitute a quorum for a meeting.

### ***Article V: Administration***

Committee Administration shall consist of a Chair, Vice-Chair and Secretary/Coordinator. The committee Chair shall be selected by the membership as indicated in Section A of Article V. The MCCB Office of eLearning shall provide the Secretary/Coordinator. The Secretary/Coordinator may or may not be a committee member.

### *Section 1: Chair, Vice-Chair Term Dynamics*

The term dynamics for the Chair and Vice-Chair shall be:

- Terms of office shall be for one year.
- Officers may serve 2 consecutive terms.
- Nominations of officers shall be taken from the floor.
- Elections of officers shall be by majority vote.
- Officers shall assume office at the next called meeting.
- In the event of vacancy, the remainder of the term shall be filled by a vote of the membership at the meeting immediately following the announcement of vacancy.

### *Section 2: Chair Responsibilities*

The express duties of the Chair shall be:

- Officiate all committee meetings.
- Serve as the official committee spokesperson.
- Reserve the right to create subcommittees as needed.
- Reserve the right to postpone action or request additional information on any exception or issue.
- Shall report to the MACC and to the MCCB as needed. Such reporting shall be for the purpose of notifying the MACC and the MCCB of the committee decisions, and making recommendations on procedures, policy changes, or other related events.

### *Section 3: Vice-Chair Responsibilities*

The express duties of the Vice-Chair shall be:

- The vice-chair shall fulfill all the chair's responsibilities in the event of their absence or other warranting circumstances.

### *Section 4: Secretary/Coordinator Responsibilities*

- The express duties of the Secretary shall be:
- Handle all committee secretarial work.
- Accept exceptions and issues cases.
- Coordinate committee activities
- Coordinate meeting arrangements.
- Coordinate meeting agendas.
- Supply meeting minutes and other documentation to the committee, MACC, MCCB, and MSVCC colleges as needed.

### *Article VI: Meetings*

A college president, Assistant Executive Director for eLearning & Instructional Technology, or any committee member may request a special meeting. Such special meetings will be held at the

discretion of the committee chair. Additionally, special meetings may be called by two or more committee members through the chair regardless of the chair's discretion.

## ***Article VII: Decisions and Appeals***

### ***Section 1: Decisions***

All decisions of the Exceptions and Issues Committee are final and will be communicated by the chair to the parties directly involved. Exceptions and issues decisions will be made or continued at the regularly scheduled meeting immediately following the submission of an exception or issue. Submission must be made at least 10 days prior to a meeting.

### ***Section 2: Appeals***

Exceptions and Issues Committee decisions may be appealed to the MACC. Appeals must be submitted in writing to the MACC chair at least 10 days prior to the MACC meeting at which appeal will be made. An appeal shall be heard, and a decision rendered by the MACC within 60 days after an appeal has been made.

## ***Article VIII: Ratification and Amendments***

### ***Section 1: Modifications***

Any changes to these Bylaws must be made by the Exceptions and Issues Committee and approved for recommendation to the MACC and MCCB by most committee members.

### ***Section 2: Amendments***

Requests to amend these Bylaws shall be made in writing to the committee Secretary/Coordinator and may be made by any involved party.

Upon committee approval, amendments or modifications shall then be submitted to the MACC via the chair of the MACC and to the MCCB.

### ***Section 3: Certification***

Effective dates for these Bylaws and any subsequent amendments or modifications indicated in Article VIII Section 1 shall be immediately upon approval by the MACC and the MCCB.



**MEMORANDUM OF AGREEMENT FOR  
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE PARTICIPATION  
FY 20XX**

Agreement is made this the 1st day of July, 20XX, between the Mississippi Community College Board (hereinafter referred to as the MCCB) and “College Name” Community College (hereinafter referred to as the College). This Memorandum of Agreement describes the system through which the College and the MCCB will operate the Mississippi Virtual Community College (hereafter called the MSVCC).

