POLICIES & PROCEDURES

MISSISSIPPI VIRTUAL COMMUNITY COLLEGE

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).

Approval Dates

The MSVCC Policies & Procedures Manual follows a rigorous approval process initiated by the MELA Administrative Committee:

- Approval by the Mississippi eLearning Association: **April 12, 2023**
- Approval by the Mississippi Association of Community Colleges: **April 25, 2023**
- Approval by the Mississippi Community College Board of Trustees: **May 19, 2023**

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TABLE OF CONTENTS

EXECUTIVE SUMMARY

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 colleges 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 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)**

Definition of a MSVCC Course

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.

STATE FUNDING AND MCCB SUPPORT

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.

In addition to the above allocation, MSVCC shared **host and provider** hours may qualify for incentive funding on the basis of the prior year's full-time equivalency of MSVCC shared hours during the summer, fall, and spring semesters. To be considered in this separate section of the formula, the MSVCC student at the **"Host" college** must be taking the course from another **"Provider" college**. Those semester credit hours being **hosted** by one college shall receive funding at the weight of **0.75** and those semester credit hours being **provided** by one college shall receive funding at the weight of **0.25**.

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 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.

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 Division 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 Division budget includes salary and fringe benefits for 3 positions, to include an Assistant

Executive Director for eLearning and Instructional Technology, an Instructional Design Specialist, and a Professional Development Specialist.

MSVCC RESOURCES AND SERVICES

MSVCC 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:

- The Support Committee is tasked with vetting any new or existing vendor services and making a motion to adopt or discontinue services to the MELA.
- During a monthly meeting, the Mississippi eLearning Association (MeLA) will act on eLearning related vendor services.
- 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 MACC, the AED eLearning and Instructional Technology will work as the liaison between the MeLA, MACC, ITS, and the MCCB.
- All technology service agreements overseen by ITS adhere to the following procedure:
    - The ITS procurement request is initiated by the AED eLearning and Instructional Technology.
    - ITS will assign a Technology Consultant to the procurement request to ensure compliance with applicable state laws and guidelines.
    - The ITS Technology Consultant will inform the AED eLearning and Instructional Technology of the procurement determination (i.e.; competitive purchase or sole source).
    - ITS will draft a contract which 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 eLearning and Instructional Technology will request spending approval by the MCCB Board.
    - Upon approval by the MCCB Board, ITS will collect contract signatures. The Executive Director of ITS will sign on behalf of the MCCB.
- Once the contract is executed, the MCCB Division for eLearning and Instructional Technology coordinates implementation, training, and technology support.
- The Support Committee continues to monitor the overall value and usage of service for the contract's life cycle.

MSVCC Resources and Services

The following are resources and services overseen by the Division and do not require oversight by ITS.

- **MSVCC Enrollment Tool:** The MSVCC Enrollment Tool (ET) is an enrollment management system for MSVCC online courses and students across the 15 Mississippi community colleges. The ET provides access to courses from any Mississippi community college, which allows the Host College to offer their students additional course options from other colleges. Permissions and processes in the ET are developed by Divisions of the MCCB in consultation with the MELA and the MACC, and as interpreted by the MCCB.
- **MSVCC Website:** The Division provides information via webpages to faculty, staff, and students about the MSVCC, such as MSVCC course listings, faculty resources, student resources, and help guides.
- MELA Canvas Course: The MELA Canvas Course is designed to improve the collaboration of the MSVCC Consortium and provide resources that will enhance the quality of eLearning education.
- **Professional Development:** Coordinated by the Professional Development Specialist, the MSVCC Academy offers high-quality training to faculty, administrators, K-12 teachers, and out-of-state participants. A wide variety of topics are offered, including Canvas, instructional design, teaching best practices, educational web applications, and vendor technology tool training. Services include multiple webinars a week held at various times including night sessions, 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. The Agreement allows participating Mississippi colleges and universities to offer distance programs and courses to residents of member states without seeking state-by-state approval and is intended to make 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 is administered by four regional education compacts.
- **MELO:** Mississippi Electronic Library Online (MELO) is a virtual library that mirrors the traditional library through online databases, electronic books and journals, and scholarly websites. Learners and instructors can utilize 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 MELA Retreat. The President-Elect must maintain records of the utilization of funds.

