

FY 19-20



Annual Report

Mississippi Gulf Coast Community College

"Making a Positive Difference"



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19/20 ANNUAL REPORT

The MGCCC Learning Resources Centers (LRC) are housed at the Perkinston campus, the Jackson County campus, and the Harrison County campus. The centers (with the exception of the Harrison County LRC, which no longer houses Media Services) are comprised of three different areas: the Library, Learning Lab, and Media Services. Each of these areas are vital parts of the college experience and provide services to meet the needs of our students, staff, and faculty. The LRC is committed to our users, carrying out the college's mission to foster lifelong learning, responsible citizenship, and progressive leadership in our dynamic community.

MISSION STATEMENTS

Library

The mission of the library at Mississippi Gulf Coast Community College is to provide instructional support services that reinforce the curriculum of the college. We accomplish this by providing a well-trained staff, excellent resources, and accessible facilities. We encourage and assist students to use the resources of our libraries to meet their personal needs and educational goals.

Learning Lab

The mission of the Learning Lab at Mississippi Gulf Coast Community College is to provide instructional support services that reinforce the curriculum of the college, enhance the quality of the Teaching & Learning environment, and foster the educational endeavors of the students, staff, and faculty. The services and materials provided support the educational needs of our community as well as the vision and the mission of the college.

Media Services

The mission of the Media Services Department at Mississippi Gulf Coast Community College is to foster the educational endeavors of faculty, staff, and students. We accomplish this by providing high quality audiovisual equipment, a wide variety of current media materials for curriculum support of classroom instruction, and extensive video production for college use.

COVID 19 RESPONSE

March 16 2020 - June 30 2020

In March of 2020, college employees left for Spring Break, expecting to return to their campuses the next week. On Tuesday of Spring Break, it was announced that the break would be extended another week, and on Friday, March 20th, it was confirmed that classes would move online until April 17th in response to the COVID-19 pandemic. The Assistant Deans for the Learning Resources Centers (LRC) immediately began working with their staff and faculty to implement previous plans to move services online, and were ready to continue services when it was announced on April 3rd that classes would remain online until the end of the semester.

While most LRC employees returned to campus in late April and early May, services remained remote through the end of the fiscal year. With the exception of coming onto campus to study or sit at a computer, students had access to all of the services that were offered on campus. Rather than reducing services, our response to the COVID-19 pandemic has expanded our services and changed our service model to one that will provide more support for off-campus students even after the pandemic is over.

This annual report reflects the response of the LRCs to the campus closure collectively and by campus in each section. It is important to take the impact of campus closure into consideration when reviewing statistics for usage of areas and resources and in comparing them to previous years.

It is also of note that the LRCs were unable to hold their annual retreat this fiscal year. Several Webex and Zoom meetings were held that included librarians from each campus, and online meetings were held at a campus level with Learning Lab faculty to plan for reopening, but the LRCs did not meet as a whole for training and planning.

LEARNING
Resources
CENTER

COLLEGE WIDE



SECTION 1



*"If you can imagine it, you can achieve it; if
you can dream it, you can become it."
- William Arthur Ward*



MGCCC LIBRARIES

Harrison County  Jackson County  Perkinston

MGCCC Libraries are located at Harrison County, Jackson County, and Perkinston campuses, and provide access to print resources, DVDs, computers, study space, and technical and research assistance from Librarians and staff. The Libraries also provide support to the faculty through resources, classroom instruction, customized tutorials and guides, and videos that can be embedded in Canvas shells.

Increasingly, the libraries have become a unified online space, housing resources and services just as our physical locations do. This unified online presence requires a great deal of cooperation and communication as the libraries work together to make judgements about using campus budget allocations for subscription resources that benefit the entire college, to create a website that allows for easy access to these resources, and to agree upon strategic goals for library instruction that drive the creation of online guides and tutorials. With the addition of library chat, a unified online schedule for staffing has been another cooperative effort.

In FY20, MGCCC Libraries agreed to cut the database Infobase eBooks due to extremely low usage and worked together to add Kanopy, JSTOR and JOMI to our online resources as well as the new Atrium library system. While Atrium has been implemented and is being used, it is an ongoing shared effort as the libraries work together to try to create consistent policies of use, creation and deletion of records, and a shared pool of information as new discoveries are made or errors pinpointed.

MGCCC Libraries also work with other community college libraries throughout the state through the MELO consortium as part of the Mississippi Virtual Community College as well as with Mississippi State University through Magnolia, a collection of state funded online resources for K-12, public libraries, and college libraries.



A major goal in FY20 was the redesign of the Library website. In April 2019, the LRC Council approved allowing the new Assistant Dean of Learning Resources at the Harrison County campus access to edit the Library and Learning Lab websites, as long as all changes were made in cooperation with the other campus Assistant Deans. The library webpage, at that time, consisted of a small list of subscription resources and then linked users to the MELO and Magnolia pages to find other resources. The goal for this redesign was to increase the visibility of available library resources by housing them all on the website rather than redirecting users to other sites.

The new website was created throughout the summer, with feedback from all the campus librarians and Assistant Deans, featuring pages listing resources with descriptions in alphabetical order and grouped by subject. The Harrison County Assistant Dean also worked with EBSCO to create a functional "Search Everything" box for the homepage that would allow users to search the library catalog as well as many of the databases. The new site was launched at the start of the Fall 2019 semester.

In December of 2019, EBSCO implemented new security requirements for access to all of their databases. Mississippi State University worked with colleges across the state to assist them in creating new access links. New Harrison County librarian Sarah Dauterive worked with Mississippi State and revised the website design so that the links only had to be changed in one location and also made other modifications based on feedback received about the new website. The revision went live at the end of the semester.



When the campus closure took place that spring, the Harrison County Library subscribed to a 90-day free trial of the library chat software Library H3LP and installed a chat box on the website to create a virtual reference desk. All three campus libraries worked together to create a chat schedule so that the "desk" was staffed during normal service hours, with the addition of some weekend hours. Outside of these hours, the MELO chat service was available, staffed by the consortium and an academic co-op.

A new page, "Library Services during COVID-19" was also created (with input from all three libraries) explaining modified operations, linking to resources that were now free during the pandemic, showing free wi-fi spots throughout the state, and highlighting new tutorials and guides. Librarians at each campus took home laptops with Jabber so that they could monitor their phones as well as email to provide assistance to students and instructors. Librarians from all three campuses also gave a Webex EDP on online library services to help instructors understand what was available to them during campus closure.

Toward the end of the fiscal year, the free trial of Library H3LP ran out just as the MELO consortium chat moved to Springshare's LibAnswers platform. Librarian Sarah Dauterive was assigned to be the point person on this and worked with each campus and the consortium to set up an MGCCC Libraries FAQ, email reference service, and to have all campus librarians trained on using the new MELO chat.

Online Chats

March	14
April	32
May	14
June	15

DATABASE OFFERED BY VENDOR

EBSCO

Academic Search Complete
Academic Search Premier
AGRICOLA
AltHealthWatch
Bibliography of Native North Americans
Biography Reference Center
Book Collection: Nonfiction
Business Source Complete
Computer Source
Consumer Health Complete
eBook Collection
eBook Community College Collection
Educational Administration Abstracts
Environment Complete
ERIC
Funk and Wagnalls
Garden, Landscape & Horticulture Literature Index
Gender Studies
GreenFILE
Health Source: Nursing/Academic Edition
History Reference Center
Hospitality and Tourism Complete
Humanities and International Complete
Humanities Source
Information Science and Technology Abstracts
International Bibliography of Theatre and Dance
Legal Collection
LexiPals
Library, Information Science and Technology Abstracts
Literary Reference Center
MAS Ultra
MasterFILE Complete
MasterFILE Premier
Middle and Junior High Core Collection
Music Index
Natural and Alternative Treatments
Newspaper Source
NoveList
Open Dissertations
Points of View Reference Center
Professional Development Collection

Psychology and Behavioral Sciences
Collection
Race Relations Abstracts
Regional Business News
Religion and Philosophy Collection
Research Starters
Salud in Espanol
Senior High Core Collection
Serials Directory
Teacher Reference Center
TOPICsearch
Vocational and Career Collection
PrepSTEP

Gale

Opposing Viewpoints
Gale eBooks
Literature Resource Center
Testing and Education Reference Center

Infobase

Ancient and Medieval History Online
Films on Demand: Archival Films and Newsreels
Films on Demand: Master Academic
Films on Demand: Master Career and Technical
Films on Demand: Nursing
Issues and Controversies
Modern World History Online
Science Online

JSTOR

JOMI

Kanopy

Proquest

eBook Central
SIRS

Medcom Trainex

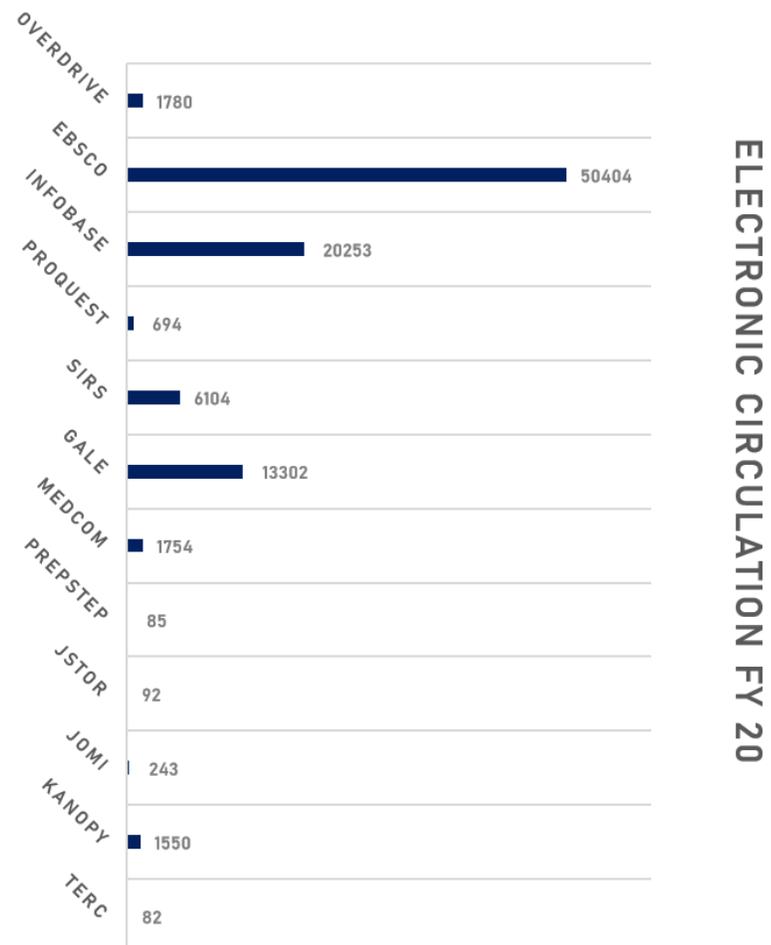
Overdrive



MGCCC LIBRARIES

Electronic Circulation

Harrison County  Jackson County  Perkinston



EBSCO shows the highest usage, with 54 of our databases being offered through this vendor. Academic Search Complete had the highest usage of the 54 with Academic Search Premier and the Community College eBooks Collection coming in second and third in usage.

Infobase has the second highest usage, with four research databases, with Issues and Controversies having the highest usage of the four, and the popular Films on Demand streaming film collections having the highest usage for Infobase overall.

A focused effort was made in FY20 to promote our testing databases. Librarians attended a training session on Gale Testing and Education Resource Center (TERC) and EDPs were offered on this database and PrepStep. Usage for TERC did rise while PrepStep use continued to fall. The libraries plan to continue efforts to promote these databases in FY21.

JSTOR and JOMI are our newest additions, with JSTOR being added in April, after campus closure, and JOMI being added in June, at the very end of the fiscal year,

A shift in electronic usage was expected this year due to the website redesign. Previously, the library website featured a list of subscription resources and linked out to the Magnolia and MELO page for other resources. One of the main purposes of the website design was to show users every resource they have access to in one place.