The Parties Agree to the Following:

1. The College agrees to participate in the Mississippi Virtual Community College (MSVCC) and to adhere to the conditions and guidelines set forth in the Criteria for State Reimbursement of Mississippi Virtual Community College Courses and the MSVCC Policies and Procedures Manual.
2. The MCCB agrees to disburse state funds for students who are enrolled in the MSVCC as set forth in the conditions and guidelines found within the State Funding for Mississippi Virtual Community College Consortium document of the Agreement.
3. The conditions set forth in this agreement may be modified, altered, or changed only by written agreement signed by both parties hereto.

This agreement is hereby signed and dated by the Chief Executive Officer of the MCCB and the College as follows:

[Enter Executive Director Signature]  
[Enter Executive Director Name], Executive Director  
Mississippi Community College Board

[Enter President Signature]  
[Enter President Name], President  
[Enter College Name] Community College

**CRITERIA FOR STATE REIMBURSEMENT OF  
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE COURSES  
FY XX**

Giving full faith to MCCB Policy 8.2 Standards for Quality and Accountability, a community college is in compliance with the MSVCC Policies and Procedures Manual for the Mississippi Virtual Community College (MSVCC) Consortium when it meets the following criteria:

1. Students enrolled in courses where instruction is delivered via distance learning technologies will be counted for audit purposes, the same as that for students enrolled via traditional delivery methods, with the following stipulation: State appropriations will be awarded for Mississippi Virtual Community College (MSVCC) courses that are offered through the MSVCC Enrollment Tool and conform to all operational policies, procedures, and positions as approved by the Mississippi Community College Board (MCCB), in consultation with the Mississippi Association of Community/Junior Colleges (MACC), and as interpreted by the MCCB. MSVCC online courses are defined as those offered through the MSVCC Enrollment Tool, whether hosted or provided, and must follow the policies and procedures outlined in the MSVCC Policies and Procedures Manual. Courses that are not offered in the MSVCC Enrollment Tool, and/or do not have shared students, are “native online courses,” in which the college offering the course(s) determines local policies and procedures. Colleges will be compensated according to their roles as Host and/or Provider colleges for students and courses. Online courses are not classroom based; content is delivered online, does not require regular campus or any synchronous attendance, can be accomplished from a remote site, and are distinguished from hybrid courses, which are merely Internet enhanced.
2. A \$0.90 fee per SCH per semester will be assessed to each college by the MCCB to support the MSVCC and the contractual obligations adopted by the consortium.
3. For state reimbursement under Sections (Number), SB (Senate Bill) (Number), (Year), Regular Session of the Appropriation Bill, hybrid courses are defined as those courses with less than seventy- five percent (75%) of student contact hours provided on-line. All academic, career, and technical courses with primary online delivery (75% or more of student contact hours) will be eligible for state reimbursement. Guidelines for reimbursement of vocational and workforce training courses will be determined as courses are developed.

4. All participating colleges will make MSVCC course offerings, for which they have program approval and accreditation, available to students for fall, spring, and summer semesters as deemed appropriate by local policy and procedures.
5. All participating colleges will adhere to the annual MSVCC calendar developed in cooperation with the Academic Officers Association and approved by the MACC.
6. All participating colleges should make MSVCC course offerings available to students. This may be achieved by publishing the registration website of the MSVCC in the college catalog, printing on college schedules, adding a link to the complete course listing to the college's website, or as deemed appropriate by local college policy and procedure.
7. Participating colleges must allow all courses listed on the MSVCC master course list to remain active until the end of the MSVCC enrollment period unless the class is full or proper notification is given to all colleges by the Provider. Proper notification is defined as email communication to all colleges from the Provider that lists impacted courses within the master listing. Notifications about closures should be made to Chief eLearning Officers (CELOs) and the MCCB Assistant Executive Director for eLearning & Instructional Technology as soon as possible. No deletions can be made after noon on the Wednesday before the term's first start day.
8. All participating colleges must agree to serve as a testing site for MSVCC courses for the term(s) the college is participating in, giving full faith, cooperation, and credit to all other colleges. Colleges must agree to test MSVCC students regardless of the college's role as Host, Provider, or neither. Colleges will participate in any MSVCC protocols, lists, and guidelines regarding testing.
9. All participating colleges must provide eLearning personnel to promote active communication relating to the MSVCC among all other colleges. Participation in regular statewide meetings, student services initiatives (including transcripts and admissions records), accreditation issues, research, and planning will be required of each college.
10. All Provider Colleges will provide the Host College with a copy of the faculty member's credentials and transcripts via the secure MSVCC Enrollment Tool database, verified by the Provider College and so stated in the file at the Host College.
11. All Provider Colleges agree to report (manually and/or via database import) attendance and grades, in accordance with the annual MSVCC calendar, utilizing the MSVCC Enrollment Tool database for the Host College to retrieve.
12. Due to course integrity and security issues, students are prohibited from auditing an MSVCC course.
13. All Provider Colleges agree to indicate in the Enrollment Tool which courses utilize Inclusive Access. An Inclusive Access fee will be charged to the Host College, and the