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.

MSVCC CALENDAR

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 enrollment dates for summer, fall, and spring 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 summer, fall, and spring 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.

SEMESTER	TERM CODE	ET DISPLAY
Fall Semester		
August 15-Week	AUG15	AUG (15wks)
August 8-Week	AUG08	AUG (8wks)
October 8-Week	OCT08	OCT (8wks)
August 4-Week	AUG04	AUG (4wks)
September 4-Week	SEP04	SEP (4wks)
October 4-Week	OCT04	OCT (4wks)
November 4-Week	NOV04	NOV (4wks)
Spring Semester		
December 3-Week	DEC03	DEC (3wks)
January 15-Week	JAN15	JAN (15wks)
January 8-Week	JAN08	JAN (8wks)
March 8-Week	MAR08	MAR (8wks)
January 4-Week	JAN04	JAN (4wks)
February 4-Week	FEB04	FEB (4wks)
March 4-Week	MAR04	MAR (4wks)
April 4-Week	APR04	APR (4wks)

Summer Semester		
May 3-Week	MAY03	MAY (3wks)
June 8-Week	JUN08	JUN (8wks)
June 4-Week	JUN04	JUN (4wks)
July 4-Week	JUL04	JUL (4wks)

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.

- During the fall semester two years before the academic year of implementation, the MSVCC Administrative Committee drafts the calendar using Section 4.5 Control Dates and 4.6 Guidelines of this manual.
- During the following spring, the MELA reviews and approves the drafted calendar.
- Upon approval by the MELA, the MSVCC President submits the calendar to the Academic Officers Association (AOA) during their Spring AOA meeting.
- The AOA reviews the calendar and submits suggested revisions to the MELA.
- If revisions are required, the Administrative Committee will make necessary revisions and submit them to the MELA for approval.
- If no revisions are required, the AOA will vote on the MSVCC calendar during their Summer AOA Meeting.
- The President will notify the MELA of the outcome of action taken by the AOA.
- Upon approval by the AOA, the Assistant Executive Director for eLearning & Instructional Technology will provide the college Presidents with a finalized draft of the MSVCC Calendar for review at the next available MACC meeting.
- Upon approval by the MACC, the MCCB Instructional Design Specialist will publish the MSVCC Calendar within the MELA Canvas Course, build the control dates within the ET, and notify the MELA upon completion.
- The MELA may begin developing course offerings within the ET in advance of the common state-wide MSVCC registration date.

MSVCC student enrollment will begin and end on the common dates as published in the approved annual calendar.

The colleges may, before the statewide enrollment date, enroll local students in their locally provided online courses. Students cannot enroll into courses offered by other colleges until the statewide enrollment period begins.

Drop/Add Period

Students can drop and/or add MSVCC courses only within the allowed timeframe.

- 8-week and 15-week terms – First 2 days of term
- 3-week and 4-week terms – First day of the term only

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)*

MAJOR FUNCTIONS	15 WEEKS	8 WEEKS	4 WEEKS	3 WEEKS
Course Build/Registration *Courses will be uploaded from the SIS every term*				
Registration Ends	4 Days	4 Days	3 Days	3 Days
Drop/Add/Administrative Clean-up	13 Days	13 Days	6 Days	6 Days
Census Date *Calculated at 33% of the term*	33%	33%	33%	33%
Withdrawal Date *Calculated at 75% of the term but forced to the closest Friday. This date will be referred to as the Adjusted Withdrawal Date.*	75%	75%	75%	75%
Course Surveys				
Course Survey Opens	53%	53%	53%	53%
Course Survey Closes	87%	87%	87%	87%
Student Services & Faculty Surveys *The dates are set for the first & last possible days of the overall semester*				
Spring Semester	Open – First day of DEC03 Close – Last day of MAR08			
Fall Semester	Open – First day of AUG15 Close – Last day of OCT08			
Summer Semester	Open – First day of MAY03 Close – Last day of JUN08			
Mid-Term and Final Grades *The due date in ET is always set to be on a Monday*				
Mid-Term Grades Due	Monday of 9th Week	Monday of 5th Week	N/A	N/A
Final Grades Due	Monday Following the last day of the term	Monday Following the last day of the term	Monday Following the last day of the term	Monday Following the last day of the term
Grade Window Opens	5 Days before the due date			
Grade Window Closes	3 Days after the due date			
Audit				
Audit Rosters Available	1 Day after Census Date			
Audit Rosters Off	Last day of the term			

