

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

Tuesday, February 14, 2023 @ 3:30 P.M.

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

Present:

Robert Arndt, ARTS (Chair)  
Abby Nance, S&BS (Secretary)  
Silvia Smith  
Macy Freedman, SGA Senator  
Karen Granger  
Elise Dixon, Director Writing Center  
Mark Hunt, Center for Student Success  
Vanessa Hawes, Accessibility Resource  
Center  
Marian Wooten, CHS

Not Present:

Melinda Rosenberg (LETT)  
Jessica Collogan, Dean Library Services  
Kristine Costelo Graduate Student Rep  
Melissa Buice, S&BS

1. Call to Order at 3:33
2. Approval of the Minutes of the January 2023 Meeting approved as submitted
3. Approval of the Agenda—approved as submitted
4. Reports
  - a) Writing Center-no addition to the monthly report
  - b) Accessibility Resource Center-no addition to the monthly report
  - c) Center for Student Success-no addition to the monthly report
  - d) Mary Livermore Library-no addition to the monthly report.
5. Old Business -no old business
6. New Business
  - a) The committee discussed the length of time faculty can check out library books—the current average is 6 months. The committee was polled to see if that timeframe was working for everyone.
7. Announcements—no announcements
8. Adjournment—meeting adjourned at 3:53

Respectfully submitted,  
Abby Nance

Reports:

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ARC

**Accessibility Resource Center  
Academic Support Services Subcommittee Meeting  
Report for January 2023**

**January 2023 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.
- 81 students have currently implemented accommodations for the semester
- 22 intake appointments
- 63 accommodations appointments
- 0 academic advising appointments
- Proctored 21 exams
- 314 consultations with professors/UNCP employees regarding 37 students
- 15 coordinated hours of interpreting services
- 0 pages converted to alternate format for exams and books
- 16 note taker meetings (hiring, paperwork, troubleshooting, etc.)
- 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)

140 Phone calls

6 Note taker visits

126 walk-ins

### **ADA Coordinator**

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

### **Assistive Technology Coordinator**

0 Assistive Technology Tours (Kurzweil, E-Text, AT lab tours) with 0 students

### **Other Activities:**

- 1-03-23 – New Employee Onboarding
- 1-17-23 – New Employee Onboarding

**Committees:**

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

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Center for Student Success

**CSS Monthly Report**  
**Mark Hunt, Director of Advising**  
**14 February 2023**

**Advising**

- Advising is currently underway and will continue through Registration

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

- January 2022 (10) – January 2023 (168 for 104 Unique Students)

**Probation/Appeals**

- Underway for Spring 2023

**Tutoring/Supplemental Instruction**

- January 2022: Online: 14 – In-person: 27 – Total: 41
- January 2023: Online: 61 – In-person: 242 – Total: 303

**Students Obtaining Academic Resilience (SOAR)**

- January 22: 38 – January 2023: 21

**Academic Success Workshops (Pathways for Success)**

- Will resume Fall 23

## Study Hall

- Sessions are live and will run through Thursday April 27<sup>th</sup>.

## Advisor Development Series

- Online modules are open

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## Mary Livermore Library

### February 2023

The Library has several upcoming events. It is hosting an Academic Resource Fair that the SGA is planning on February 16, 11:30 -1:30, The Library is hosting a Murder Mystery at the Library on Tuesday, February 21 from 4-8. The Library is also hosting a high stakes testing workshop on February 23 from 2-3 in the library's classroom.

The library has provided 30 instructional classes. If you need library instruction for your classes, please use form on the Library's website.

June Power is no longer with UNCP. Contact the Library or Jennifer Randall if you have any questions regarding Special Collections.

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## Writing Center

University Writing Center Report  
Academic Support Services Subcommittee  
Submitted by Dr. Elise Dixon  
Director of the University Writing Center  
February 14, 2023

### Activities and Projects – January

- On-board six new tutors
- Create new in-person outreach initiatives
- Attended and hosted three informational workshops

### Usage Information: January (Spring 2023)

- **87 total consultations** | 2022: 49 total consultations
  - 22 Written Feedback
  - 46 Face-to-Face Sessions
  - 19 Live Online Sessions
- **61 individual writers** | 2022: 26 writers
- **41 online consultations** | 2022: 41 online consultations
- **78% of clients visited one time** | 2021: 61% of clients visited one time

- **22% of clients visited more than one time** | 2021: 39% of clients visited more than one time.
- **50 new clients registered** | 2022: 26 new clients registered
- **Total number for AY: 868** | 2022: 920

## Spring 2022 Staff

Elise Dixon, Director

Undergraduate Student Consultants:

- Lily Monaghan (Sociology/Political Science)
- Kai Anderson (Biology)
- Emma Cooke (Psychology)
- Diana Evans (Criminal Justice)
- Alyse Coggin (Elementary Ed/Sociology)
- Clavaria Jeffreys (English Ed)
- Christina Gendron (Professional Writing)
- Linn Brown (Political Science/Spanish)
- Alaira Hainer (Social Work/Psychology)
- Noah Britt (English Literature)
- Zaveyan Pearson (English)

## January Survey Feedback

- Alara was a fantastic help today. I appreciate her looking over my paper and ensuring everything was organized and well-formatted. It helps when someone else is reading your writing to you so you can find mistakes. Thanks again! (1)
- Alara was great and really helped me. (1)
- Alara's feedback was very helpful! I was also pleasantly surprised that I received written feedback within 30 minutes of submission. This will definitely help me complete the rest of my paper with greater ease. (1)
- I think that she really is one of the best there at the writing center the feedback she gives is also very helpful, and she's helped my papers improve significantly. (1)
- Noah was very helpful and he provided the information I was seeking. (1)
- Thank you Lily! You're the best (1)
- Zaveyan is the greatest! This was my second appointment, and he needs to know that he is extremely appreciated! (1)