Provider College will receive the Inclusive Access fee via an adjustment to the MSVCC Assessment at a rate of \$25.00 per credit hour. Inclusive Access is the digital course content delivered to students on the first day of class through the learning management system. Due to the instructional requirement of teaching and learning materials provided through Inclusive Access, there is no opt-out option.

**STATE FUNDING FOR  
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE CONSORTIUM  
FY XXXX  
(FUNDING PROCEDURES)**

Full-Time Equivalent (FTE) Formula from the Community and Junior College Support Appropriations Bill

All MSVCC provider semester credit hours for the summer, fall and spring semesters of the prior year are divided by 30 to determine the number of FTEs and are included in the academic, technical and career categories. Academic, technical and career categories are weighted at 1.0. MSVCC students must be enrolled and in attendance on the last day of the sixth week of each semester, or its equivalent, and reside within the state of Mississippi to qualify for funding.

All colleges participating in the MSVCC will agree to basic MSVCC Operational Guidelines and sign a Memorandum of Agreement (MOA) with the MCCB that outlines the primary responsibilities of the MCCB and the participating colleges.

**EVALUATION SURVEY FOR MISSISSIPPI VIRTUAL COMMUNITY COLLEGE  
FY XXXX**

Please indicate your level of agreement with the following statements:

1. The Memorandum of Agreement allows you sufficient control to maintain accreditation compliance at the local level.
  - a. Strongly Agree
  - b. Agree
  - c. Neutral
  - d. Disagree
  - e. Strongly Disagree
2. The MSVCC Memorandum of Agreement is in line with your college's mission.
  - a. Strongly Agree
  - b. Agree
  - c. Neutral
  - d. Disagree
  - e. Strongly Disagree
3. The Agreement allows you sufficient control over the courses/programs offered through the consortium.
  - a. Strongly Agree
  - b. Agree
  - c. Neutral
  - d. Disagree
  - e. Strongly Disagree
4. The evaluation process of the Agreement was sufficient.
  - a. Strongly Agree
  - b. Agree
  - c. Neutral
  - d. Disagree
  - e. Strongly Disagree
5. You were able to evaluate adequately all aspects of the consortium before entering into this agreement.
  - a. Strongly Agree

- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

6. Comments:

[Open text box for additional comments]

### CONTRACTUAL SERVICES

Services are subject to expire and/or be terminated prior to the next policies and procedures revision cycle.