Guidelines Used to Determine Agreed Upon Dates for Public Calendar

SEMESTER REGISTRATION BEGINS/PUBLIC SITE OPENS	
Spring Semester	1st Tuesday of November
Summer/Fall Semesters	1st Tuesday of April
Enrollments Loaded into Canvas	1pm Wednesday before classes begin
Drop/Add Period	
8- and 15-Week Terms	1st two (2) days of term
4- and 3-Week Terms	1st day of the term only
No Shows Due	
15 Week Terms	17th day of the term (typically 3rd Wednesday)
8 Week Terms	10th day of the term (typically 2nd Wednesday)
3- and 4-Week Terms	5th day of the term (typically 1st Friday)
Pre-Verification of Course Files for Audit	9th week of the semester

COLLEGE RESPONSIBILITIES

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 Instructional Design Specialist 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 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).**
- In addition, a copy of the instructor's transcripts verifying credentials should be loaded into the Faculty Profile in the ET. *Note: The instructor's SSN 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.]*
- 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 _____, _____, and _____ terms. 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

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 consortium defines attendance in MSVCC courses as active participation in course learning activities.

- 8-week and 15-week classes: Attendance will be measured weekly and should be based upon documentable engagement with the course content.
- 3-week and 4-week classes: Attendance will be measured twice per week and should be based upon documentable 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 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

Any student who wishes to make a complaint regarding any aspect of the MSVCC must take the following steps:

- **Step 1:** Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the two parties usually resolves most of the problems.
- **Step 2:** If informal efforts to resolve the problem are not productive, the complainant should then contact the CELO at the student's Host College to help in processing the complaint.
- **Step 3:** If the complainant, at this point, wishes to file a formal complaint, they should express the specific nature of the complaint and the remedy sought in writing to the Provider College's CELO with a copy sent to the Host College's CELO. The providing CELO will then refer it to the appropriate person for disposition. A response will be made to the complainant within 15 working days.
- **Step 4:** If the complainant is not satisfied with the resolution of the grievance, they must follow the procedures for appeal as prescribed by the providing college. The appeal must be made in writing within five (5) working days of the previous decision. Complainants who do not submit a written appeal by the appointed date forfeit any further consideration in this matter.

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 misssissippi.edu/mcca and following the student complaint process. Complainants may also contact the appropriate agency in their state of residency.

Proctored Exams

A proctored exam is supervised by an approved, neutral person (a proctor) or a virtual proctoring system, which ensures the identity of the exam taker and the integrity of the proctoring environment. Proctored exams are used for MSVCC courses to ensure compliance with the Southern Association of Colleges and School Commission on Colleges (SACSCOC) standards which require that colleges demonstrate that a student who registers in a distance or correspondence course or program is the same student who participates in and completes the course or program and receives the credit.

- **Verification of Student Identity and Testing Integrity:** Passwords for proctored exams are entered by faculty into a secured repository. Only instructors, proctors, and eLearning administrators have access to this portal. Students must take proctored exams at on-campus locations or via an approved virtual proctoring service, unless otherwise approved. Upon entrance into the exam (both in person

and virtually), students must verify their identity using a photo ID. The proctor will then sign them into the exam and monitor student progress until exam submission.

- **Fees:** Students authorized to use off-site or virtual proctoring may be assessed a testing fee for site utilization. No fee is assessed to students enrolled in an MSVCC course 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 exam(s) per MSVCC course with a term of 6 weeks or more will be allowed, except for four credit-hour courses which may require a maximum of four (4) proctored exams. A minimum of one (1) and a maximum of two (2) proctored exams(s) per MSVCC course with a term of 5 weeks or less will be allowed.

- **Repository:** A proctoring repository is utilized by the MSVCC. This repository includes for each MSVCC course the instructor's name, instructor's Provider College, course name, exam name, exam password, exam availability, software, the time allowed, and the allowed items.