Another change impacting usage was the addition of the "Search Everything" box. This feature searches through multiple databases and the library catalog, increasing the chances that users will access multiple databases that contain the information they need rather than going directly to familiar databases.

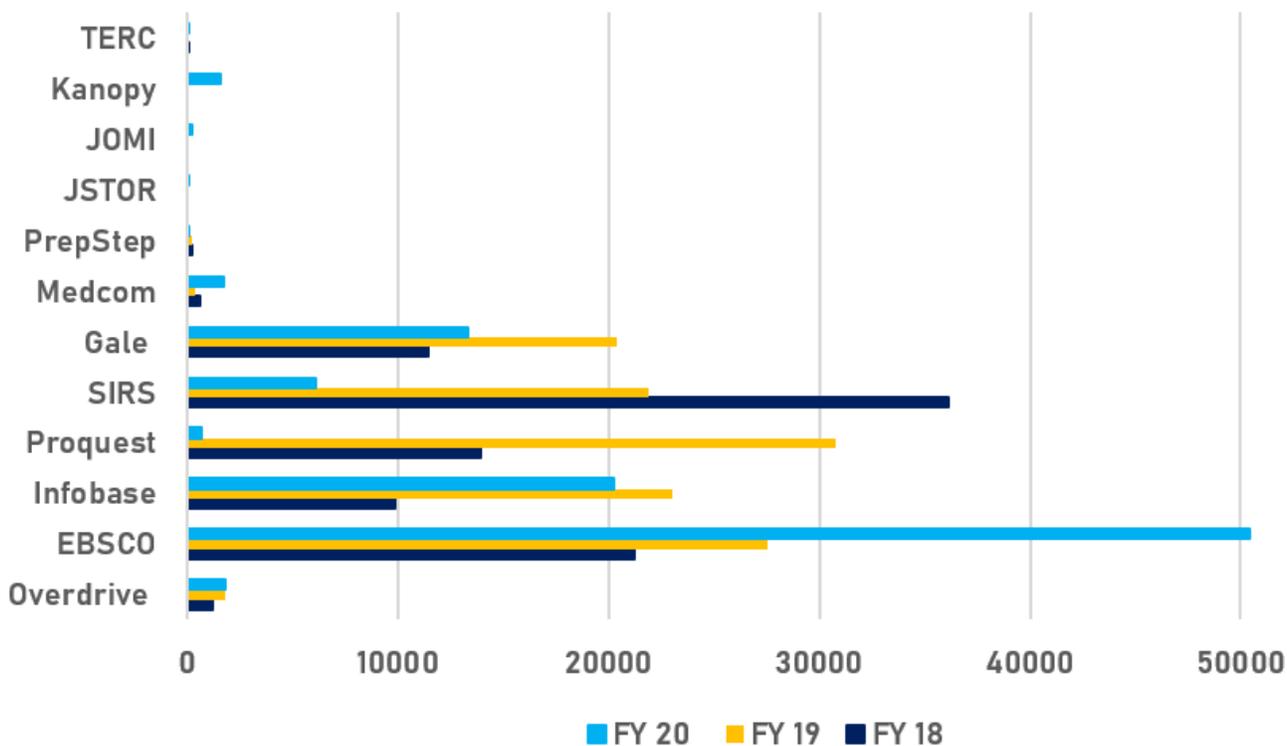


MGCCC LIBRARIES *Electronic Circulation*

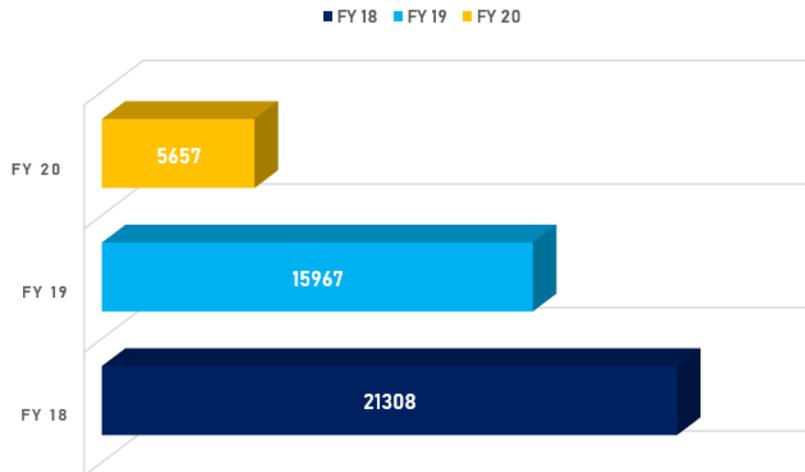
Harrison County ■ Jackson County ■ Perkinston

In a three year comparison between FY20, FY19, and FY18, use of EBSCO databases has had the greatest leap. The most likely explanation for this is that EBSCO comprises the majority of library databases. Another explanation could be that the "Search Everything" box is an EBSCO product and may favor results from EBSCO databases. Proquest saw a drop, specifically Proquest eBook Central, formerly know as Ebrary. There are two potential reasons for this drop. One is that eBook Central is formerly one of the databases listed on the homepage. The second is that, the name changed to Proquest eBook Central. If a former user of Ebrary went to look for it, they would no longer find the database on the homepage and would not find the database in the A-Z list due to the name change. The libraries have now created a graphic for the homepage that directs users looking for Ebrary to Proquest eBook Central in the hope that it will raise usage in the next fiscal year. SIRS Researcher usage is also down dramatically. This may be due to other databases being made easily available but an exact cause cannot be pinpointed. Infobase usage has gone down, potentially due to the addition of Kanopy, but Science Online shows the lowest usage.

Electronic Databases (3yr Comparison)



Harrison County  Jackson County  Perkinston



College-Wide Print Circulation

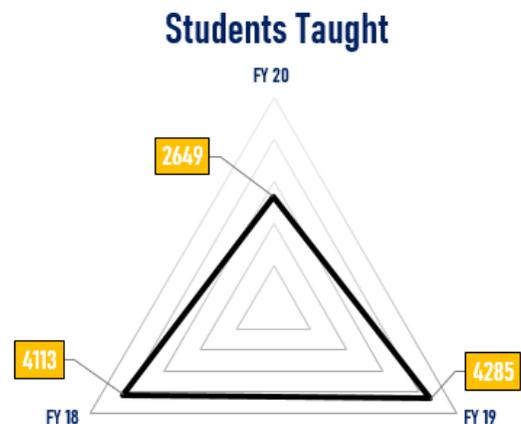
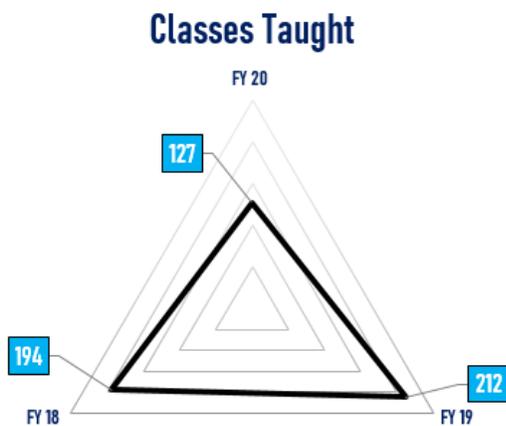
Campus Print Circulation FY 20		
Harrison County	Jackson County	Perkinston
1904	2579	1174

Print circulation is made up of print and other physical items that are checked out in the library. This is primarily print books but could also be DVDs or audiobooks. This number also includes inter-campus loans, books sent from one campus to another for checkout, and Interlibrary Loans, books borrowed from other libraries in the region, state, country, and potentially internationally. Print materials are added and removed based on the MGCCC Libraries' collection development policy and on program accreditation requirements.

Circulation of print materials predictably fell in FY20 due to campus closure for COVID-19 and was 64% lower than FY19 and 73% lower than FY18. Librarians promoted eBooks as alternatives to students during the Spring semester. In the Summer semester, Jackson County spearheaded a curbside book pickup service and Harrison County soon followed. The libraries worked with Institutional Relations to advertise the service on social media.

Library Instruction is vital for introducing instructors and students to library resources and the research process. More and more, library instruction is evolving to also teach students critical thinking and information literacy skills as well. One way that the MGCCC Libraries promoted instruction this year was to create a new Library Instruction request form. This form allows instructors to schedule an instruction session, or multiple sessions, and choose from a menu of the types of instruction available.

The number of instruction sessions predictably decreased due to campus closure, but librarians found alternatives to classroom instruction throughout the Spring and Summer as they worked with instructors through Canvas and also created tutorials, videos, and guides for the website.

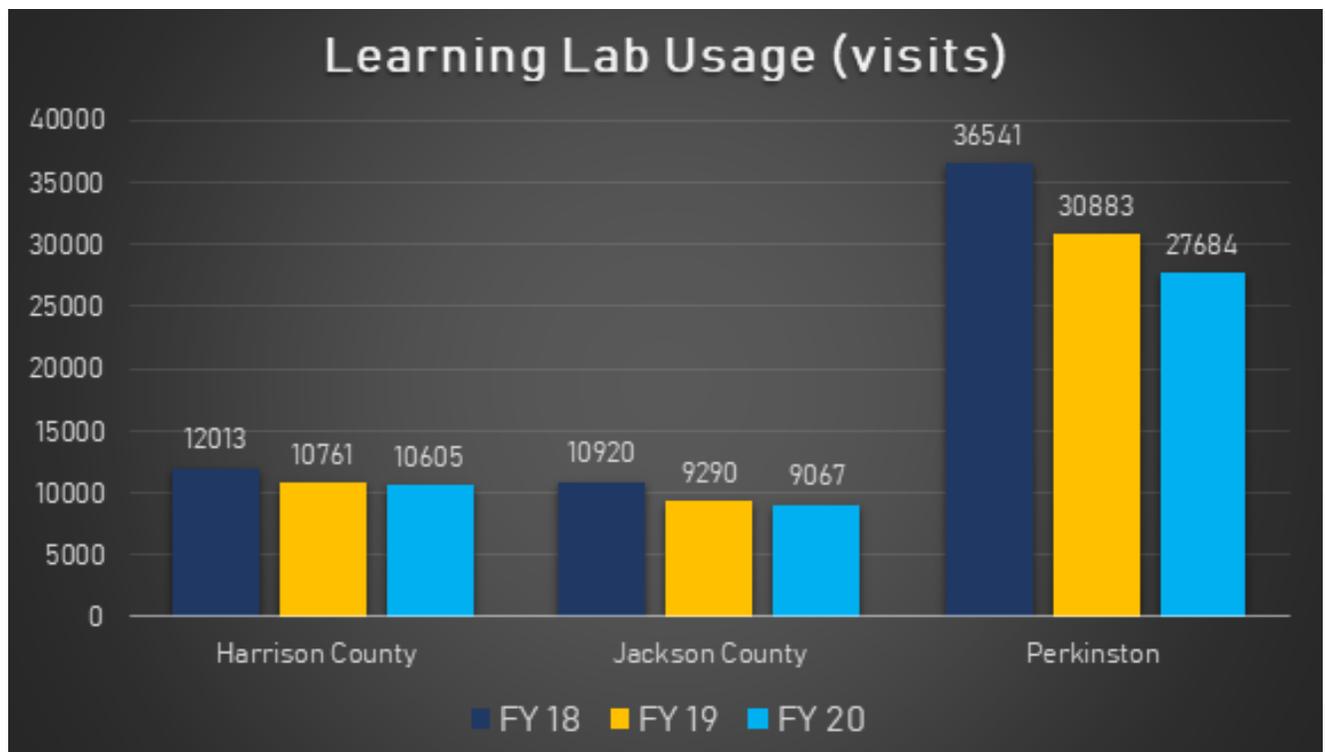
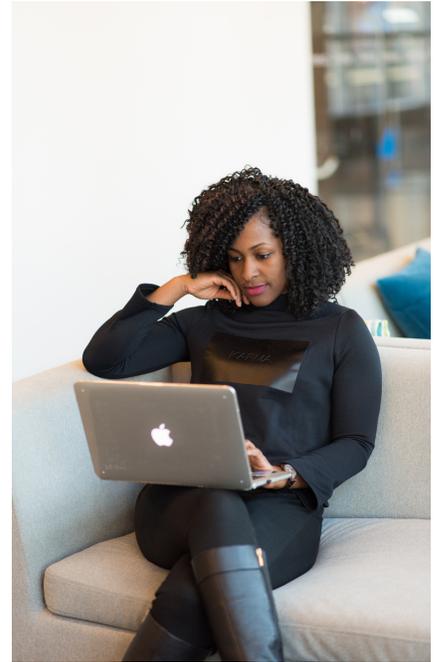