- **AspirEDU Dropout Detective:** Dropout Detective is a student retention and success solution that integrates directly with Canvas to provide a “risk index” of how likely it is that each online student will drop out of or fail their online courses or traditional courses that heavily utilize Canvas. The program analyzes past and current behavior to predict future performance.
- **Brainfuse, Inc.:** A premier virtual tutoring solution to serve and support the consortium. Brainfuse, Inc. contributes its longevity and success to the employment of high-quality tutors, availability of tutoring in over 100 languages, a highly customizable platform, and extensive analytics and reporting features.
- **Canvas by Instructure:** A comprehensive cloud-based Learning Management System (LMS) that connects all digital tools and resources for learning and instructors into one comprehensive package.
  - **Tier 1 Support:** A 24/7/365 Help Desk assisting via phone, live chat, email, or web form for learners, instructors, and administration.
  - **Canvas Catalog:** A college or company-branded platform that allows for promoting paid and free programs, managing registration and/or payment for professional development, certification programs, continuing education, and customized training solutions.
- **CidiLabs:** Specializes in tools and services for enhancing the learning management system. Their products streamline course development, empowering educators to create engaging online learning experiences without extensive technical knowledge.
  - **DesignPlus:** A tool to help course designers rapidly build and style Canvas courses to make the course more engaging and accessible.
  - **TidyUp:** A fast and uncomplicated way to delete unused files and pages in Canvas.
  - **ReadyGo:** Integrates with the Canvas API to provide instructional designers and Canvas Administrators with data needed to prepare for upcoming terms without having to leave the Canvas interface.
- **MELO:** A virtual library that mirrors the traditional library through online databases, electronic books and journals, and scholarly websites.



- **Opposing Viewpoints:** Issues Database - resource for debaters and includes pro/con viewpoints, reference articles, interactive maps, infographics, and more.
- **CREDO:** Academic reference – Replaces books that include a dictionary, encyclopedia, and background checks, etc.
- **Films on Demand:** Academic Resource - Curriculum-focused streaming video titles from producers such as Films for the Humanities and Sciences, PBS, A&E, History, ABCNews, BBC, NBC News, Shopware, Biography, National Geographic, and others.
- **Issues and Controversies:** Issues Database - Provides current, in-depth, and objective information on contemporary issues. Coverage begins in 1995.
- **Question Point 24/7:** Student Support - provides an around-the-clock reference service, built by a cooperative of participating libraries.
- **SIRS Researcher:** Issues Database - Social Issues Resources Series for trending pro/con leading issues.
- **MILD Grant:** Awarded to the college of the President-Elect to cover the costs associated with hosting the annual MELA Retreat.
- **MS-SARA | NC-SARA:** The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and U.S. territories that establishes comparable nation-wide standards for interstate offering of postsecondary distance education courses and programs.
- **SmarterServices:** Smarter Proctoring is a proctoring management system that organizes and manages all proctoring modalities, including virtual testing center, virtual proctoring, in-person proctoring, and automated proctoring.
  - **RegisterBlast:** An online testing center scheduling solution that allows administrators to manage exam schedules and students to register for proctored exams.
- **Turnitin:** An internet-based plagiarism prevention service that integrates through an LTI (Learning Tools Interoperability) into Canvas and is utilized to check student submissions for original content.

## APPENDIX F: FACULTY CREDENTIALS CERTIFICATION

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### FACULTY CREDENTIAL CERTIFICATION MISSISSIPPI VIRTUAL COMMUNITY COLLEGE (MSVCC)

In accordance with the Southern Association of Colleges and Schools (SACS) faculty requirements, this statement is provided to assist community college districts participating in the Mississippi Virtual Community College (MSVCC) with verification and authentication of faculty credentials.

**Originating College:**

**Faculty Name:** [Enter Faculty Name]

**Faculty ID #:** [Enter Faculty ID]

**Highest Degree Earned:** [Enter Degree]

**From:** [Enter Institution Name]

**Comments:** [Enter Comments]

**List MSVCC Teaching Area(s) with 18 Graduate Hours:**

- [Teaching Area 1]
- [Teaching Area 2]

**List the Graduate Course, 18 Semester Hours, and College for each MSVCC Teaching Area:**

Course	Hours	College	Total Hours	Area 1	Area 2

**Original Transcript on File:** (Yes) (No)

**Date of Employment:** [Enter Date]

**Date of Last Review of Official Documentation:** [Enter Date]

**Chief Academic Officer:** [Enter Name]

**Date:** [Enter Date]

I, [Name], as the Chief Academic Officer of [College Name] Community College, certify the above faculty credential statements and state that the attached copies of transcripts represent the referenced faculty member's original documents on file in the Human Resources office of this college.