- **Grading:** The graded value and/or weight of an MSVCC proctored exam must be included on the syllabus uploaded to the MSVCC ET.

- **Time Limit:** Proctored exams should be limited to a maximum of 2 hours for all MSVCC exams to ensure comparable testing standards of traditional course methodology.

- **Delivery Method:** All proctored exams will be conducted electronically through the learning management system or via an applicable third-party site (MyMathLabs, SAM, etc.) as determined by the Host instructor. Copies of materials utilized during testing, such as scratch paper or calculations, can be emailed to the instructor upon request. Requests for copies of materials used during testing must be made in advance via the statewide proctoring repository.

- **Facilities:** In accordance with substantive change, each college should maintain at least one adequate proctoring facility in a campus location suitable to the requirements of the college and the needs of the students.

- **Personnel:** Any site designated for MSVCC proctored testing should have a staff person available for proctoring, as needed. This person's primary responsibility should be proctoring and overseeing the lab. Colleges with more than one campus should have a person at each location that will be available to proctor exams on an as-needed basis. The Proctor Confidentiality Agreement **(APPENDIX L)** should be signed by all personnel who have access to the MSVCC proctored exam database. Copies of signed agreements will be housed in the Chief eLearning Officer's office.

- **Testing Hours:** Each college is responsible for ensuring adequate hours of operation and staffing to meet student demand.

- **Computer Standards:** Each college will be responsible for assessing the quantity of computers and the duration of testing hours. Each computer should be Internet accessible. The computers should also be equipped with Microsoft Office Suite and meet the minimum requirements set by the MSVCC.

Network personnel from each college should monitor the network connection to and from the testing labs. If the equipment is not working properly, the network personnel should take appropriate actions.

- **Proctoring Standards Evaluation:** Each college evaluates their proctoring needs annually to ensure adequate hours of operation and resources to support the needs of MSVCC and local students.
- **Out-of-State Proctoring:** Colleges that permit out-of-state testing at locations not listed within test site portal must follow established procedures to ensure approval for off-site proctors and centers **(APPENDIX M)**.
- **Virtual Proctoring:** Individual colleges will determine the availability of virtual proctoring for their hosted students (students who register through that school). Colleges that do not permit virtual proctoring and/or do not allow certain virtual proctoring solutions should note such in the course comment section. The student is responsible for ensuring sufficient computer standards to use this service.

Textbooks

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

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:

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

Section 2: President-Elect

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

- **A.** Chief eLearning Officer (CELO) of their local college or as approved by the CELO.
- **B.** To attend all meetings of the Association.
- **C.** To plan and organize the MELA Retreat.
- **D.** To discharge the duties of the President in the absence of the President.
- **E.** To serve as an acting member of the Administrative Committee.
- **F.** Establish and operate technologies during MELA Meetings (virtual and physical).
- **G.** 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:

- **A.** To attend all meetings of the Association.
- **B.** To serve as an acting member of the Administrative Committee.
- **C.** To record the minutes of all meetings of the Association including the annual Retreat.
- **D.** 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:

- **A.** Call to Order
- **B.** Approval of Minutes for the proceeding meeting
- **C.** Approval of Agenda for Current Meeting
- **D.** Unfinished Business

E. New Business
   F. Action Items
   G. Open Forum
   H. 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.

MELA COMMITTEE	PRIMARY TOPICS	MEMBERS
Administration	• 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
Quality	• 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 Instructional Design Specialist
Support	• 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: Professional Development Specialist, 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:

A. Schedule meetings
B. Prepare agendas
C. Preside over meetings
D. 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:

A. Consider and make recommendations to the Association.
B. Develop goals and objectives in alignment with the goals of the MSVCC.

C. 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:

A. During monthly meetings as scheduled; and
B. 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 Bylaws

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.

A. 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 Division. Submissions must be made in writing at least 10 days prior to a meeting.