Overall Library Instruction		
Harrison County	Jackson County	Perkinston
26 Classes	37 Classes	64 Classes
428 Students	963 Students	1258 Students

MGCCC LEARNING LABS

Harrison County  Jackson County  Perkinston

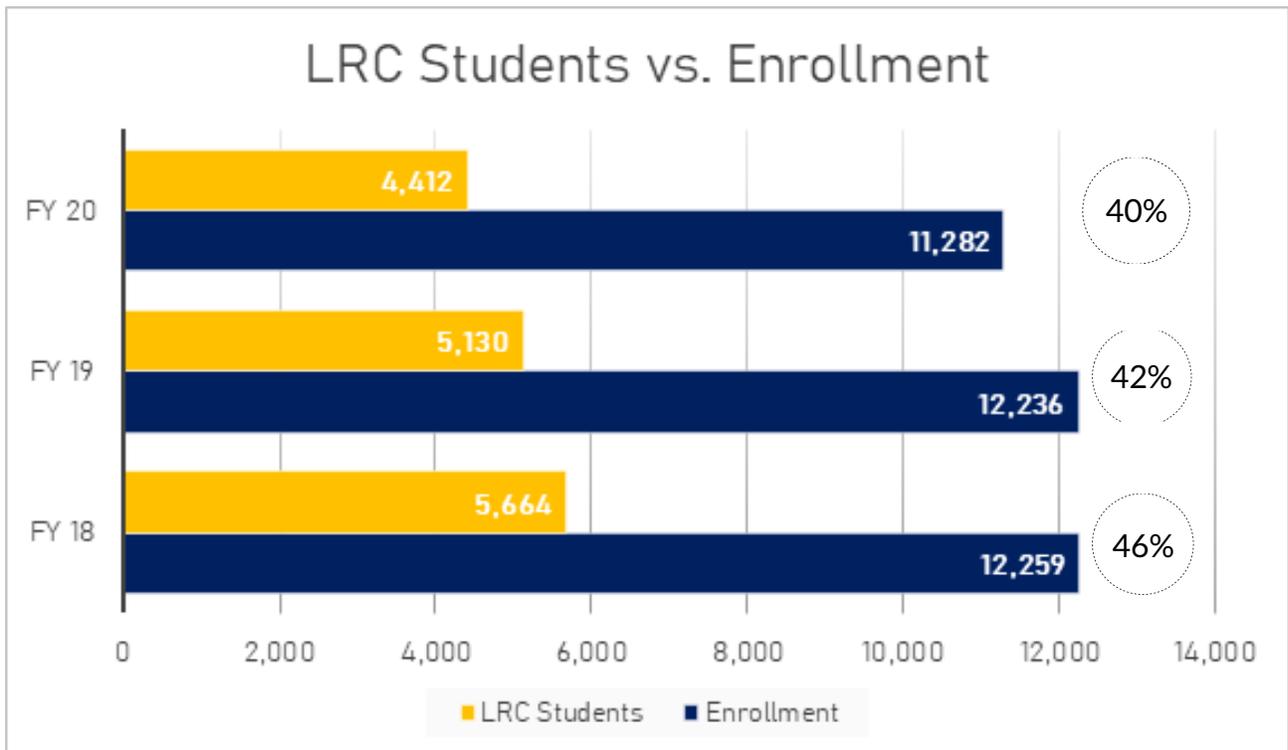
The Learning Lab is a center within the LRC that serves as a tutoring and resources center for our students. At MGCCC, we have Learning Labs housed at our three main campuses: Harrison County, Jackson County, and Perkinston. Together, they served over 4,412 students in roughly 47,000 visits during FY 20. Clocking just over 52,000 hours, we serve our students primarily in the areas of Math, Science, and Writing, as well as providing computer labs, and some tutoring for specialty courses on certain campuses as needed. A wide variety of students use our facilities for our excellent tutoring and for our many resources that help make subjects easier to understand. Due to COVID-19, our in-person tutoring stopped March 13th, 2020 and was moved online for the end of our spring semester and our full summer semester. Before the shutdown, we were on track for increasing our usage from our FY 19 numbers.



MGCCC LEARNING LABS

Harrison County  Jackson County  Perkinston

College-wide, the campus Learning Labs effectively served 40% of our student population in FY 20. This is a slight decrease from FY 19 and may be correlated with a decrease in enrollment and the closure that occurred in March for COVID-19. Statistics show, however, if we would have been opened in person we would have increased that number to at least 44%.



MGCCC LEARNING LABS

Harrison County  Jackson County  Perkinston

Orientations & Workshops are given each semester to promote Learning Lab services and to address specific learning needs. Orientations are given at the beginning of each semester to familiarize both new and returning students with information about lab resources and offerings. These are offered in the classroom, in the lab, and online. Instructors also work closely with teaching faculty in order to create curriculum-based workshops to address student needs, targeting areas where students, as a whole, needs extra instruction helps insure student success.



Orientations		Workshops	
HC	136	HC	37
JC	29	JC	35
PK	134	PK	92

When students sign in to use the lab, they choose a subject area or reason for visiting the lab, and this is logged as a visit. The actual hours students spend in the lab are counted when students sign out, with a no sign-out defaulting to one hour. Encouraging sign-outs to record accurate hours will be an ongoing effort across the Learning Labs in the next year and after.

College-Wide Visits Served

Subject	Harrison County	Jackson County	Perkinston
Nursing Reading	87	33	179
Math Lab	2,369	1,383	4,686
Computer Lab	485	1,317	9,525
Science Lab	3,907	633	9,406
Computer Basic Lab	-	1,181	-
Spanish Lab	-	37	239
Writing Lab	1,053	587	3,394
Self-Study	2,495	3,744	-
Accounting Lab	74	5	255
Study Skills	135	147	-
	10,605 Visits	9,067 Visits	27,684 Visits

College-Wide Area Hours

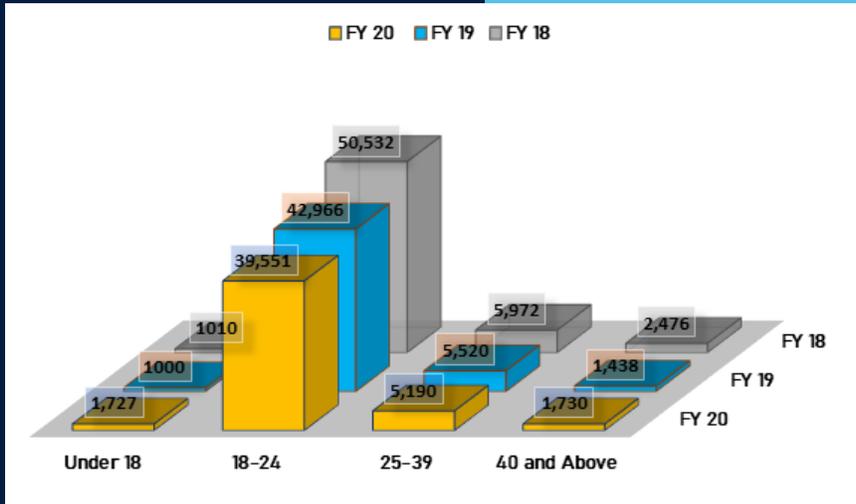
Subject	Harrison County	Jackson County	Perkinston
Nursing Reading	95	29	235
Math Lab	2,927	1,738	5,533
Computer Lab	524	1,386	9,943
Science Lab	5,022	587	10,006
Computer Basic Lab	-	1,188	-
Spanish Lab	-	37	252
Writing Lab	1,063	587	3,593
Self-Study	2,814	3,919	-
Accounting Lab	91	4	258
Study Skills	153	134	-
	12,687 Hours	9,633 Hours	29,821 Hours



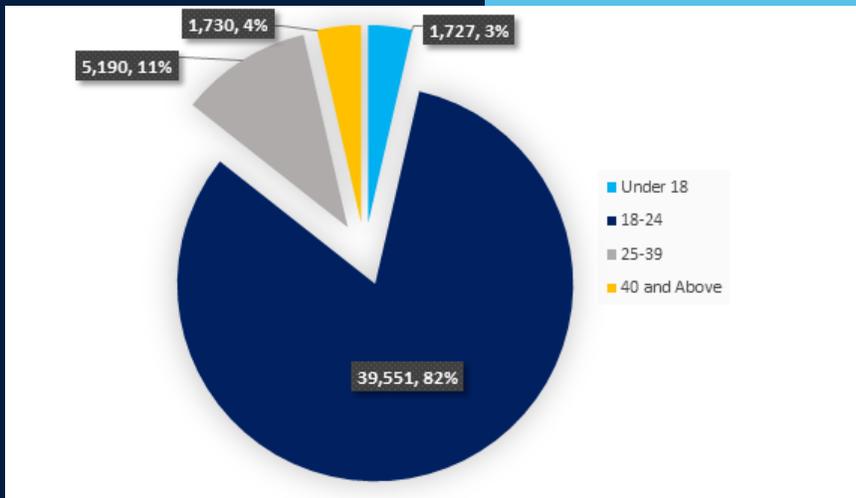
MGCCC LEARNING LABS

Harrison County  Jackson County  Perkinston

Average Age Comparison 3 year



FY 20 Age Comparison



The Learning Labs across all three campuses have unique student needs due to diversity in population, environmental differences, and industry needs. Throughout the FY 20 data we have seen decreases in some areas and increases in others but within age breakdown there is still a need for intervention in our 40 and above population and in our Collegiate Academy age group.

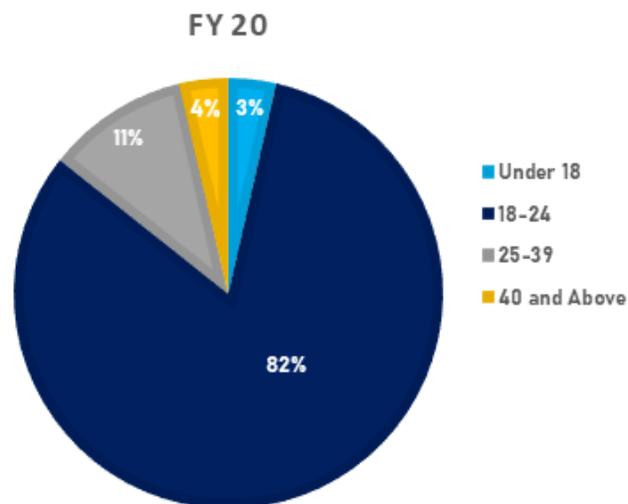
Looking closely at the Collegiate Academy age population is a goal that our Harrison County Campus will be focusing on during the FY 21 year due to the increase in usage in FY 20. These students will be a great statistical group to follow throughout their two year journey.



MGCCC LEARNING LABS

Harrison County  Jackson County  Perkinston

College-wide, we served 40% of our enrolled students in FY 20. Based on our visits for FY 20 we saw 3% under 18, 82% 18-24, 11% 25-39, and 4% 40 and above. We saw a major increase with our under 18 population from FY 19 with their age group almost doubling their visits in FY 20 compared to FY 19. This was one of our goals last year. This year our focus will be offering more online resources in order to attract a wide range of ages to our Canvas courses.