**PROVIDER MSVCC GRADE CHANGE FORM**

(To be completed for each course reported. Please maintain confidentiality.)

**Course Name:** [Enter Course Name]

**Course Number:** [Enter Course Number]

**Section:** [Enter Section]

**Course Title:** [Enter Course Title]

**Term:** [Enter Term]

**Providing College:** [Enter Providing College]

**Instructor:** [Enter Instructor Name]

**Host College:** [Enter Host College]

**Receiving Individual:** [Enter Receiving Individual]

**Student Information:**

Student Name	Student ID	Incorrect Grade or Status/LDA	Correct Grade

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**Reason for Grade Change:**

[Enter Reason for Grade Change]

Submit by email to the Chief eLearning Officer (CELO). CELO will disseminate to student's Host College and/or process.

**CORE COURSE EVALUATION GUIDE  
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE (MSVCC)**

These course guidelines should be the basis for each college's evaluation process. Additional measures may be implemented according to college needs. The process for evaluating these core guidelines will be decided upon by individual colleges.

**Course Overview:**

- Welcome message, clear with indication of how to get started with the course.
- Include introductions with student interactions and self-introduction of Instructor.
- Clear instructions on how to get needed materials for success in course.
- Information is included on how communication is expected both from the students and the instructor.
- Course Syllabus is identified.
- What skills and prerequisite knowledge are needed including computer and digital skills needed for success?

**Learning Objectives:**

- Course objectives are measurable.
- Module/Unit objectives are measurable and align with course objectives (suggestion: use an alignment map so students can see the “Why” they are doing things in the course and how it aligns with the Module and Course objectives).

**Assessments and Measurements:**

- The assessments (Quizzes, tests, graded assignments) are aligned with the Course/Module objectives and suited to the level of learning.
- The grading policy is included in syllabus or in course that clearly states how assignments will be graded.
- Rubrics are recommended and should be available at the introduction of the assignment.

**Instructional Materials:**

- The Instructional Materials (Text readings, videos, PowerPoints, websites, book company websites) should be aligned with the Course/Module objectives.
- Include a variety of materials (not just lectures or PowerPoints).
- The Instructional material represents up-to-date theory and practice in the discipline.

#### **Learning Activities and Student Interaction:**

- Activities such as discussion boards, simulated exercises, practice quizzes, case studies, role playing, non-graded tests, and student presentations should align with Course and Module objectives.
- Learning activities should allow for student interaction that support active learning.
- A clear understanding of how the students will interact with the activities is stated.

#### **Course Technology:**

- The tools used in the course align with the course/module objectives (tools would not be used simply for their own sake, but to help students).
- Tools are used for student feedback such as Turn-it-in, online proctoring tools, web conferencing such as “Zoom,” wiki blogs, and collaboration tools.
- Tools promote active learning and engagement with material.

#### **Learner Support:**

- Technical support is clearly linked in the course to the technical support from the college.
- A link is provided for academic support services both on campus and online.
- A link is provided for the student’s resources and other services (Library) that can help the student be successful.

#### **Accessibility and Usability:**

- Course is easily navigated and designed for easy readability.
- Images and Videos and text meet the needs of the diverse learner (Images are alt tagged, videos are closed captioned, or display text used in video below and text is readable with size and color).
- Vendor accessibility statements are present in the course (easily added in template).

**MSVCC STUDENT COURSE EVALUATION**

**General Information:**

1. Choose the appropriate answer regarding your experience with this course.
  - a. This course was effective as an online course.
  - b. This course would be better in a traditional face-to-face setting.
  - c. This course is appropriate in an online environment but would benefit from periodic face-to-face interaction.

