

Academic Support Committee Minutes, 02.11.03

Present: Amanda Calvin, Susan Cannata, Elinor Foster, William Gash, Linda Hafer, Warren Love, Maurice Mitchell, Cindy Saylor

Absent: Betty Brown, Frank Trapp

1. Linda Hafer called the meeting to order at 3:45.

2. The minutes of 01.14.03 were approved.

3. Reports.

A. Sampson-Livermore Library by Elinore. Foster.

- Plans are underway for the appearance of author Allan Gurganus March 14. He will be the featured author for the North Carolina Writers Symposium and will speak with students in the morning in the Dial Building. At 7:00 p.m., he will speak to the general public at a program in the Library.
- Plans are being formulated for the Friends of the Library benefit event, Live!@the Library!, on April 4.
- Search Committees are at work for two vacant librarian positions, Outreach/Distance Education and Serials. There are also two new support staff positions for which applications are being considered.
- Several new electronic databases have been added; they will be described in the Library spring newsletter.
- The annual report for FY 02 has been distributed to the Office of the Provost, deans, department chairs, library liaisons, library staff, and this committee.

B. University Writing Center Report by Amanda Calvin.

- For the Spring 2003 Semester beginning January 8th until February 10th, the Writing Center had 56 visits from 32 students, divided as follows: 17 freshmen, 8 sophomores, 5 juniors, 1 senior, and 1 graduate student. The following departments were represented in these visits: Art, Business, Administration, English, History, HPER, Sociology, and Social Work.
- There are currently 3 student workers in the Writing Center who work primarily in the afternoons from 2 p.m. to 5 p.m.
- The Writing Center conducted one FRS 100 class for Dr. Jonathan Maisonpierre on February 11 in Moore Hall for 17 students to introduce them to the Writing Center and what it offers.
- The Writing Center Student Survey was approved with the suggestion to put in a question about comfort and location. The Survey will be given to instructors to give to students who have visited the Writing Center. It will be distributed towards the end of the semester.

C. UCI S Report by Maurice Mitchell.

- Faculty computers: UCI S is currently putting together an order for computers for faculty who did not receive a new one in the past two years. The goal is to replace faculty computers every three years. The current order will include either a desktop computer, monitor and keyboard or a laptop computer.
- Telephones: UCI S is currently working with NCI TS developing a statement of work to replace the UNCP telephone technology with Voice over Internet Protocol (VoIP) technology. VoIP will provide normal telephone service features (and many interesting new features) and allow convergence of data and cable plants. They expect to deploy the first VoIP telephones at the *Swing Site* when the Math and Science folks move there during the Oxendine building renovation.
- Strategic Plan for IT: The Strategic Plan for IT committee (SPI T) has begun its work. The process, which will include interviews with the various segments of the University community, will be concluded at the end of the semester. The SPI T committee is composed of faculty, staff, and students.
- IT Management Flexibility Plan: Each institution that wishes to have "management flexibility" is required to file an IT management flexibility plan that illustrates our ability to manage our IT enterprise. Our Plan has been presented to the Office of the President prior to being presented to the UNC Board of Governors for final approval.
- Policies: Several new policy statements are in local review. The first is an Appropriate Use Policy that spells out UNCP expectations for appropriate use of its IT infrastructure. The second is a policy that spells out how UNCP will address website accessibility under the ADA. A third policy addresses issues surrounding the proper disposal or reassignment of computer equipment. The Chancellor's cabinet is currently reviewing all. There is a website that checks web pages for ADA compliance; Cindy Saylor can provide the URL.

D. Media Center Report by Warren Love.

- Warren Love handed out the Media Center Monthly Report for January 2003, stating that the Media Center is fulfilling campus requests as needed. The demand for LCD projectors has increased at least 15% over the last semester.
- The Center is working to meet the demands for DVD players.
- The Center has ordered a golf cart to assist in campus deliveries.

4. Old Business.

The Library Survey will be mailed by February 14. A rough draft for an email to students to make them aware of the survey was approved. It was agreed that Chancellor Meador's signature should be on the letter that accompanies the survey.

5. New business: none

6. Adjournment at 4:45; next meeting 03/11/03 at 3:30 PM in the Sampson-Livermore Library

Submitted:

Susan M. Cannata