B. 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.

A. 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.
B. 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 members 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:

A. Terms of office shall be for one year.
B. Officers may serve 2 consecutive terms.
C. Nominations of officers shall be taken from the floor.
D. Elections of officers shall be by majority vote.
E. Officers shall assume office at the next called meeting.
F. 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:

A. Officiate all committee meetings.
B. Serve as the official committee spokesperson.
C. Reserve the right to create subcommittees as needed.
D. Reserve the right to postpone action or request additional information on any exception or issue.
E. 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:

A. 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:

A. Handle all committee secretarial work.
B. Accept exceptions and issues cases.
C. Coordinate committee activities
D. Coordinate meeting arrangements.
E. Coordinate meeting agendas.
F. 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. Meeting dates will be posted on the website of the Mississippi Virtual Community College.

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.

APPENDIX

Appendix A: Memorandum of Agreement

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:

_____   _____

"ED Name," Executive Director   "President Name," President

Mississippi Community College Board   "College Name" Community College

Appendix B: Criteria for State Reimbursement

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.

Appendix C: State Funding for MSVCC Consortium

State Funding For Mississippi Virtual Community College Consortium FY XXXX

(FUNDING PROCEDURES)

State Funding for Mississippi Virtual Community College

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.

In addition to the above allocation, MSVCC shared **host and provider** hours may qualify for incentive funding on the basis of the prior year full-time equivalency of MSVCC shared hours during the summer, fall and spring semesters. To be considered in this separate section of the formula, the MSVCC student at the "host" college must be taking the course from another "provider" college. Those semester credit hours being **hosted** by one college shall receive funding at the weight of 0.75 and those semester credit hours being **provided** by one college shall receive funding at the weight of 0.25.

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.

Appendix D: Evaluation Survey for MOA

Evaluation Survey for Mississippi Virtual Community College

FY XXXX

1. The Memorandum of Agreement allows you sufficient control to maintain accreditation compliance at the local level.

    Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

2. The MSVCC Memorandum of Agreement is in line with your college's mission.

    Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

3. The Agreement allows you sufficient control over the courses/programs offered through the consortium.

    Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

4. The evaluation process of the Agreement was sufficient.

    Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

5. You were able to evaluate adequately all aspects of the consortium before entering into this agreement. (MSVCC Policies and Procedures Manual)

    Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

If you wish, please add any additional comments:

Appendix E: MS Community College Services and Contracts

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

1. **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. (Procurement Pending)

2. **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 is a 24/7/365 Help Desk that provides assistance via phone, live chat, email, or web form for learners, instructors, and administration. The Help Desk provides customized assistance based on a knowledge base portfolio submitted by each college, ensuring that assistance received after hours complies with individual school policies and procedures.
   - The Canvas Catalog is a college or company-branded platform that allows for promoting paid and free programs. Catalog can be utilized to manage registration and/or payment for professional development, certification programs, continuing education, and customized training solutions.

3. **Link-Systems:** NetTutor is a customized online tutoring service for all major subjects that allows each college to customize the service through a unique Rules of Engagement. Each tutor holds a minimum of a bachelor's degree and is located within the United States.

4. **MELO:** A virtual library that mirrors the traditional library through online databases, electronic books and journals, and scholarly web sites. Learners and instructors can utilize 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.
   - 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.
   - Discovery Platform + PrepSTEP
   - 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. Libraries agree to answer questions for each other in real time, using our virtual reference software. The Cooperative helps supplement your hours of service by being available to your community 24 hours a day, seven days a week, including holidays.
- SIRS Researcher: Issues Database - Social Issues Resources Series for trending pro/con leading issues.

5. **MILD Grant:** The MILD Grant is awarded to the college of the President-Elect to cover the costs associated with hosting the annual MELA Retreat. The President-Elect must maintain records of the utilization of funds.

6. **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. The reciprocity allows participating Mississippi colleges and universities to offer distance programs and courses to residents of member states without seeking state-by-state approval and is intended to make 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 is administered by four regional education compacts.

7. **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. The software is delivered inside Canvas, centralizing the proctoring process for all 15 schools and the 55 testing centers across the state of Mississippi. This tool allows colleges the flexibility to select the proctoring modalities that best meet their students' needs.
   - ProctorU is a live, online proctoring service that allows students to take an exam via webcam, microphone, and high-speed internet connection from a secure location. ProctorU is a partner of Smarter Proctoring. ProctorU is an optional service and paid for directly by the student and/or the local college.
   - RegisterBlast is an online testing center scheduling solution that allows administrators to manage exam schedules and students to register for proctored exams. RegisterBlast is a partner of Smarter Proctoring.

