

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

Tuesday, September 13, 2022, @ 3:30 P.M.

WebEx <https://uncp.webex.com/meet/robert.arndt>

Robert Arndt, ARTS (Chair)
Melinda Rosenberg (LETT)
Abby Nance, NS&M
Melissa Buice, S&BS
Kathy Locklear CHS
Silvia Smith
Karen Granger

Jessica Collogan, Dean Library Services
Vanessa Hawes, Accessibility Resource
Center
Elise Dixon, Director Writing Center
Mark Hunt, Center for Student Success
Jare Alexander, SGA Senator
Kristine Castelo Graduate Student Rep

1. Call to Order
2. Introductions
3. Election of Secretary
4. Approval of the Minutes of the April 2022 Meeting (Appendix A)
5. Approval of the Agenda
6. Reports
 - a) Accessibility Resource Center
 - b) Center for Student Success
 - c) Mary Livermore Library
 - d) Writing Center
7. Old Business
8. New Business
9. Announcements
 - a) Next Meeting—October 11, 2022
10. Adjournment

Appendix A

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

Tuesday, April 12, 2022, @ 3:30 P.M.

WebEx <https://uncp.webex.com/meet/robert.arndt>

Present

Robert Arndt, ARTS (Chair)
Jesse Rouse, NS&M
Melissa Buice, S&BS
Marion Wooten, CHS
Karen Granger, EDUC
Laura Hakala, At-Large
Vanessa Hawes, Accessibility Resource
Center
Mark Hunt, Center for Student Success

Absent

Melinda Rosenberg, LETT
Taliyah Daniels, SGA Senator
Kristine Castelo, Graduate Student Rep
Elise Dixon, Director Writing Center
Jessica Collogan, Dean Library Services

1. Call to Order at 3:33 pm
2. Approval of the Minutes of the March 2022 Meeting – motion by Melissa Buice, second by Karen Granger, approved with no changes.
3. Approval of the Agenda – approved with no changes.
4. Reports
 - a) Accessibility Resource Center: see report for more information.
 - i. Summer will be a time for reflection.
 - ii. They are hiring for an associate director, hopefully for the fall.
 - iii. They are seeing more instances of courses being taught in ways where students don't need accommodations, even when they could have them.
 - iv. Faculty can't ask students to remind them about accommodations.
 - v. If faculty do not give accommodations to students, then legal problems may arise.
 - vi. BERT (Bias Education and Response Team): look for more information in the future. The goal is to centralize those seeking help for discrimination and bias.
 - b) Center for Student Success: see report for more information.
 - i. Rock and Enroll: a campus-wide event for students who have not registered for fall classes.
 - ii. Face-to-face tutoring works better than online for our students.
 - iii. Mark clarified that study hall should be quiet and is open to all students.

- c) Mary Livermore Library
 - i. Construction update: the computer lab on the second floor is currently under construction. The classroom will have new flooring added. Two stairwells are being updated with flooring and paint. Some restrooms will have new partitions.
 - 1. Robert does not know when the new computer labs will be ready, but he suggested contacting the dean's office for the library for that information.
 - ii. Library survey: for students and faculty to fill out. So far, they have 70 responses.
 - iii. Robert will be compiling the faculty authors' biography, so please send him information about publications, presentations, grants, etc.
 - iv. Exam hours will start in the library in a few weeks.
 - v. Two new positions: a person was hired for special collections, and they are still accepting applications for director of patron services.
 - d) Writing Center: see report for more information
 - i. No questions related to the report.
5. Old Business: none
6. New Business
- a) Concerns about accessibility issues with bathrooms in library and new business building: the door handles and doors are difficult for people in wheelchairs to open. Vanessa will evaluate how to make them more accessible.
7. Announcements
- a) Next meeting: September 13, 2022
 - b) This committee may return to face-to-face meetings in the fall.
8. Adjournment: motion by Marian Wooten, second by Karen Granger, approved unanimously.

Respectfully submitted,
Laura Hakala

**Accessibility Resource Center
Academic Support Services Subcommittee Meeting
Report for March 2022**

March 2022 statistics from Titanium database:

- Active in database: approximately 700. May not have finished the process or may have finished the process but may not have implemented approved accommodations.
- 116 students have currently implemented accommodations for the semester
- 9 intake appointments
- 15 accommodations appointments
- 1 academic advising appointment
- Proctored 48 exams
- 159 consultations with professors/UNCP employees regarding 53 students
- 0 coordinated hours of interpreting services
- 12 pages converted to alternate format for exams and books
- 0 concussions
- 0 temporary disabilities
- 1 WX request

From our **hash mark sheet** (numbers are not in Titanium, because they did not require a case note)

