

Attending: Linda Hafer, Amanda Calvin, Elinor Foster, Cindy Saylor, Maurice Mitchell, Frank Trapp, Susan Cannata, Warren Love, and Betty Wells Brown  
Excused: Bill Gash

Linda Hafer called the meeting to order at 3:30.  
Approved the agenda for January 14, 2003  
Approved the November 12, 2002 minutes

**Reports:**

**Sampson-Livermore Library**

**Elinor Foster**

The library acquisitions staff is hoping faculty will make selection requests early in the semester so the materials budget can be expended before a freeze is possibly invoked, as happened last April. Susan Whitt, Acquisitions/Collection Development Librarian, has emailed faculty with this message.

Carl Danis has now taken over management of the library use instruction schedule and has also sent out an email informing faculty that he is the contact person for the scheduling of classes.

Four positions are now open in the Library: (1) Outreach/Distance Education Librarian (2) Serials Librarian (3) Acquisitions/Serials Library Assistant (4) Systems Library Technical Assistant. All positions except the Serials Librarian one are new. The librarian positions have been advertised nationally and at the state level. The support staff positions will soon be advertised locally.

A policy on young children's presence in the Library has been written and approvals received from the Provost and the University Attorney. It has not yet been posted pending review of procedures by the library's Planning Committee and this committee. The Academic Support Services Subcommittee reviewed this policy and felt this was appropriate.

**Writing Center**

**Amanda Calvin**

For the fall semester 2002, 510 students utilized the services of the University Writing Center.

Freshmen	310
Sophomores	76
Juniors	44
Seniors	69
Graduate	8
Special Circumstance	3

The following departments were represented during the fall semester (the number in parentheses represents the number of students from that department):

ACC (2)	ENG 106 (99)	PCN (3)
AI S/REL (3)	ENG 200+ (18)	Personal (14)
ART (4)	FRS (9)	PLS (5)

BIO (2)	HON (1)	PRP (1)
CRJ (17)	HST (23)	PSPA (9)
CSP (1)	MCM (2)	PSY (21)
ECE (1)	MGT (2)	REL (5)
EDN (12)	MPM (1)	SOC (14)
ENG 104 (26)	MUS (1)	SWK (18)
ENG 105 (193)	NUR (4)	

The Writing Center staff for the spring semester has been reduced from six student workers to three (one graduated, one is student teaching, and one requested a work change).

### **Media Center**

The Media Center is working on the sound system for the Chancellor's residence.

November/December report

Media Center is fulfilling Campus requests as needed. The demand for LCD projectors has increased at least 15% over the last semester.

28 different services have been requested and provided for University personnel 155 times during November.

148 hours of workshops and videotaping have been utilized.

The Media Center is purchasing DVD player so that they can be used in classrooms.

### **UCIS**

- o Welcome!  
We extend our welcome to Dawn Albrecht as our newest staff member. Dawn will be serving as application developer in our Applications Development group. Dawn is the wife of Dr. Bill Albrecht in the Political Science Department.
- o Unit Plan  
Developed a Unit Plan for UCIS and submitted it to the Provost.
- o 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. A draft of our submission has been completed and is under local review before being presented to the UNC Board of Governors for final approval.
- o 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.
- o BraveTech program  
We inaugurated the BraveTech program this year. As evidence of the value of this new student cadre, of the total of 879 work orders we processed, the BraveTechs completed 398. In other words, the BraveTechs are handling approximately 45.3% of the work orders leaving our fulltime personnel to deal with the really challenging requests.
- o Banner migration  
The process of migrating from our SCT Plus suite of administrative applications (SIS, FRS, ADS) to the new SCT Banner suite has begun. During this first phase, which lasts through the summer of 2003, a number of UNCP staff are documenting our key business processes.

Actual installation of hardware and software is expected to begin in the Fall of 2003. The financial system is expected to be installed first.

- Oxendine renovation (update)  
Beginning in April 2003, the Oxendine Science Building will be renovated. This project will have two direct impacts on our services. While the building will not be vacated until the end of the Spring term, some outside site preparation will begin in April.
  - UCIS  
UCIS will continue to deliver services from of the Oxendine Annex. While we will be somewhat confined by construction fences, patrons will be able to visit the help desk at our facilities through the east entrance. There will be a few days when our internal activities will be disrupted by construction activities. We will notify the campus community when we know the construction schedule for the UCIS spaces.
  - Temporary campus (VoIP)  
UCIS will be involved in providing information technology support for this campus. We anticipate utilizing a new network technology, Voice over IP (VoIP), for the first time during this project. If this technology performs as expected, we will continue to replace our current telephone system and technology with the new network based telephone services.
- Blackboard support  
Sue Gaston has been called to active duty in the U.S. Army Reserve. While we will certainly miss her skills and experience, we expect no decline in Blackboard support. Alan Prevatte and Maureen Windmeyer will handle Day to day support.
- Email Server  
The email system was replaced during the holiday break with a new, larger machine.

**Old business:** Library Survey information.

Institutional Research will receive \$500 to pay for the library survey. Discussion followed concerning how the Academic Support Services Subcommittee and the Library will receive this final information. Suellen Cabe will work with Linda Hafer on a letter to the students, explaining the purpose and the necessity of the survey.

The Committee discussed an incentive reward for those who return the survey. A \$50 gift certificate for use in the bookstore will be awarded in a random drawing.

Adjourned 4:15 PM. Next meeting February 18, 2003 in the Sampson-Livermore Library at 3:30.

Betty Wells Brown, Scribe