8. **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

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: **Faculty ID #:**

Faculty Status: (F/T)   (P/T)   **Area: Academic Career Technical**

Highest Degree Earned: **From:**

Comments:

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

    1)

    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: _____**

Date of Last Review of Official Documentation: I, *(insert name)* as the Chief Academic Officer of *(insert college name)* Community College certify to 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.

Chief Academic Officer: _____   Date: _____

Appendix G: MSVCC Grade Change Form

PROVIDER MSVCC GRADE CHANGE

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

Course Name: _____   Course Number: _____

Course: _____   Section: _____

Course Title: _____   Term: _____

Providing College: _____   Instructor: _____

Host College: _____   Receiving Individual: _____

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

Reason for grade change:

Submit by email to CELO. CELO will disseminate to student's Host College and/or process

Appendix H: Core Course Evaluation Guide

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.

1. Course Overview
   A. Welcome message, clear with indication of how to get started with the course.
   B. Include introductions with student interactions and self-introduction of Instructor.
   C. Clear instructions on how to get needed materials for success in course.
   D. Information is included on how communication is expected both from the students and the instructor.
   E. Course Syllabus is identified.
   F. What skills and prerequisite knowledge are needed including computer and digital skills needed for success?
2. Learning Objectives
   A. Course objectives are measurable.
   B. 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.
3. Assessments and Measurements
   A. The assessments (Quizzes, tests, graded assignments) are aligned with the Course/Module objectives and suited to the level of learning.
   B. The grading policy is included in syllabus or in course that clearly states how assignments will be graded.
   C. Rubrics are recommended and should be available at the introduction of the assignment.
4. Instructional Materials
   A. 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)
   B. The Instructional material represents up to date theory and practice in the discipline.
5. Learning Activities and Student Interaction
   A. 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.
   B. Learning activities should allow for student interaction that support active learning.
   C. A clear understanding of how the students will interact with the activities is stated.
6. Course Technology
   A. 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

    B. Tools promote active learning and engagement with material

7. Learner Support (can easily be in a template for all courses at the college)

    A. Technical support is clearly linked in the course to the technical support from the college

    B. A link is provided for academic support services both on campus and online

    C. A link is provided for the student's resources and other services (Library) that can help the student be successful

8. Accessibility and usability

    A. Course is easily navigated and designed for easy readability

    B. Images and Videos and text meets the needs of the diverse learner (Images are alt tagged, videos are closed captioned or displays text used in video below and text is a readable with size and color)

    C. Vendor accessibility statements are present in the course (easily added in template)

Appendix I: MSVCC Student Course Evaluation

I. General Information

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.

II. Course Evaluation

Please respond using the following scale:

Strongly Agree   Agree   Disagree   Strongly Disagree   Not Applicable

   a. This course is what you expected.
   b. Course information including course goals/objectives, grading procedures, etc. was made available to me.
   c. The course site was well organized and easy to navigate.
   d. The course activities and assignments contributed to my learning.
   e. The textbook supported the course presentations and was appropriate.
   f. The supplemental materials (handouts, web links, study guides, demonstration materials) contributed to my learning experience.
   g. Testing procedures were fair and supported the learning experience.

III. Interaction and Communication

Please respond using the following scale:

Strongly Agree   Agree   Disagree   Strongly Disagree   Not Applicable

   a. I had adequate interaction with the instructor.
   b. I had adequate interaction with other students.
   c. Numerous opportunities for interaction were provided.
   d. Class interactions enhanced the learning experience.
   e. I felt actively engaged with my classmates and my instructor as a part of a learning community instead of being "on my own."

IV. Instructor

Please respond using the following scale:

Strongly Agree   Agree   Disagree   Strongly Disagree   Not Applicable

       a. The instructor conducted the course in a way that accomplished the stated course objectives.

       b. The instructor demonstrated a thorough knowledge of the subject.

       c. The instructor was effective in utilizing distance learning technology.

       d. The instructor responded to requests for assistance in a reasonable amount of time.

       e. The instructor's responses to course activities, assignments, and graded work were timely and appropriate.

       f. The instructor displayed professionalism and respect for students.