**Course Evaluation:**

1. This course is what you expected.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
2. Course information including course goals/objectives, grading procedures, etc. was made available to me.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
3. The course site was well organized and easy to navigate.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
4. The course activities and assignments contributed to my learning.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree

- d. Strongly Disagree
  - e. Not Applicable
5. The textbook supported the course presentations and was appropriate.
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
6. The supplemental materials (handouts, web links, study guides, demonstration materials) contributed to my learning experience.
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
7. Testing procedures were fair and supported the learning experience.
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable

**Interaction and Communication:**

1. I had adequate interaction with the instructor.
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
2. I had adequate interaction with other students.
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable

3. Numerous opportunities for interaction were provided.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
4. Class interactions enhanced the learning experience.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable
5. I felt actively engaged with my classmates and my instructor as a part of a learning community instead of being “on my own.”
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
  - e. Not Applicable

**Instructor:**

Please respond using the following scale:

- Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - Not Applicable
1. The instructor conducted the course in a way that accomplished the stated course objectives.
  2. The instructor demonstrated a thorough knowledge of the subject.
  3. The instructor was effective in utilizing distance learning technology.
  4. The instructor responded to requests for assistance in a reasonable amount of time.
  5. The instructor’s responses to course activities, assignments, and graded work were timely and appropriate.
  6. The instructor displayed professionalism and respect for students.

**Comments:**



1. What was most effective about the course? [Open text box for comments]
2. What suggestions do you have for improving the course? [Open text box for comments]

## APPENDIX J: MSVCC STUDENT SERVICES SURVEY

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### MSVCC STUDENT SERVICES SURVEY

#### General Information

1. How many previous online courses have you completed?
  - a. None
  - b. One
  - c. Two
  - d. Three or more
2. Classification
  - a. Freshman
  - b. Sophomore
  - c. Dual Enrolled
  - d. Non-degree seeking
3. Ethnicity
  - a. Nonresident alien
  - b. Black, Non-Hispanic
  - c. American Indian or Alaskan Native
  - d. Asian or Pacific
  - e. Islander
  - f. Hispanic
  - g. White, non-Hispanic
  - h. Prefer not to respond
4. Gender
  - a. Female

- b. Male
  - c. Prefer not to respond
5. Age Group (Select box for Age Groups)
- a. 16 – 17
  - b. 18 – 24
  - c. 25 – 29
  - d. 30 – 39
  - e. 40 – 49
  - f. 50 – 59
  - g. 60
6. Marital Status
- a. Single
  - b. Married
  - c. Divorced/Separated
  - d. Widow/Widower
  - e. Prefer not to respond
7. Curriculum/Major
- a. Academic (University Parallel)
  - b. Technical
  - c. Career/Vocational
8. What is your primary reason for taking an online course?
- a. Transportation Issues
  - b. Class was unavailable or a traditional section was not open
  - c. Online classes fit my job/work hours better
  - d. Family/Home (including childcare)
  - e. Recommendation by my advisor
  - f. Recommendation by a friend

- g. I wanted to try taking classes this way
  - h. Online experience was positive
  - i. Easy alternative to regular classes
  - j. Other
9. If online courses were not available, would you have enrolled in regular classroom courses?
- a. Definitely would have taken a regular class
  - b. Probably would have taken a regular class
  - c. Probably would not have taken a regular class
  - d. Definitely would not have taken a regular class
10. Based on your experience so far, how do you feel the quality of online instruction compares with traditional classroom instruction?
- a. Online instruction is better
  - b. Instructional quality is about the same
  - c. Traditional classroom instruction is better
11. Based on your experience so far, how do you feel the integrity of online instruction compares with traditional courses you have taken?
- a. Online instruction integrity is better
  - b. Integrity is about the same
  - c. Traditional classroom integrity is better

### **Student Services**

Please respond using the following scale:

Strongly Agree      Agree      Disagree      Strongly Disagree      Not Applicable

- 1. General information regarding the college was accessible or was provided to me.
- 2. Registration for online courses was easy and adequately supported.
- 3. Information regarding college policies and procedures was made available to me.
- 4. Program and course advisement services were made available to assist me in course selection and placement.