COLLEGE WIDE GPA

FY 2020	2.99
FY 2019	2.93
FY 2018	2.94

HARRISON COUNTY GPA

FY 2020	2.91
FY 2019	2.85
FY 2018	2.86

JACKSON COUNTY GPA

FY 2020	3.05
FY 2019	2.99
FY 2018	2.99

PERKINSTON GPA

FY 2020	2.99
FY 2019	2.91
FY 2018	2.93

In the Learning Resources Center one of our fast facts for students is that if you spend more time in the Learning Lab and use our resource you will have higher than average GPA's. In the comparison of FY 19 and FY 20 we have increased that number by an average .06 percentages points. This is a great draw for students and we hope to continue to measure against this metric.



SPECIAL ALLOCATIONS

FY 20 COLLEGE-WIDE LRC BUDGET

Databases/Subscriptions

Proquest eBrary College	\$8,083.52
Medcom/Trainex Online Videos	\$7,500.00
Magnolia Project	\$2,500.00
Cengage Opposing Viewpoints	\$8,268.75

\$26,352.27

Equipment

Laptop Charging Cart (JC - 1)	\$884.07
Dell Latitude 3500 CTO Laptops (JC - 8)	\$7,182.96
Dell Network Charging Cart 30 Devices (HC - 1)	\$1,936.16
Docking Kit for Latitude 3300 (HC - 1)	\$589.32
Dell Latitude 3300 XCTO Laptops (HC - 7)	\$5,070.24
Dell Latitude 3500 BTX Laptops (PK - 5)	\$4,340.25
Canon EOS Rebel T7i DSLR Camera (PK - 1)	\$697.60
Canon LP-E17 Lithium-Ion Battery Pack for Rebel T7Ti (PK - 4)	\$190.68
Canon BG-E18 Battery Grip for EOS Rebel T6i & T6s (PK - 1)	\$135.73
Sigma 60-600mm Sports Lens for Canon EF (PK - 1)	\$1,567.24
Sigma 50-100mm Lens for Canon EF (PK - 1)	\$1,018.82

\$23,613.02

Total Special Allocations FY 20

\$49,965.29



WEPA

COLLEGE WIDE



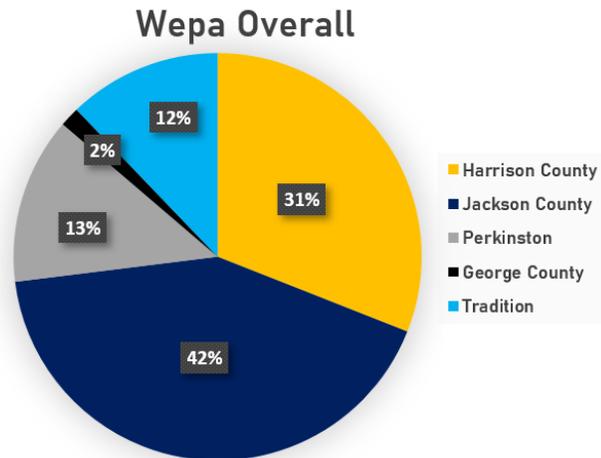
SECTION 2



MGCCC WEPA PRINTING

Harrison County  Jackson County  Perkinston

George County  The Bryant Center



Wepa, overall at the college, has been a continued success with a overwhelming number of print jobs across all five locations hosting a Wepa printer. After reviewing FY20 statistics, we have seen that the change that was made from the last annual report has already given positive effect to the LRC at the Harrison County Campus. The move of the "S Building" printer at HC to the Learning Lab is seeing higher use as well as giving students an opportunity to use another machine in the LRC and this has in turn improved traffic in the Library. We are also happy to have Ashley Landry managing our Wepa needs as a college. She has taken a special interest in making the printers more accessible to students and we are excited for more changes to the process in FY 21.

Campus	Print Jobs	Pages	Sheets
Harrison County	8,559	43,617	37,600
Jackson County	11,614	61,672	51,621
Perkinston	3,656	13,774	12,423
George County	434	2,369	2,007
Tradition	3,357	20,816	18,418
	27,620	142,248	122,069

Total pages means both the front and back side of a document. Sheets mean individual pieces of paper. So, printing a 10 page paper double sided would count as 10 total pages but only 5 total sheets.

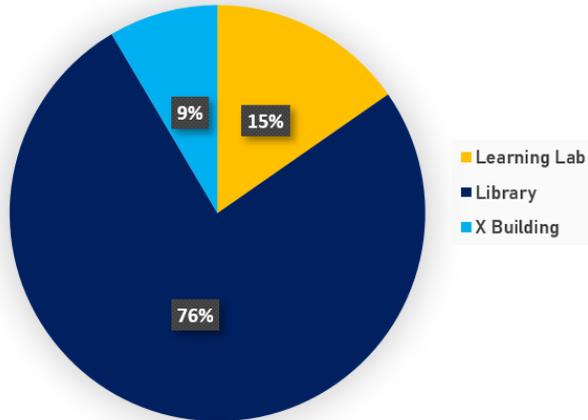


MGCCC WEPA PRINTING

Harrison County  Jackson County  Perkinston

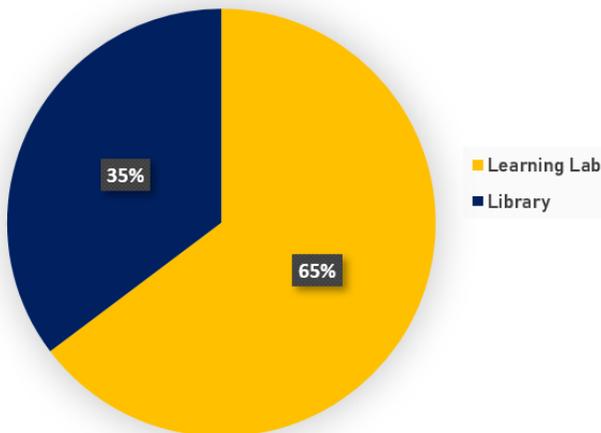
George County  The Bryant Center

Harrison County



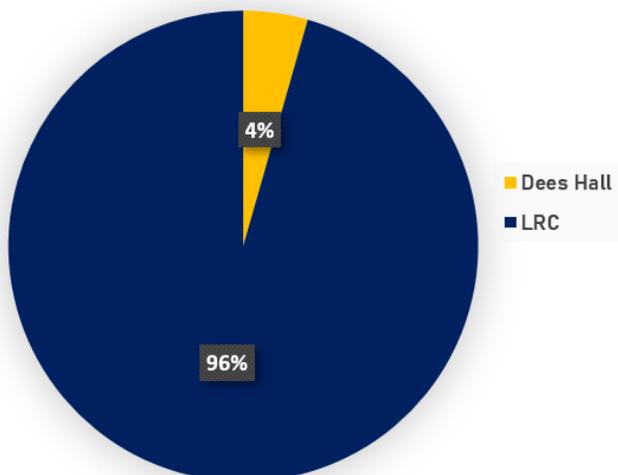
The Harrison County Campus has three Wepa machines. These are housed in the Library, Learning Lab, and the X-building. We have found that since making the switch in FY 20 to house two of our machines within the LRC that we have gained over 8% growth on printing. In total, the HC campus produced 8,559 print jobs with 728 from the X-building, 1,312 from the Learning Lab, and 6,519 from the Library respectively.

Jackson County



The Jackson County Campus has two Wepa machines that are both housed in the LRC. The machine that is located in the Learning Lab had 7,518 print jobs and the other, which is on the 1st floor of the LRC, had 4,096 print jobs. It was found that there was a total of 11,614 print jobs for the JC campus.

Perkinston



The Perkinston Campus has two Wepa machines. One is housed in the LRC and one in Dees Hall. The machine that is located in the LRC is responsible for 3,494 print jobs and Dees Hall had 162 print jobs.

The Bryant Center and the George County Campus also each have one Wepa machine. At George County 434 print jobs were completed, and at the Bryant Center 3,357 were completed.



LEARNING Resources CENTER

CAMPUS UPDATE

SECTION 3



HARRISON COUNTY



LIBRARY

Personnel 2019-2020

- Adrienne McPhaul- Assistant Dean LRC**
- Kerry Ladnier - Administrative Assistant**
- Sarah Dauterive - Librarian**
- Shake DeLozier - Librarian**
- Maggie Altman - Librarian (adjunct)**
- Mary Dee Benton - Librarian (adjunct)**
- Sherry Nave - Librarian (adjunct)**

In Fall 2019, the Harrison County Library welcomed new librarian Sarah Dauterive. Sarah hit the ground running, immediately reaching out to faculty and offering EDPs on Information Literacy. Harrison County Library tried to increase the number of EDPs offered overall, giving sessions on streaming film databases, test prep databases, the new website design, and librarian Shake Delozier even created an online EDP for housekeeping and maintenance staff to complete while campus was closed.

[Continue on following page >>>>](#)

FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Repairs/Maintenance</i>	\$0.00	\$153.00	\$153.00
<i>Rental Charges</i>	\$5,680.08	\$5,840.00	\$159.92
<i>Software Acquisition</i>	\$0.00	\$103.00	\$103.00
<i>Software Acquisition/Staff</i>	\$102.35	\$0.00	-\$102.35
<i>Educational Supplies</i>	\$1373.12	\$1,828.00	\$454.88
<i>Periodicals/Subscriptions</i>	\$37,851.91	\$41,969.00	\$4,117.09
<i>Food for Persons</i>	\$0.00	\$90.00	\$90.00
<i>Food-Business Meeting</i>	\$82.02	\$0.00	-\$82.02
<i>Minor Equipment</i>	\$364.27	\$365.00	\$0.73
<i>Travel</i>	\$0.00	\$900.00	\$900.00
<i>Travel IS Meals & Lodging</i>	\$300.00	\$0.00	-\$300.00
<i>Travel IS Other Travel Costs</i>	\$540.00	\$0.00	-\$540.00
<i>Library Books</i>	\$37,217.34	\$32,237.00	\$19.66
<i>Library Films</i>	\$2,020.66	\$2,321.00	\$300.34
	\$85,531.75	\$90,806.00	

HARRISON COUNTY LIBRARY



Harrison County Library focused heavily on website revision and on gaining access to database usage dashboards and consolidating those dashboards so that they no longer reflected online usage for multiple campuses. The Library also worked toward the goals of quantifying usage of the library space and usage of the library personnel for assistance by doing hourly headcounts and tracking reference transactions.

FY20 was a SACSCOC year and the library was well prepared, passing through the site visits to the Bryant Center and the Harrison County campus as well as meetings with committee members with ease. Books to support the QEP were also ordered and put on display for faculty and students.

The library still made time for community outreach and campus outreach. Librarian Shake Delozier collaborated with Southern Miss to host a one day conference event, "Making it Work: Accessibility in the Library." The event had 28 attendees from college libraries, public libraries, and high school libraries in the area. Presentations were given on graphic medicine, sign language, and on accommodating special needs in libraries.

Shake also worked with fine-art students in conjunction with the Black History Month celebrations taking place throughout the campus. Student paintings and drawings featuring famous African-Americans throughout history were placed on display in the HC Library throughout the month of February 2020.

The library moved the virtual reality system in an open, public area and began checking out the headset and controllers to students, with sanitary covers. It was discovered that additional games could not be purchased for the system due to Oculus's refusal to recognize the college's tax exempt status. The system checkout was discontinued due to hygiene concerns related to the pandemic.

When the campuses were closed for COVID-19, HC Librarians kept working, choosing to use the website to host information, guides, and tutorials rather than creating a separate Canvas shell that students would have to join. Having information on the website makes it accessible to all students and when changes need to occur, they can occur in a centralized location.

