

## AGENDA

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

TUESDAY, 11 NOVEMBER 2003 @ 3:30 PM  
**In the Library Conference Room – 2<sup>nd</sup> Floor**

Dr. Betty Wells Brown present  
Ms. Amanda Calvin excused  
Dr. Elinor Foster present  
Dr. William Gash excused  
Ms. Linda Hafer, chair present  
Mr. Warren Love excused  
Dr. Maurice Mitchell excused  
Mr. Robert Arndt present  
Dr. Frank Trapp present  
Dr. Liliana Wendorff present

1. Call to Order: The meeting was called to order at 3:30.
2. Approval of Agenda for Meeting 11 November 2003: Agenda approved
3. Approval of Minutes from Meeting of 14 October 2003: Minutes approved as corrected.
4. Reports:
  - a) Sampson-Livermore Library (Dr. Elinor Foster)  
Library Report: 11/11/03

The Library now houses 15 additional persons who had to be relocated from Dial. Four study rooms and the Faculty Research Room have been occupied, leaving three study rooms for students. There have been complaints about the noise and lack of study space but probably the prevailing attitude among faculty, staff, and students is that we are doing the best we can to adjust to an unfortunate but temporary situation.

The Friends of the Library have planned several outstanding programs for the year. The next one is an appearance by author Dori Sanders December 4. She'll speak with several groups of ETL students at 12:30 PM and to the general public at 7 PM; both programs will be in the main reading room of the Library. Dr. Ray Rundus spoke at a public program November 6.

The position of Access Services/Reference Librarian will be re-advertised. There were 20 applications; three interviews; five rejections for offers to interview; and one offer of employment, which was not accepted.

b) University Writing Center (Ms. Amanda Calvin)  
November 2003

Due to the Dial Building mold problem, the University Writing Center has been temporarily relocated to EDU 137. Our hours remain the same.

For the month of October, there were 127 visits to the Writing Center from 75 different students.

By Year:

FR	69
SO	16
JR	24
SR	15
GR	2
SP	1

By Department:

BUS	4
EDU	3
ENG	80
FRS	6
HST	2
NUR	3
Personal	5
Praxis	12
PSPA	3
PSY	1
REL	3
SOC	1
SWK	1
THE	1

- The Writing Center is continuing to work with students preparing to take the Praxis test in November; one student has already taken the computer-based test and should know the results in three weeks.
- On October 20 and 22, Amanda Calvin and Denisha Sanders, the Director of Career Services, met with students from Purnell Swett High School to discuss the importance of writing, revising, and editing for college and scholarship application letters.
- During the week of and following Thanksgiving, the Writing Center will host a portfolio workshop to assist ENG 104, 105, and 106 students in preparing their portfolios for the end of the semester.
- Applications are now being accepted for tutors for the Spring 2004 semester.



WORKSHOPS	8
HRS. OF WORKSHOPS	40
VCR	15
TV	10
SIGNS	37
CASSETTE COPIED	3
CD'S COPIED	5
SCREEN	3
CARTS	24
SLIDE PROJECTOR	2
DVD'S MADE	1
DVD PLAYER	5
MICROPHONES	16

Over 450+ requests and hours have been made with 29 different services.

The Media Center is fulfilling campus request as needed. The demand for LCD projectors has increased at least 20% over the last semester. We are working to accommodate the faculty and staff from the Dial building.

5. Old Business: The Library Survey has been compiled based upon the materials provided by the Office of Institutional Research.

6. New Business

a) Media Center Survey

b) University Computing and Information Services Survey

Materials need to be provided, if available, with previous surveys and questions. If information is not available, the Subcommittee needs to be made aware of this so that information can be gathered to begin formulating surveys/questions for these areas.

7. Adjournment The meeting adjourned at 4:00.

8. Next Meeting: 10 February 2004