

AGENDA
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

Tuesday, November 10, 2015, @ 3:30 P.M.
University Center – Room 233

Robert Arndt, ARTS (Chair)	Nancy Crouch, AVC for Technology
Dorea Bonneau, (EDUC)	Resources and Chief Information
Mark Thompson, LETT	Officer (Cindy Saylor)
Rita Hagevik, NS&M	Susan Whitt, Dean Library Services
EriK Tracy, S&BS	Nicolette Campos, Accessibility
Jesse Rouse, at-large (secretary)	Resource Center
Laura Staal, at-large	TBA, SGA Senator
Melissa Schaub, AVC Enrollment	Gabrielle Galbreath

1. Call to Order
2. Approval of the Minutes of the September 8, 2015 Meeting
3. Approval of the Agenda
4. Reports
 - a) Enrollment (Writing Center/Academic Support Center)
 - b) Mary Livermore Library
 - c) Division of Information Technology
 - d) Accessibility Resource Center
5. Old Business
 - a) Surveys
6. New Business
 - a) Rewording of Faculty Handbook entry (next page)
7. Announcements
 - a) Next Meeting Jan.12
8. Adjournment

From Faculty Handbook pg 24

3. The Subcommittee on Academic Support Services shall examine proposals and policies relating to the operations and development of the Library, Accessibility Resource Center, the Division of Information Technology, and the Enrollment (University Writing Center and Academic Support Center shall make appropriate recommendations/proposals to the Academic Affairs Committee.

The Subcommittee shall also conduct, with the assistance of the Office of Institutional Effectiveness, a regular, biennial survey of the University community to assess perceptions of facilities and services of each academic support service area. The purpose of the survey is to register faculty perceptions and concerns regarding the units under evaluation and to formulate recommendations, assert priorities, and advise relevant administrators. Students may also be surveyed to ascertain the level of service each unit provides. Certain units such as the Accessibility Resource Center may only survey students who contact with the office. Other units like the Library and Division of Information Technology may survey a wider element of the student body due to greater student use of these academic service areas. Survey questions shall be formulated by departmental/divisional heads represented on the committee and committee members. The Subcommittee will report the information from the survey to the Academic Affairs Committee, director of the appropriate academic support service area, the Assistant Vice Chancellor for Academic Affairs, and the Provost and Vice Chancellor for Academic Affairs.