Librarian Sarah Dauterive revised previously scheduled library instruction sessions to fit into Canvas by creating videos and working with students on Canvas discussion boards. In the last few weeks of Spring, both librarians worked through a spreadsheet of summer instructors, reaching out to find out what their needs were and to let them know what the library could offer. Shake Delozier created a series of video tutorials for Microbiology during the second term Summer semester.



INSTRUCTION

26 sessions

428 students



INTERLIBRARY LOAN

30

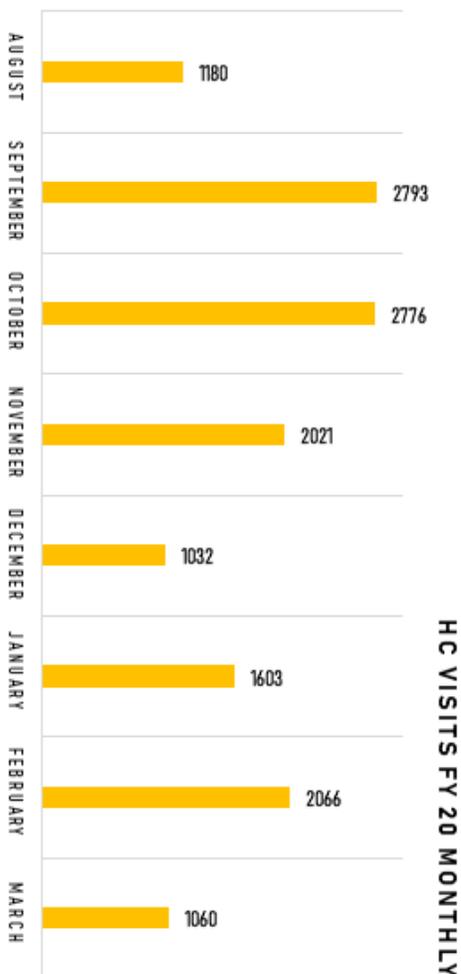


HEADCOUNTS

14531



HARRISON COUNTY LIBRARY *Visits*



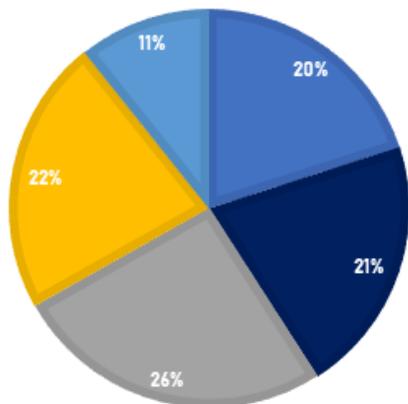
HC Library Visits - Hourly

	Total	Percent of Total	Hourly Average
7:30-8:00 A.M.	368	2.53%	6
8:00-9:00 A.M.	1154	7.94%	10
9:00-10:00 A.M.	1880	12.94%	16
10:00-11:00 A.M.	2043	14.06%	17
11:00-12:00 A.M.	2181	15.01%	18
12:00-1:00 P.M.	2335	16.07%	20
1:00-2:00 P.M.	1246	8.57%	11
2:00-3:00 P.M.	1011	6.96%	9
3:00-4:00 P.M.	735	5.06%	6
4:00-5:00 P.M.	552	3.80%	6
5:00-6:00 P.M.	469	3.23%	5
6:00-7:00 P.M.	293	2.02%	3
7:00-8:00 P.M.	182	1.25%	2
8:00-8:30 P.M.	82	0.56%	2
	14531		

HC library began an hourly headcount at the start of FY20. The library serves as a pass through to the other side of campus and, as a result, experiences heavy traffic that is not all related to library use. The hourly headcount serves as a way to obtain an average number of library users at computers, at study tables, and in the stacks. This headcount will allow the library to gauge times of heaviest use and to potentially reevaluate hours based on times of low or no use.

HC LIBRARY VISITS BY DAY

Monday Tuesday Wednesday Thursday Friday



On average, HC Library experiences high use starting at 8:00am, peaking at noon with the most users, and then steadily dropping through the afternoon. Between 7:00pm and 8:30pm, there was little to no use on most days. The months of highest use correlate with research assignments and midterms, but a change in this pattern is expected with the addition of more late start classes and Hyflex.

HARRISON COUNTY LIBRARY

Reference Stats



In FY20, HC Library began tracking the questions answered by librarians and staff at the desk, over the phone, through email, and by appointment. A Google form was created that asks for the day, time, length of the interaction, the type of interaction, location of the interaction, and any other notes related to the interaction.

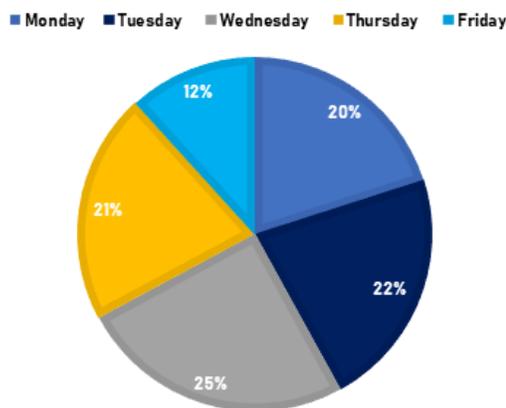
This will allow the library to see what types of assistance students are seeking, as well as when they are typically seeking help and how long the interactions take. In FY20, the highest number of interactions were for Reference questions. These are students asking for help with research, asking for help finding a book, or help finding articles in the databases.

The second highest number of interactions were Directional. These are quick questions asking where a classroom is, where the Bookstore is, where a restroom is, what library hours are, etc.

Questions by Hour of Day

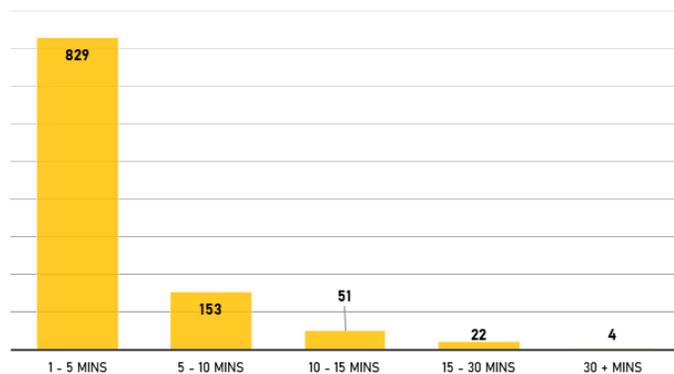
	# of Questions	Percentage of Total
7:30-8:30 (am)	61	5.69%
8:30-9:30	114	10.63%
9:30-10:30	131	12.22%
10:30-11:30	169	15.76%
11:30-12:30	141	13.15%
12:30-1:30	92	8.58%
1:30-2:30	80	7.46%
2:30-3:30	87	8.12%
3:30-4:30	52	4.85%
4:30-5:30	47	4.38%
5:30-6:30	55	5.13%
6:30-7:30	30	2.80%
7:30-8:30 (pm)	13	1.21%

QUESTIONS BY DAY

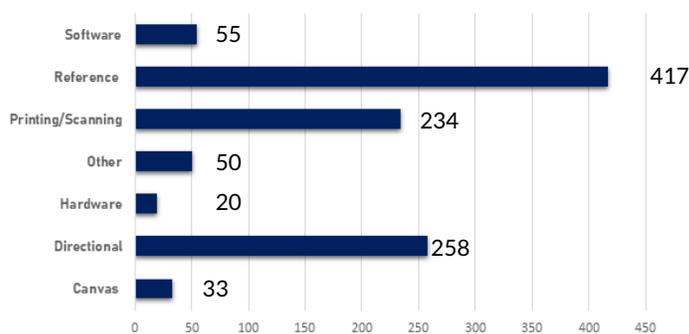


Librarians and staff also provide technical assistance. Help with Canvas, Printing/Scanning, Software, and Hardware combined equals 27.3% of all interactions.

Questions (Length of Time)



Questions by Type





GOALS FOR FY 2021

For the next fiscal year, HC Library has started working toward the following goals:

EZproxy Implementation

The HC Library has worked with OCLC, IT, and database vendors to set up and test the new EZproxy service. This service will allow students and college employees to log-in to online library resources with their college credentials. The service is expected to go live in Spring 2021.

Increasing Print Circulation

The HC Library has completed a large shifting and weeding project. Each bookshelf unit now has the same number of shelves at the same height. The collection was measured to allow for filling shelves to the correct percentage to allow for new books to be added without another major shifting project for several years. Old sub-collections were removed and new sub-collections were added as well as new signage for the collections and the call number ranges. When the stacks reopen, it is hoped that this will increase use of HC Library print resources. DVDs were also moved to more accessible shelving and DVDs kept in the back video room are being merged with popular video to help increase circulation of DVDs.

Modifying On-Campus Operations for COVID-19

HC Library has relocated book shelves to allow for socially distanced study tables in front of the front desk. Computers have also been made socially distant and the stacks have been closed. Chairs, tables, and computers have been numbered and students check-in at the front desk to be assigned to a space. The front desk is now staffed during all hours, with each full time person, including the Assistant Dean, taking shifts for 12 hours a week. Operations will continue to be monitored and modified as needed throughout the year.

Improving Instruction

HC Library will work toward increasing the number of instruction sessions offered in FY21. Online instruction will also be improved. Librarian Sarah Dauterive has worked with other campus librarians to create a Research Toolkit with videos that can be embedded in Canvas, as well as lesson plans and assessments that can be used for different tracks.

HARRISON COUNTY LIBRARY



GOALS FOR FY 2021

Improving LibGuides use

In FY21, Librarian Sarah Dauterive created a new LibGuides template to match the new library webpage. Over the next year, current LibGuides will be converted to the new template and campus librarians will be assigned existing guides to maintain and revise. Increased use of LibGuides will be encouraged for creating customized resources for instructors and students.

Increasing EDPs highlighting library services and resources

HC Library will continue to offer EDPs to make faculty and staff aware of library resources and services with a goal of offering more than FY20. Both librarians and the Assistant Dean were recognized as Master Facilitators in FY20.

HARRISON COUNTY

LEARNING LAB



Personnel 2019 - 2020

- Adrienne McPhaul - Assistant Dean LRC**
- Kimberly Boswell - Administrative Assistant**
- Tracey Gillespie - Math Instructor**
- Bambi Wilkinson - Math Instructor**
- Jana Ball - Science Instructor**
- Ashley Tibbs - Writing Instructor**
- Bob Crabtree - Writing (Adjunct)**
- Diane Miller - Writing (Adjunct)**
- Jessica Price - Science (Adjunct)**
- Renee Hill - Science (Adjunct)**
- Linda Parrott - Science (Adjunct)**

FY20 saw the addition of new Administrative Assistant Kimberly Boswell in the HC Learning Lab. Kim was a strong team member from the start; creating handouts, giving an EDP, and hiring a great group of student workers in her first month.

This was a SACSCOC year and the Writing Lab was chosen to participate in conducting QEP interviews. Writing Lab instructor Ashley Tibbs attended meetings on this and went through training on conducting interviews. Due to COVID-19, all of the interviews ended up being conducted by QEP director Brad Bailey.

Continued on following page >>>>

FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Software Acquisition</i>	\$0.00	\$100.00	\$100.00
<i>Software Acquisition/Staff</i>	\$91.39	\$0.00	-\$91.39
<i>Educational Supplies</i>	\$1230.98	\$1324.00	\$93.02
<i>Minor Equipment</i>	\$1462.92	\$1463.00	\$0.08
	\$2,785.29	\$2,887.00	\$454.88

HARRISON COUNTY

LEARNING LAB



One major goal for FY20 was to gather more accurate data by enforcing students signing in and out of the lab. The staff and faculty worked together to rearrange the lab to make this possible and numbers were on their way up before campus closure occurred. The lab was also well on its way to creating a new Speaking Center, working with Fine Arts faculty and the Library to develop a space and resources before campus closure.