5. Please rate your satisfaction with communication with the following student service offices. (If you do not utilize a service, please select Not Applicable.)
  - a. Admissions/Records
  - b. Counseling/Advising
  - c. Financial Aid
  - d. Business Services
  - e. Housing
  - f. Recruiting
  - g. Bookstore
  - h. eLearning/Distance Learning
6. The college provided adequate access to textbook services and course materials.
7. The college provides adequate access to financial aid services.
8. Information regarding campus activities was accessible.
9. What suggestions do you have for improving Student Services? (COMMENT BOX)

### **Library Resources/Services**

Please respond to questions 1 – 5 using the following scale: 1 – Yes, 0 – No.

1. The course(s) that I am currently taking require(s) library resources/research. If your answer is no, please skip questions 2 – 8 of this section and proceed to section IV. Technology.
2. For my online course assignments, I needed resources, books, and magazines which were NOT available online.
3. If I needed resources, books, and magazines which were NOT available online, an alternate method for obtaining the resources was available.
4. Instructions for using library resources were provided in the following ways (Select all that apply):
  - a. Online through the MELO website
  - b. Online through my college
  - c. Handouts
  - d. Librarians

- e. Faculty Instruction
  - f. Instructions for using library resources were adequate and effective.
5. Check the following electronic resources that you have used (select all that apply):
- a. MELO (MS Electronic Libraries Online)
  - b. MAGNOLIA/ (EBSCO Host)
  - c. College library website
6. During the semester, I used library resources in the following ways (select all that apply):
- a. Accessed my college's library website
  - b. Talked in person to someone
  - c. Used Ask a Librarian 24/7 Live Chat service
  - d. Called on the phone
  - e. Accessed through my Canvas course
7. What suggestions do you have for improving Library Resources/Services?
8. Comments:

### **Technology**

Please respond using the following scale:

4 – Strongly Agree, 3 – Agree, 2 – Disagree, 1 – Strongly Disagree, 0 – Not Applicable

- 1. I understood that this course would be conducted completely online.
- 2. Prior to enrolling in an online course, I was made aware that I must have access to a reliable computer with consistent internet connectivity.
- 3. I was appropriately prepared with the technical skills needed to be successful in an online course.
- 4. Canvas functioned properly with minimal problems.
- 5. The software used in my course(s) functioned properly and was adequately supported.  
Please include the name(s) of the software application(s) you used.

Comments:

- 6. Technical support was adequate.

7. Please list any areas where technical support was inadequate. Please be detailed and include specific names, offices, or resources you used for support. Comments:

Comments

Please list any additional comments or suggestions.

## APPENDIX K: MSVCC PROVIDER COURSE REVIEW

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### MSVCC Provider Course Review

In accordance with the MSVCC Policies & Procedures Manual, the Provider College is responsible for uploading faculty credentials and course syllabi into the Enrollment Tool. Host College may use this form to determine if a Provider College's credentials and course criteria align with local instructional practices and procedures.

**Course:** [Enter Course Name]

**Instructor:** [Enter Instructor Name]

**College Site:** [Enter College Site]

**Faculty Credentials:**

- Approved
- Disapproved

**Comments:** [Enter Comments]

**Evaluated by:** [Enter Evaluator Name]

**Date:** [Enter Date]

**Criteria:**

1. **Course description is clearly stated:**

- Yes
- No
- Undetermined

**Comments:** [Enter Comments]

2. **Student learning outcomes, goals, and objectives are clearly and specifically stated:**

- Yes
- No

- Undetermined

**Comments:** [Enter Comments]

**3. A syllabus containing required information is made available electronically to the student:**

- Yes
- No
- Undetermined

**Comments:** [Enter Comments]

**4. Grading policies are clearly stated:**

- Yes
- No
- Undetermined

**Comments:** [Enter Comments]

**5. Learners can easily contact the instructor:**

- Yes
- No
- Undetermined

**Comments:** [Enter Comments]

**Final Review of Course:**

- Approved
- Disapproved

**Comments:** [Enter Comments]

**Evaluated by:** [Enter Evaluator Name]

**Listed to Schedule for Semester:** [Enter Semester]

**Date:** [Enter Date]

### **PROCTOR CONFIDENTIALITY AGREEMENT**

As a test proctor, with access to the MSVCC proctor database, it is important for you to maintain the confidentiality of any information you may have access to during your employment. This confidentiality extends to test, student, and faculty information.