111 Phone calls

72 Note taker visits

106 Walk-ins

ADA Coordinator

4 Software assessments: requesting and reviewing Voluntary Product Accessibility Templates (VPAT's)

Other Activities:

- 3-07-22 – Onboarding for new faculty and staff
- 3-21-22 – Onboarding for new faculty and staff
- 0 tours of the Assistive Technology Lab (Debbie Bullard)

- 0 training sessions on how to use various pieces of assistive technology (Debbie Bullard)
- 3-22-22 – Basic ASL Presentation in collaboration with OSID (Vanessa Hawes)
- 3-23-22 – Working with Students with Disabilities – Training for OLs (Vanessa Hawes)
- 3-29-22 – Co-Moderated Invisible Disability Awareness Panel, collaboration with OSID (Vanessa Hawes)

Committees:

- Academic Support Services Subcommittee
- AITC
- Bias Education and Response Team (BERT)
- CARE/EHS Team
- Chancellor's ADA Advisory Committee
- Commencement
- Disability Awareness
- Documentation Review Committee (DRC)
- New Student Orientation
- Online Learning Excellence Taskforce
- Staff Council
- VSA
- WX

CSS Monthly Report
Mark Hunt, Director of Advising
12 April 2022

Advising

- Advising will continue throughout April along with supported registration

H.A.W.K. Alerts/Progress Reports

- 963 / April 2021 - 2122 / April 2022

Probation/Appeals

- Underway and open for Summer 1, Summer 2 and Fall 2022.

Tutoring/Supplemental Instruction

March 2022

Online	Face to Face
89	396
TOTAL	485

March 2021

Online	Face to Face
84	48
TOTAL	132

Students Obtaining Academic Resilience (SOAR)

- 596 March 2021 - 712 attendees March 2022

Academic Success Workshops

Academic Success Workshops (Pathways for Success)

- CSS will be hosting a total of 14 ASW for the Spring of 2022. They will begin on February 7th and conclude on April 25th, 2022.
- We hosted 22 attendees

Study Hall

- Underway and will continue throughout the semester
 - 65,981 minutes / 105 students

Advisor Development Series

- Moving to online modules

University Writing Center Report
Academic Support Services Subcommittee
Submitted by Dr. Elise Dixon
Director of the University Writing Center
April 12, 2022

Activities and Projects – March 2022

- Maintain service
- Tailor grad writing center to specific graduate needs
- Redesign and furnish the center
- Prepare for Summer and Fall 2022

Usage Information: March 2022 | Compared to March 2021

- **188 total consultations** | 2021: 261 total consultations
 - 78 written feedback | 76 live sessions
- **126 individual writers** | 2021: 185 writers
- **188 online consultations** | 2021: 261 online consultations
- **76% of clients visited one time** | 2021: 76% of clients visited one time
- **24% of clients visited more than one time** | 2021: 24% of clients visited more than one time.
- **33 new clients registered** | 2021: 99 new clients registered
- **Total number so far this semester: 447** | 2021: 389

Spring 2022 Staff

Elise Dixon, Director

Graduate Student Coordinator:

- Elizabeth Gagne (English)

- Alyse Coggin (Elementary Ed/
Sociology)

- Clavaria Jeffreys (English Ed)

Undergraduate Student Consultants:

- Lily Monaghan (Sociology/Political
Science)
- Shannon Braswell (English)
- Lakota Craft (English)

- Linn Brown (Political Science/Spanish)

- Mahmood Faraj (English)

- Roland Pruitt (History)

- Zaveyan Pearson (English)

Select Student Evaluations:

Great session. Linn was very helpful and I enjoyed working with her. I'll definitely return for more papers and hope to work with Linn again. **(1)**

I asked for plagiarism review as well but I did not get a response regarding whether or not it was reviewed. I am guessing it was ok since I did not receive a notice. **(1)**

I had previously shared the same assignment with the writing center and got absolutely no feedback, other than everything looks good, and a few suggestions, such as capitalization, punctuation, etc. My writing assignment did not pass with my professor. I am now revising to resubmit and Lily gave me a lot of great suggestions and every single one were needed. I truly appreciate her taking the time to actually read my paper and find the areas that I need to revise. **(1)**

I really loved Linn! She was so sweet and very helpful. I shared my concerns with her, and she was very supportive and caring allowing me to know that she was there for me every step of the way of my paper and I really appreciated that being that I feel burnt out and unmotivated. She really helped me achieve a start, and now I can start on my difficult paper. (1)

The person I worked with was so helpful and great with clarifying my ideas and helping my paper flow a lot better! (1)

Very helpful and knowledgeable about the topic at hand. She also gave good suggestions. Thank you. (1)

Very straightforward and helpful (1)