The Assistant Dean submitted a proposal to turn the old Media Services room into an instruction room where Learning Lab workshops, Library and eLearning Workshops, and EDP sessions could take place. This proposal was accepted by the campus Vice President but put on hold when budgets were frozen due to COVID-19.

When the campus closed for COVID-19, HC was ready. The Learning Lab had started focusing on developing an online presence in late FY19. The new Assistant Dean of Learning Resources developed a new web page for all of the campus Learning Labs, making important information easier for students to find. The Assistant Dean updated this page with information about modified operations and flyers for each campus to create a centralized location that students could be directed to for information on remote services at the Learning Labs.

Math instructor Tracey Gillespie and eLearning Specialist Austin Wellman also created a Canvas shell in FY19 and led training for the other Learning Lab faculty so that the lab could communicate with students through Canvas and house online resources. When the pandemic hit, the shell was already in place and ready for online tutoring to start.

Adjuncts were added to the Canvas shell as instructors and WebEx schedules were created so that students would make appointments for tutoring. Kim Boswell and the Assistant Dean also made sure the chat was monitored during service hours to catch questions from students and give technology assistance to instructors.

Administrative Assistant Kim Boswell also created flyers with instructions, tutoring schedules, and contact information and put these in the HC Student Services Facebook group.

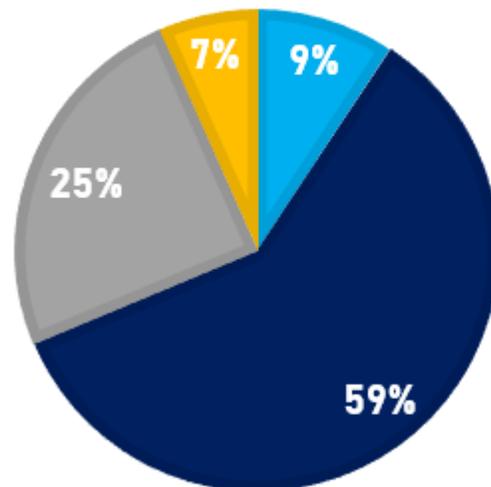
HARRISON COUNTY LEARNING LAB



On our Harrison County Campus, we serve students in the areas of Math, Science, and English with full time instructors and adjunct instructors. We offer one on one instruction in these areas as well as self-study and computer usage. We also help with practice for the OPAC practice test proctoring for our BOT students and provide a place for students to study individually or in a group setting. On our campus our Science instructors and Math instructors keep a log of our face to face tutoring and for FY 20 we saw 467 science interactions and 904 math interactions. Over FY20, our lab served unique individuals with over 10,605 visits, over 12,687 hours, and serving 1,601 unique students from August 2020 to mid-March 2020. Starting March 16th due to COVID-19 restrictions our learning lab went online for the remainder of the spring semester and continued online for the summer.

HC LRC VISITS VS. AGE

■ Under 18 ■ 18-24 ■ 25-39 ■ 40 & Above



WORKSHOPS

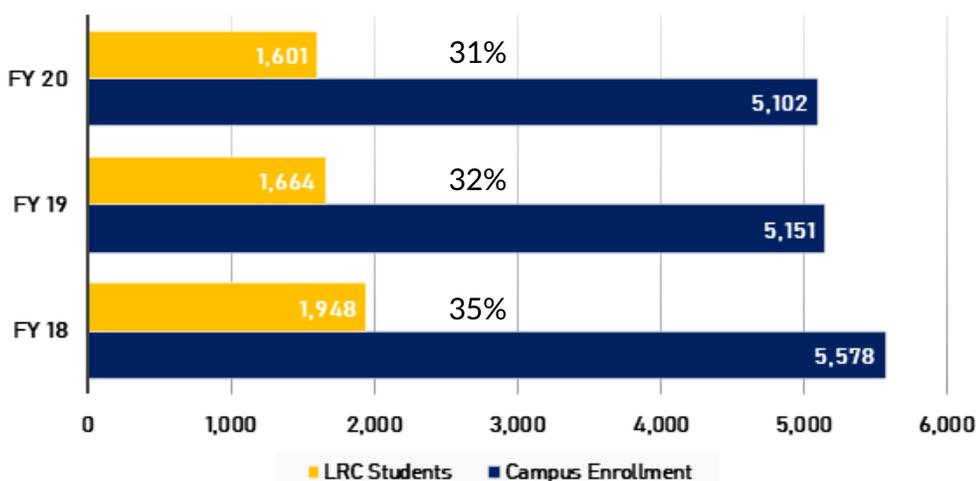
37 sessions



ORIENTATIONS

134 classrooms

LRC Students vs. Enrollment



FACE TO FACE TUTORING

467 science
904 math



HARRISON COUNTY LEARNING LAB



Moving Online

Starting after spring break our learning lab moved on to Canvas for fully remote tutoring. We continued use of our already successful Learning Lab Canvas shell and expanded our offerings to include WebEx appointments, chat monitors, and added new content daily for student use. Our following Canvas analytics are from the entire year FY 20, but it should be noted that virtual tutoring did not begin until campus closed in March.

Canvas Analytics



19,279 page views
508 Students

CANVAS

	Instructor	Students	Pages Views	Participations
English	Ashley Tibbs Bob Crabtree Michael Mckinney	508	19,279	480
Math	Bambi Wilkinson Tracey Gillespie			
Science	Jana Ball Linda Parrott Jessica Price			

Virtual Tutoring

	Instructor	Students	Minutes
English	Ashley Tibbs Bob Crabtree Michael Mckinney	46	1,652 (27.5 hrs)
Math	Bambi Wilkinson Tracey Gillespie	14	765 (12.75 hrs)
Science	Jana Ball Linda Parrott Jessica Price	5	250 (4.2 hrs)

HARRISON COUNTY LEARNING LAB



GOALS FOR FY 2021

For the next fiscal year, HC Learning Lab has started working toward the following goals:

Collegiate Academy Connections

In FY20, the lab saw an increase in use from students under 18. We plan to continue that trend by working with the new Collegiate Academic counselor and Collegiate Academy Club

Modifying On-Campus Operations for COVID-19

The Learning Lab has worked very hard to create a new traffic flow and social distancing for the area. Students are required to use the G building entrance and check in at the front desk rather than swiping themselves in at various stations. Tables and computers have been socially distanced and numbered throughout the lab. When students check in, they are assigned to a number or to a tutor. The Learning Lab has installed Respondus Monitor on laptops so that students required to take proctored tests online can come to the lab to do so.

Continue to Enhance Online Services

Learning Lab faculty have already created more than 40 new videos in FY21 and plan to keep enhancing the online Learning Lab. Tutoring is available on campus and online. Faculty will continue to work to develop new skills to make tutoring and content available online.

Collect more Accurate Data with New Tracker

The new Learning Lab Tracker is expected to be implemented in FY21. The Learning Lab will create a new workflow and use new equipment to sign students in and out at tutoring stations.

JACKSON COUNTY LIBRARY



Personnel 2019-2020

Melissa Davis- Assistant Dean LRC
Johanna Martin - Administrative Assistant
Dr. Gwendolyn Carter - Librarian
Timothy Koehn - Librarian
Anne McGraw - Librarian (adjunct)
Vita Mitchell - Librarian (adjunct)
Cynthia Wilson - Librarian (adjunct)

The Jackson County Campus Library hosted the National Library of Medicine traveling exhibit, Frankenstein: Penetrating the Secrets of Nature, January 20-February 28, 2020. The library worked with many departments to promote, to develop, and to plan for the upcoming exhibit. During the Fall Semester, Dr. Carter offered two EDP sessions, Frank is Coming...and How You Can Get Involved to promote the exhibit and encourage participation.

Continued on following page >>>>>>

FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Postage/Freight</i>	\$425.03	\$651.00	\$225.97
<i>Repairs/ Maintenance</i>	\$279.20	\$280.00	\$0.80
<i>Software Acquisition</i>	\$0.00	\$149.00	\$149.00
<i>Educational Supplies</i>	\$0.00	\$0.00	\$0.00
<i>Office Supplies</i>	\$1370.99	\$2,509.00	\$1,138.01
<i>Other Materials/Supplies</i>	\$0.00	\$994.00	\$994.00
<i>Periodicals/Subscriptions</i>	\$7,885.64	\$7,886.00	\$0.36
<i>Library E-Periodicals/Subscript.</i>	\$11,066.30	\$11,067.00	\$0.70
<i>Library E-books</i>	\$7,767.28	\$11,519.00	\$3,751.72
<i>Food for Persons</i>	\$0.00	\$56.00	\$56.00
<i>Food-Campus Events</i>	\$55.92	\$0.00	-\$55.92
<i>TRAVEL</i>	\$0.00	\$187.00	\$187.00
<i>Library Books</i>	\$32,905.55	\$34,703.00	\$1,797.45
<i>Audio Books - Library</i>	\$0.00	\$500.00	\$500.00
<i>Library Films</i>	\$2,901.62	\$3,014.88	\$113.26
	\$64,657.53	\$73,515.88	

JACKSON COUNTY LIBRARY



One session was with Dr. Brad Bailey (Fine Arts), Curtis Houston (Fine Arts), and Rodney Mooney (Language Arts); the second session included Beau Foutz (Fine Arts) and Marc Poole (Fine Arts). Dr. Carter also worked with Honors Speech Instructor, Dr. Bailey, to have his students present their persuasive speeches to students to promote the exhibit; five students participated. The Fine Arts Department used a Frankenstein theme for its Fall for Fine Arts event; this event introduces gifted elementary students to the many aspects of fine arts. The theater department began rehearsals for *The Monster*. These students dressed up for Trunk or Treat and interacted with the children.

The anticipated spring production of *The Monster* was cancelled because of the COVID-19 transition to remote learning. An opening reception for *Frankenstein* was held on January 21. Dr. Carter, Barbara Lee (Language Arts), Kimberly Brown (Science), Kristi Barlow (Psychology), and David Hilton (Sociology) presented *What Does it Mean to be Human?* an EDP that examined the many ways *Frankenstein* (the novel) questions this topic.

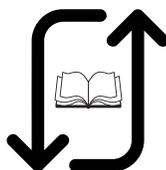
During the Stay at Home, Dr. Carter created the Canvas course, *JC Library*, to provide additional resources for students. Dr. Carter, along with Shugana Williams, Laura Savage, and Sarah Dauterive presented an EDP, *The Online Library*. For the summer sessions, the library offered Curbside service. The end of the fiscal year was spent planning for a safe/social distanced reopening set for August 20, 2020.



INSTRUCTION

37 sessions

963 students



INTERLIBRARY LOAN

167



HEADCOUNTS

25,529

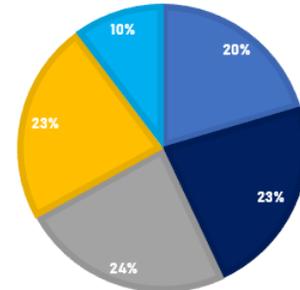
JACKSON COUNTY LIBRARY *Visits*



JC library has kept an hourly headcount for years. The library has entrances and exits that students use as they are coming and going to classes in the Learning Resource Center building. The headcounts allow us to obtain accurate numbers of actual library patrons.