**Test information includes, but is not limited to:**

- Content
- Passwords
- Length, format, or perceived difficulty of assessments

**Student information includes, but is not limited to:**

- Type of test being taken
- Course or section in which the student is enrolled
- Student data such as grades, ID number, address, or phone number
- Results or outcomes of any tests taken in the Assessment Center

**Faculty information includes, but is not limited to:**

- Faculty contact information not available to students
- Frequency or infrequency of password changes
- Deadlines or extensions
- Materials in or associated with the online course site
- Special provisions extended to students

**Acknowledgment:**

I understand and will comply with these requirements to maintain confidentiality of all information which I may come to know because of my employment as a test proctor. I understand that this includes all information I have access to in the MSVCC proctor database. My signature below indicates that I acknowledge my responsibilities as an online test proctor.

**Proctor Signature:** [Enter Signature]

**Date:** [Enter Date]



### APPLICATION FOR OFF-CAMPUS TEST PROCTOR

**Date:** [Enter Date]

**Proctor's Information:**

- **Name:** [Enter Proctor's Name]
- **Title:** [Enter Title]
- **College/Affiliation:** [Enter College/Affiliation]
- **Address:** [Enter Address]
- **Phone Number:** [Enter Phone Number]
- **Fax:** [Enter Fax Number]
- **Email Address:** [Enter Email Address]
- **Relationship to the Student:** [Enter Relationship]

**Agreement:**

I agree to serve as the proctor for the examination of the referenced student. I acknowledge that I have no relationship with the student outside that listed above.

**Proctor's Signature:** [Enter Signature]

**Date:** [Enter Date]

(Please attach a copy of your faculty/staff ID or statement of affiliation on organizational letterhead signed by an organization officer to this request.)

**Student's Information:**

- **Full Name:** [Enter Full Name]
- **Address:** [Enter Address]
- **City, State, Zip Code:** [Enter City, State, Zip Code]
- **Phone Number:** [Enter Phone Number]
- **Email:** [Enter Email]
- **Course(s) Title (i.e., ACC1213 HO):** [Enter Course Title]
- **Reason for not coming to campus:** [Enter Reason]

**Submission Instructions:**

Return this form to the eLearning Office through email [email@example.com] or Fax [601-XXX-XXXX].

APPENDIX N: OFFICER ROTATION LIST

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**MSVCC COLLEGES OFFICER ROTATION LIST**

**Term Begins in August**

<b>College</b>	<b>Order</b>	<b>Secretary</b>	<b>President-Elect</b>	<b>President</b>
<b>Jones College</b>	1	2023	2024	2025
<b>Mississippi Delta Community College</b>	2	2024	2025	2026
<b>East Mississippi Community College</b>	3	2025	2026	2027
<b>Coahoma Community College</b>	4	2026	2027	2028
<b>Mississippi Gulf Coast Community College</b>	5	2027	2028	2029
<b>Southwest Mississippi Community College</b>	6	2028	2029	2030
<b>Meridian Community College</b>	7	2029	2030	2031
<b>Holmes Community College</b>	8	2030	2031	2032
<b>Northeast Mississippi Community College</b>	9	2031	2032	2033
<b>Northwest Mississippi Community College</b>	10	2032	2033	2034
<b>Copiah-Lincoln Community College</b>	11	2033	2034	2035
<b>Hinds Community College</b>	12	2034	2035	2036
<b>Pearl River Community College</b>	13	2035	2036	2037
<b>East Central Community College</b>	14	2036	2037	2038
<b>Itawamba Community College</b>	15	2037	2038	2039

**[Skip to main content](#)**