V. Comments

       a. What was most effective about the course?

       b. What suggestions do you have for improving the course?

Appendix J: MSVCC Student Services Survey

    I.   General Information

How many previous online courses have you completed?

    A. None
    B. One
    C. Two
    D. Three or more

Classification

    A. Freshman
    B. Sophomore
    C. Dual Enrolled
    D. Non-degree seeking

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

Gender

    A. Female
    B. Male
    C. Prefer not to respond

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

Marital Status

    A. Single
    B. Married
    C. Divorced/Separated

D. Widow/Widower

E. Prefer not to respond

Curriculum/Major

A. Academic (University Parallel)

B. Technical

C. Career/Vocational

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

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

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

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

II. Student Services

Please respond using the following scale:

Strongly Agree   Agree   Disagree   Strongly Disagree   Not Applicable

A. General information regarding the college was accessible or was provided to me.

B. Registration for online courses was easy and adequately supported.
C. Information regarding college policies and procedures was made available to me.
D. Program and course advisement services were made available to assist me in course selection and placement.

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
I. The college provided adequate access to textbook services and course materials.
J. The college provide adequate access to financial aid services.
K. Information regarding campus activities was accessible.
L. What suggestions do you have for improving Student Services? (COMMENT BOX)

III. 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
5. Instructions for using library resources were adequate and effective.
6. 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

7. 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
    d. Accessed through my Canvas course
8. What suggestions do you have for improving Library Resources/Services?

Comments:

IV. 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:

V. Comments

Please list any additional comments or suggestions.

Appendix K: 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: _____Instructor: _____

College Site: _____

Faculty Credentials: ⌗   Approved   Disapproved

Comments:

Evaluated by: _____Date: _____

Criteria:

1. Course description is clearly stated:
   Yes   No   Undetermined
   Comments:
2. Student learning outcomes, goals, and objectives are clearly and specifically stated.
   Yes   No   Undetermined
   Comments:
3. A syllabus containing required information is made available electronically to the student.
   Yes   No   Undetermined
   Comments:
4. Grading policies are clearly stated.
   Yes   No   Undetermined
   Comments:
5. Learners can easily contact the instructor.
   Yes   No   Undetermined

Comments:

Final Review of Course

Approved   Disapproved

Comments:

Evaluated by: _____

Listed to Schedule for Semester: _____Date: _____

Appendix L: Proctor Confidentiality Agreement

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, the following:
- ☐ 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

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: _____   Date: _____

Appendix M: Off-Site/Out-Of-State Approval Form

Application for Off-Campus Test Proctor

Date: _____

Proctor's Name: _____

Title: _____

College/Affiliation: _____

Address: _____

Phone Number: _____   Fax: _____

Email Address: _____

Relationship to the Student: _____

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

Proctor's Signature: _____   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 Full Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____   Email: _____

Course(s) Title (i.e., ACC1213 HO): _____

Reason for not coming to campus: _____

Return this form to the eLearning Office through email xxx@xxx.edu or Fax 601-XXX-XXXX.

Appendix N: Officer Rotation List

MSVCC COLLEGES		TERM BEGINS IN AUGUST		
COLLEGE	ORDER	SECRETARY	PRESIDENT-ELECT	PRESIDENT
Jones College	1	2023	2024	2025
Mississippi Delta Community College	2	2024	2025	2026
East Mississippi Community College	3	2025	2026	2027
Coahoma Community College	4	2026	2027	2028
Mississippi Gulf Coast Community College	5	2027	2028	2029
Southwest Mississippi Community College	6	2028	2029	2030
Meridian Community College	7	2029	2030	2031
Holmes Community College	8	2030	2031	2032
Northeast Mississippi Community College	9	2031	2032	2033
Northwest Mississippi Community College	10	2032	2033	2034
Copiah-Lincoln Community College	11	2033	2034	2035
Hinds Community College	12	2034	2035	2036
Pearl River Community College	13	2035	2036	2037
East Central Community College	14	2036	2037	2038
Itawamba Community College	15	2037	2038	2039