VISITS BY DAY

Monday Tuesday Wednesday Thursday Friday



JC LIBRARY VISITS - HOURLY

	Total	Percent of Total
7:30-8:00 A.M.	628	2.50%
8:00-9:00 A.M.	1574	6.26%
9:00-10:00 A.M.	3424	13.61%
10:00-11:00 A.M.	4480	12.87%
11:00-12:00 P.M.	3236	11.71%
12:00-1:00 P.M.	2946	11.71%
1:00-2:00 P.M.	2135	8.49%
2:00-3:00 P.M.	1810	7.20%
3:00-4:00 P.M.	1429	5.68%
4:00-5:00 P.M.	1384	5.50%
5:00-6:00 P.M.	1094	4.35%
6:00-7:00 P.M.	644	2.56%
7:00-8:00 P.M.	366	1.46%
	25150	

JC LIBRARY VISITS - DAILY

	Total
MONDAY	5128
TUESDAY	5695
WEDNESDAY	6012
THURSDAY	5761
FRIDAY	2554
	25150

JC LIBRARY VISITS - MONTHLY

	Total	Percent of Total
JULY	922	3.67%
AUGUST	1754	6.97%
SEPTEMBER	5715	22.72%
OCTOBER	3789	15.07%
NOVEMBER	3328	13.23%
DECEMBER	2059	8.19%
JANUARY	2650	10.54%
FEBRUARY	3116	12.39%
MARCH	1817	7.22%
TOTAL	25150	





GOALS FOR FY 2021

Obviously, our library is facing a bit of an identity crisis. We pride ourselves on being a hub of student interaction and informational exchange. Our doors have always been open for book enthusiasts and movie aficionados, and our tables were often filled with study groups and last-minute cramers. Now, however, we are experiencing the need to meet students wherever their Hi-Flex lives have led them. We now design our library to be both accessible AND safe from Covid-19. Our computers and tables are arranged to support social distancing, and our books and videos are placed directly in the hands of patrons to avoid multiple points of contact. Our materials are still available, and we are even offering a curbside delivery system to encourage use by the most safety-conscious individuals.

While we recognize the trend toward depersonalization during the pandemic, we also seek to maintain the presence of an active librarian throughout students' academic pursuits. While we do not get to personally interact with many students, we offer many virtual options for students who are concerned about face-to-face contact. We created a library Canvas course for students to enroll in while completing their classes remotely. The students can interact with one of our librarians through Web-ex once enrolled in the course. Through online workshops hosted by our librarians, students can learn about BookSystems, how to navigate JSTOR, and methods for accessing other library resources. Most recently, we offered a workshop to highlight our incredibly useful PrepStep resource. Additionally, we continue to provide educational opportunities for our fellow employees through EDP offerings.

JACKSON COUNTY LEARNING LAB



Personnel 2019 - 2020

- Melissa Davis - Assistant Dean LRC**
- Genetris Byrd - Administrative Assistant**
- Kelsey Stewart - Math Instructor**
- Dr. Kristin Luery - Math Instructor**
- Diane Ehrman- Science Instructor**
- Ivan Philippoff - Writing Instructor**
- Rachel Rice - Writing (Adjunct)**
- Marilyn Moss - Writing (Adjunct)**
- Blake Thompson - Science (Adjunct)**



The big focus last year was on bringing students into the lab. We made a concentrated effort to conduct all of the orientations for the fall and spring semesters in the learning lab itself rather than the learning lab instructors visiting individual classrooms. If instructors requested a classroom visit in the interest of time, we scheduled for the end of class, so that we could have a “field trip” to the lab on the way to the parking lot. The interactive lab with laptops allowed for us to offer instructors a place to conduct class outside of their personal classroom. We had two science instructors utilize the lab on a weekly basis. We also joined efforts with instructors who needed a venue to take students out of their comfort zones for mock interviews or speeches. As a hub of campus activities, we are proud to host an event that allows incoming freshmen to meet faculty members of the different academic schools, a welcome event for evening students, and the Student Involvement Fair, to name just a few.

Continued on following page >>>>>>>

FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Software Acquisition</i>	\$0.00	\$1,905.00	\$1,905.00
<i>Software Acquisition/Faculty</i>	\$0.00	\$0.00	\$0.00
<i>Educational Supplies</i>	\$1,304.39	\$2,538.00	\$1,233.61
<i>Building/Equipment</i>	\$0.00	\$475.00	\$475.00
<i>TRAVEL</i>	\$0.00	\$84.00	\$84.00
<i>Library Films</i>	\$0.00	\$0.00	\$0.00
	\$1,304.39	\$2,887.00	

JACKSON COUNTY LEARNING LAB



The Jackson County learning lab is proud to announce a new member of the team—mathematics instructor Dr. Kristin Luery—who joined us in August of 2019. Dr. Luery provides a wealth of knowledge for our students needing mathematics, physics, and engineering mechanics tutoring, and she also brings a good deal of technical expertise to the virtual learning platform.

The COVID-19 pandemic forced us to assess our instruction and delivery methods. Prior to Spring Break, we anticipated a shift to remote tutoring, so we proactively created subject-specific Canvas shells for English, Mathematics, and Science. We believe having separate pages for each subject allows for a more personalized shell per subject. For example, announcements offering videos, helpful hints, or workshops for English will be relevant to the recipients. We certainly did not want students to get into the habit of dismissing announcements. We never skipped a beat in terms of our availability for our students during the transition to remote learning. The Jackson County Learning Lab instructors and adjunct instructors continue to remotely tutor students for the duration.

This year, great plans are already becoming tangible successes, and the pursuit of innovation that has marked the lab's history is leading the way. First, along with maintaining a physical and virtual presence, the instructors have been given the goal of conducting two workshops per week for the 2020-2021 school year. The learning lab instructors are communicating with chairs and faculty to develop workshops that will supplement classroom instruction at appropriate times throughout the semester. One example is that early English workshops offer formatting tips, while later installments will dig into analysis and rhetorical principles. The workshops are being offered in person and remotely via Web-ex. However, the Jackson County Learning Lab is not only working on meeting goals for the current school year, but also constantly revising former goals to continue successful patterns. In the past, we have felt that our tracking system could be more effective. The number of entrances into the lab and the ability of students to move from one instructor to another make it difficult to get an accurate account of Learning Lab attendance. We are excited about our new check-in procedures and our virtual recording, and we feel like our numbers will reflect a more accurate measure of the lab's impact on student achievement. Oh, and a recent collaborative brainstorm has yielded our newest tool in our hopes to introduce students to the wonders of the learning lab---a popcorn machine!

JACKSON COUNTY LEARNING LAB



On our Jackson County Campus, we serve students in the areas of Math, Science, and English with full time instructors and adjunct instructors. We offer one on one instruction in these areas as well as self-study and computer usage. Over FY20, our lab served unique individuals with over 8,932 visits, over 9,486 hours, and serving 1,766 unique students from August 2020 to mid-March 2020. Starting March 16th due to COVID-19 restrictions our learning lab went online for the remainder of the spring semester and continued online for the summer. We offer tutoring in Math, Science, and Writing both individually and through group tutoring. We also offer specialized software for our business department and help with test proctoring when needed. Our lab is a unique space that allows students to talk, study, and plan to be successful in all their classes.



WORKSHOPS

35 sessions
907 students

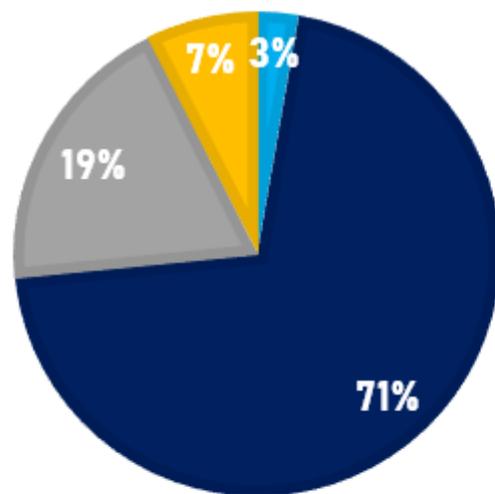


ORIENTATIONS

29 classrooms
1104 students

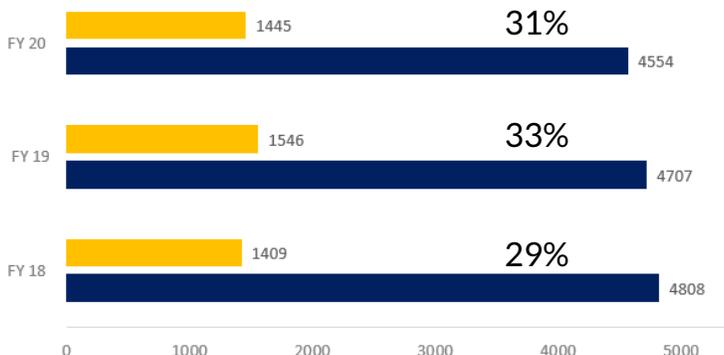
JC LRC VISITS VS. AGE

■ Under 18 ■ 18-24 ■ 25-39 ■ 40 & Above



LRC Students VS. Campus Enrollment

■ LRC Students ■ JC Enrollment



JACKSON COUNTY LEARNING LAB



Moving Online

Starting after spring break our learning lab moved on to Canvas for fully remote tutoring. We created three different courses with the help of our e-learning department and shared the links via our website. All of our instructors were engaged with these efforts at the end of the spring semester and the entire summer. Listed below are our stats from Canvas and online tutoring.

Canvas Analytics



9,310 page views
338 Students

English	Instructors	Students	Page Views	Participations
	Charles Jordan Marilyn Moss Ivan Philippoff Rachel Rice	166	2288	10

Math	Instructors	Students	Page Views	Participations
	Dr. Kristin Luery Kimberly Martin Dr. Emma Miller Kelsey Stewart	104	5378	8

Science	Instructors	Students	Page Views	Participations
	Diane Ehrman William Thompson	68	1644	0

Virtual Tutoring

March 2020 - August 2020			
Courses	Instructors	Students	Minutes
English	Marilyn Moss Ivan Philippoff Charles Jordan Rachel Rice	39	1,480 (25 hours)
Math	Dr. Kristin Luery Kimberly Martin Dr. Emma Miller Kelsey Stewart	104	6,391 (107 hours)
Science	Diane Ehrman William Thompson	43	1,605 (27 hours)

JACKSON COUNTY

MEDIA SERVICES



Personnel 2019-2020

Melissa Davis- Assistant Dean LRC
Aloysius Ballard - Media Specialist

The Media Services department for Jackson County is in the process of hiring a new media specialist. The goal is to continue to provide outstanding service and assistance for the technical needs of the campus. The members of the LRC staff have continued to broaden our understanding and collaboration during the production process to provide relevant and up-to-date multimedia resources.

FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Postage/Freight</i>	\$25.03	\$468.00	\$442.97
<i>Office Supplies</i>	\$1,033.45	\$2,234.00	\$1,200.55
<i>Minor Equipment</i>	\$1,885.05	\$4,109.00	\$2,223.95
<i>Library Films</i>	\$985.12	\$985.12	\$0.00
	\$3,928.65	\$7,796.12	

PERKINSTON LIBRARY



Personnel 2019-2020

- Vanessa Ritchie - Assistant Dean LRC**
- Blake Miller - Administrative Assistant**
- Shugana Williams - Librarian**
- Laura Savage - Librarian**
- Valerie Bonner - Technical Services Librarian**
- Rhonda Tynes - Librarian (adjunct)**
- Elaine Bond - Librarian (adjunct)**

This year at the Perkinston campus, we primarily focused on building relationships with our faculty, staff and students. Our librarians offered 64 library orientations with 1258 students in attendance, numerous workshops, a Virtual Reality competition for our students, and 4 library displays. The displays included: Mississippi Ain't So Bad; QEP books; Prime Time Reading Program books; and a variety of Staff Picks displays.



