

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

Tuesday, September 10, 2019, @ 3:30 P.M.

University Center – Room 251

Members Present:

Robert Arndt, ARTS (Chair)
Melinda Rosenberg
Debbie Hummer, NS&M
Brandy Brown, Director Writing Center
Kathy Locklear
Erik Tracy

Members Absent:

Nicolette Campos, Accessibility
Resource Center
Dennis Swanson, Dean Library Services
Mark Hunt, Center for Student Success
Cindy Locklear, S&BS
Marisa Scott
Cotrayia Hardison, SGA Vice-President
Graduate Student Rep

1. The meeting was called to order at 3:35pm.
2. All members of the committee introduced themselves to the group.
3. Election of Secretary was held. Debbie Hummer, NS&M, is the secretary for the 2019-2020 academic year.
3. Approval of the April 2019 Meeting Minutes
 - a) Motion made by Brandy Brown
 - b) Seconded by Eric Tracy
4. The Agenda was approved with no additions or corrections.
5. Reports
 - a) Accessibility Resource Center (No report)
 - b) Center for Student Success (No report)
 - c) Mary Livermore Library (No report)
 - d) Writing Center (Report attached)
6. Old Business- None
7. New Business- None
8. Announcements
 - a) Next Meeting—October 8, 2019
 - b) CCNE will be on campus for the MSN programs reaccreditation Wednesday September 25-Friday September 27, 2019.
9. The meeting was adjourned at 3:54pm.

Reports:

University Writing Center Report
Academic Support Services Subcommittee
Submitted by Dr. Brandy Lyn G. Brown
Director of the University Writing Center
10 September 2019

**Summer I:
21 May – 26 June 2019**

- 2 consultants on staff
- 18% of available appointment time was used
- 42 appointments, 24 online
- 27 students (25 new student registrations)
- ~40% of writers visited multiple times
- Brainstorming, organization, citations, and formatting were the most popular reasons for appointments.
- 38% of students visiting the center identified as graduate students

**Summer II:
26 June – 1 August 2019**

- *2 consultants on staff for typical schedule, 1 consultant piloting online, night time hours
- 21% of available appointment time was used
- 61 appointments (23 online)
- 30 students (19 new student registrations)
- ~59% of writers visited multiple times
- Organization, Citations, Sentence Structure were the most popular reasons for appointments.
- 8% of students visiting the center identified as graduate students

* During Summer I, requests were made to offer evening or weekend hours to meet the needs of working students, particularly online MBA students. During Summer Session II, online appointments were offered from 6:00 – 9:00pm to test the demand / usage.

Fall 2019

- 7 consultants on staff (1 graduate assistant director, 6 undergraduate consultants)
- Hours:
 - M&W 9:00am – 6:00pm, T&Th 9:00am – 4:00pm, F 9:00 – 2:00pm
 - Library – Sun – Tues. 7:00 – 10:00pm
- **Data from 8/19 – 9/4 (Hurricane closure for 9/5,6,8)**
 - 100 Appointments
 - 66 individual students
 - 87 new student registrations
 - 31% of writers visited multiple times

- 79% of hours available were used at D. F. Lowry location
- 15% of hours available were used at Library Location
- During the first two weeks of the semester, consultants visited nearly all ENG 104, 1050, & 1060 courses to provide a brief (10mn) introduction to the service.

Upcoming:

- 9/10 Grad Academy – Introduction to graduate writing workshop (4:30 – 5:30pm)
- 9/19 Personal Essay Writing workshop (TBA)
- 10/8 Graduate Writing Workshop – Building Clarity (4:30 – 5:30pm)
- 10/10 Writing Workshop (TBA)
- 11/2 Graduate Writing Workshop – Editing your own work (4:30 – 5:30pm)
- 11/14 Late Night Hide & Write (TBA)

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center in the D. F. Lowry Building, 521-6695.