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FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Postage/Freight</i>	\$0.00	\$350.00	\$350.00
<i>Repairs/ Maintenance</i>	\$0.00	\$1,278.00	\$1,278.00
<i>Service Contracts/Equipment</i>	\$15.00	\$15.00	\$0.00
<i>Rental Charges</i>	\$266.00	\$270.00	\$4.00
<i>Instructional Supplies</i>	\$0.00	\$0.00	\$0.00
<i>Coin-Op Copier Supplies</i>	\$0.00	\$0.00	\$0.00
<i>Office Supplies</i>	\$1,959.27	\$2,189.00	\$249.73
<i>Periodicals/Subscriptions</i>	\$14,915.86	\$17,542.00	\$2,626.14
<i>Food</i>	\$59.64	\$60.00	\$0.36
	\$0.00	\$5,176.00	\$5,176.00
TRAVEL	\$500.00	\$1,405.00	\$580.00
<i>Library Books</i>	\$10,096.44	\$14,002.00	\$3,905.56



The spring semester started well, but quickly became a challenge for everyone due to the Covid-19 pandemic. The LRC went remote in March of 2020 with all physical facilities closing down. Our librarians rose to the challenge and did everything possible to assist our students remotely. In conjunction with the coast campuses, librarians staffed remote chat close to 80 hours a week, 7 days a week. In addition to the chat feature Perk librarians created a Canvas shell to assist our faculty and students.

Online tutorials, instructional videos, and “how to find resources” PowerPoint presentations were placed in Canvas and made available to all students. General orientation videos were created and sent out to all faculty to place in their Canvas course shells. One-on-one instruction was available via WebEx, Zoom, and other online utilities. Librarians also created flyers to showcase the new JSTOR database and one for Cosmetology databases. Three collections were also created/curated in Overdrive: Primary Sources; Secondary Sources; and Plays.

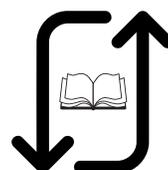
The Perkinston Campus Library met three out of the four target goals for improvement during the 2019-2020 fiscal year. We were able to target specific populations such as English 101 and history for scheduled research hours in the library; we did outreach to our student athletes to determine their research needs; and we did community outreach by sponsoring and hosting the Prime Time Reading Program for young children. We were unable to complete tracking reference statistics and doing an hourly headcount as implementing this in the middle of the fall semester would not have provided usable statistics and spring semester was disrupted by the Covid-19 pandemic and closure of the physical buildings at the college. We will continue to work on those goals during the 20-21 school year.



INSTRUCTION

64 sessions

1258 students



INTERLIBRARY LOAN

81





FY 21 IMPROVEMENTS & GOALS

Improvements and goals for the library for academic year 20-21 include creating more online resources to add to our Canvas shell; tracking reference questions and students needing assistance; continued outreach to the local community by hosting a Prime Time Reading Program for young children.

The library is working on a number of different projects for this academic year. The librarians, in conjunction with History faculty, have put together a proposal for a college Excelerator Award grant. We have applied for, and received, a grant to host another Prime Time Reading Program for local children.

Our goal in the library is to provide the best service possible, regardless of if the student is in the physical facility or if they are reaching out through online resources such as chat or email. Making sure the students have everything they require to succeed has always been the primary goal of the LRC.

Improvements this year include a new book system Atrium from Book Systems. It is a vast improvement over the old SIRSI catalog. The Library created a Perkinston Campus Canvas shell to assist students during the Covid-19 pandemic. Numerous tutorials, orientations, and how-to-find PowerPoints were created to assist students who were finishing their classes online.

PERKINSTON LEARNING LAB



Personnel 2019 - 2020

- Vanessa Ritchie - Assistant Dean LRC**
- Amber Morrisette - Administrative Assistant**
- Vivian Smith - Math Instructor**
- Schuyler Webb - Science Instructor**
- Michael McKinney - Writing Instructor**

The Perkinston Campus Learning Lab does an exceptional job in reaching out to our students. The past several years we have seen and assisted over 80% of the students enrolled at the campus. Outreach to faculty and word of mouth by successful students has worked well in encouraging students to seek help from our instructors.

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FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Software Acquisition</i>	\$0.00	\$2,432.00	\$2,432.00
<i>Supplies</i>	\$421.34	\$911.00	\$489.66
<i>Minor Equipment</i>	\$0.00	\$1,075.00	\$1,075.00



Although our numbers are slightly down this year due to the Covid-19 pandemic, our learning lab instructors were still able to assist an amazing number of students. During the fall semester the learning lab had a total of 19,299 visits with a total of 20,853 hours. All of our statistics show that the more time a student spends in the learning lab, the higher the retention rates, and the greater success rate of the student (graduation, GPA, etc.). Unfortunately the spring semester was cut short due to the pandemic. This cut back on spring hours considerably. There were a total of 8,188 student visits with a total of 8,710 total hours spent in the lab.

Although the pandemic closed all physical facilities in March our learning lab instructors were still available for tutoring sessions with our students. Sessions were held via Zoom, FaceTime, and WebEx. A Canvas shell was created for the Learning Lab and numerous resources were created to assist students during the online transition. Instructors monitored chat and set up appointments for tutoring with any student in need. Worksheets, tutorials, and orientations were created to assist students remotely. A general orientation covering how to get help and what online resources were available was created and sent out to all instructors to include in their Canvas shells.

This past academic year the Perkinston Campus Learning Lab had hoped to add additional Augmented Reality units to the lab. Unfortunately due to the cost of the apps we were unable to purchase the additional units. We are still waiting on IT to complete the programming for the new sign-in system for the lab. The new system will allow us to track students with greater precision and determine how much actual tutoring time they are receiving from each lab instructor. No new technology was added this past year.

PERKINSTON LEARNING LAB



ORIENTATIONS

134 classrooms

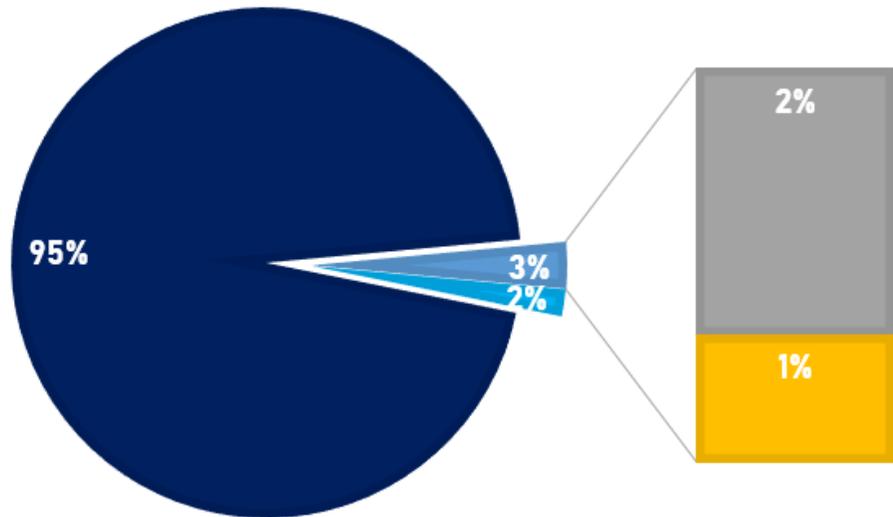


WORKSHOPS

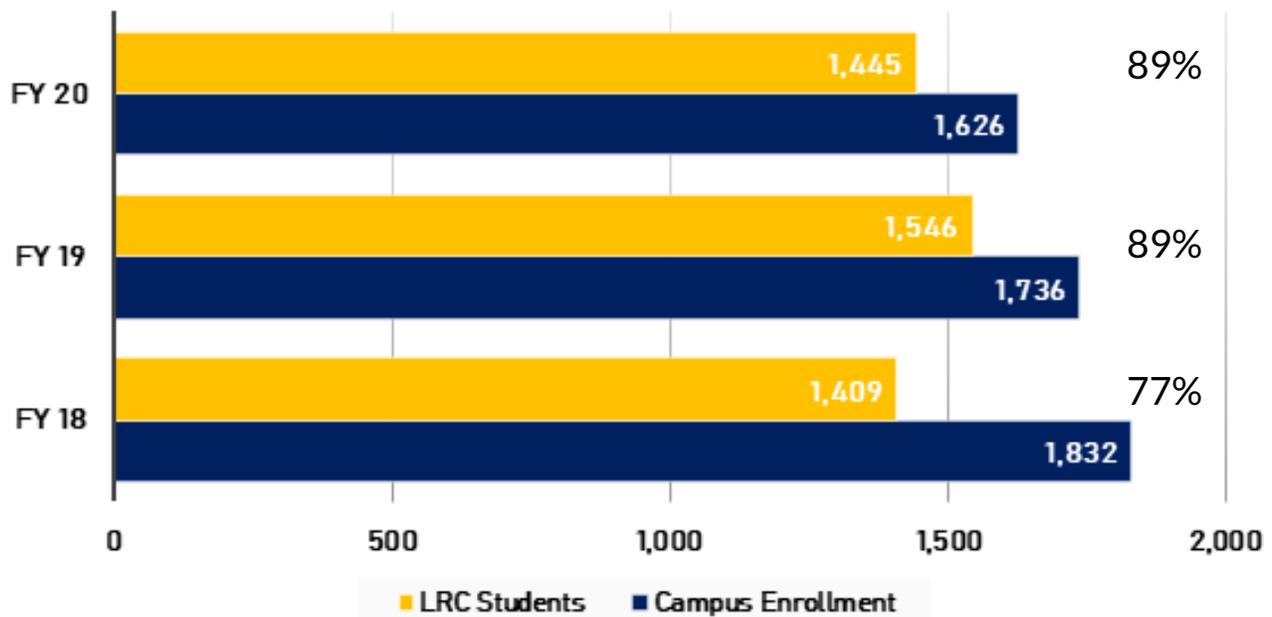
92 sessions

PERK LRC VISITS VS. AGE

Under 18 18-24 25-39 40 & Above



LRC Students vs. Campus Enrollment





Moving Online

Starting after spring break our learning lab moved on to Canvas for fully remote tutoring. We created a Canvas Learning Lab Course with the help of our e-learning department and shared the link via our website. All of our instructors were engaged with these efforts at the end of the spring semester and the entire summer. Listed below are our stats from Canvas and online tutoring.

Canvas Analytics



9,310 page views
338 Students

	Instructor	Pages Views	Participations
English	Michael Mckinney	4,893	110
Math	Vivian Smith		
Science	Schuyler Webb		

Virtual Tutoring

	Instructor	Students	Minutes
English	Michael Mckinney	7	425 (7.08 hrs)
Math	Vivian Smith	17	1,925 (32.08 hrs)
Science	Schuyler Webb	120	3,357 (55.95 hrs)
Computers		1	30 mins
Spanish		3	120 mins (2 hrs)



PERKINSTON MEDIA SERVICES



Personnel 2019-2020

Vanessa Ritchie - Assistant Dean LRC
Nickolas Fint - Media Specialist

The Media Center at the Perkinston Campus maintained a busy pace for most of the academic year. Media setups were provided at the Perkinston Campus, the George County Center, and for all Central Office events held at Harrison Hall. Campus events included football games, board meetings, ribbon cuttings, and campus meetings.

Mr. Nickolas Fint, our Media Technician, did a wonderful job making sure that all faculty, staff, and student needs were met over the course of the academic year. In conjunction with IT, he was able to install new projectors for faculty in a number of classrooms. He also offered training sessions to numerous faculty on how to use the 3d printer.

Learning new technology and software programs to better service the college is part of the duties of the Media Technician. Some of the software studied this academic year included: Adobe Premiere Pro, Studio One 5, and DXO Photolab. New hardware included a state of the art portable sound system that will be used at campus events such as Festival of Lights and Bulldog Day.

During the Covid-19 closure the Media Center checked out laptops to all faculty for home use. All Media Center, and Library laptops were checked out at this time.

FY 20 CAMPUS BUDGET

<i>Title</i>	YTD Activity	Adjusted Budget	Available Balance
<i>Postage/Freight</i>	\$362.00	\$362.00	\$0.00
<i>Office Supplies</i>	\$2,119.30	\$2,406.00	\$286.70
<i>Minor Equipment</i>	\$1,997.73	\$2,750.00	\$752.27
<i>Media Equipment Educational</i>	\$3375.42	\$5,000.00	\$1,624.58
<i>Library Films</i>	\$243.20	\$3,161.00	\$2,917.80