

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

TUESDAY, 13 APRIL 2004 @ 3:30 PM
In the Library Conference Room – 2nd Floor

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

1. Call to Order: The meeting was called to order at 3:30 PM. Since there weren't enough voting members present, approval of agenda and minutes will have to occur at the September meeting.
2. Approval of Agenda for Meeting 13 April 7, 2004
3. Approval of Minutes from Meeting of 16 March 2004

Reports were submitted and reviewed.

4. Reports:
 - a) Sampson-Livermore Library (Dr. Elinor Foster)
The materials budget has been expended for 2003-04 so will not be affected by a possible freeze, should one be put in effect before the end of the fiscal year, as was the case in 2002 and 2003. Susan Whitt has worked closely with faculty as regards their suggestions concerning purchases.
Especially challenging was the acquisition of Spanish language materials, for which extra funds were made available in order to support the new Spanish major. Some materials had to be ordered from foreign book suppliers. Dr. Liliana Wendorff and Enrique Porrúa worked with Susan on this project.

Response has been excellent to the Friends of the Library benefit event planned for April 23, 2004. Most if not all tickets have been sold and faculty and community response to the request for auction items has been gratifying. A number of people have commented on how much they're looking forward to the entertainment to be provided by Dr. Shelby Stephenson and his family band and guest musician Les Sandy, as well as library employee Michael Munford.

National Library Week is coming up, with the benefit topping off the week. April 21 winners of the Poetry/Short Prose Contest will read the winning pieces and a reception honoring the readers and faculty authors will follow the program, which will begin at 3:30 in the main reading room of the Library. The used book sale will take place on the second floor of the building. The general public is invited to visit the book sale during the hours posted on the Web site, April 16-22.

b) University Writing Center (Ms. Calvin)

Tutoring Sessions :

For the month of March, the Writing Center saw the following clients:

FR	34
SO	24
JR	14
SR	7
GR	5
Total for March	84

New Hours:

Beginning Monday, April 12, the Writing Center will be open on Mondays and Wednesdays from 9 a.m. until 7 p.m., Tuesdays and Thursdays from 9 a.m. until 6 p.m., and Fridays from 9 a.m. until 2 p.m.

Workshops currently offered:

Mondays, 10 a.m., MLA/APA Format

Tuesdays, 12 p.m., Revising and Editing

Wednesdays, 11 a.m., Preparing for the Portfolio (geared specifically to ENG 104, 105, and 106 students)

Thursdays, 12 p.m., Sources, Support and Examples

Fridays, 10 a.m., Writing for the Audience

Praxis Workshops:

Mondays and Wednesdays, 12 p.m.

Tuesdays and Thursdays, 1 p.m.

All workshops are offered in the Sampson-Livermore Library, room 228, and will continue to be offered for the remainder of the semester.

Additional workshops for the summer months will be posted soon.

c) University Computing and Information Services (Dr. Maurice Mitchell)

UNCP was very well represented at the TLTC conference in Charlotte in Mid-March. Nearly 30 of the registrants were from UNCP. Many presented.

The Teaching and Learning with Technology Collaborative staff visited UNCP in conjunction with the Digital Content Consortium annual conference in March 26, 27, 2004. The purpose of the visit was to help the TLTC staff gain a better

understanding of the TLT activities at UNCP and to promote the TLTC. Thanks to all those UNCP folks that helped welcome and inform the TLTC team.

UCIS continues drafting a survey instrument for gathering bi-annual data regarding its services.

The Office of Information Resources continues to screen for an instructional designer to assist faculty with online and other technology-leveraged course development. The position is to be organizationally housed in the Teaching and Learning Center and physically housed in the Library. Hopefully, the process is near conclusion.

d) Media Center (Mr. Love)

SERVICE REQUESTED NUMBER REQUESTED

LAMINATIONS IN FT.	20
VIDEO TAPES	12
VIDEO TAPE COPIES	8
VIDEO COPING HOURS	22
LCD PROJECTOR	26
O/H PROJECTOR	8
O/H PROJECTOR LAMPS	15
VIDEO CAMERA	18
EQUIPMENT REPAIRS	5
TRIPOD	18
SOUND SYSTEM	10
CASSETTE PLAYER	3
LAPTOP COMPUTER	21
CD PLAYER	3
PRINTING (NEGATIVES)	4
RECORDINGS	4
HRS. OF RECORDINGS	2
WORKSHOPS	10
HRS. OF WORKSHOPS	50
DIGITAL CAMERA	2
VCR	5
TV	3
SIGNS	24
CASSETTE COPIED	6
CD'S COPIED	2
SCREEN	5
CARTS	26
DROP CORDS/SURGE PROTECTORS	23
SLIDE PROJECTOR	2
DVD'S MADE	4
DVD'S COPING HOURS	8

DVD PLAYER	5
MICROPHONES	30
NATIONAL BOARD EDITING	25
NATIONAL BOARD HOURS	70

The Media Center is fulfilling request as needed on campus. The demand for LCD projectors has increased at least 40% over the last semester. The demand for equipment for workshops has increased as well as the hours of the workshops. We are assisting teachers with National Board Reviews. Current total of tapes edited is 32 and hours worked with teachers is 90 hours.

5. Old Business:
 - a) UCIS Survey: This will continue for the September meeting.
6. New Business
 - a) Media Center Survey: This will continue for the September meeting.
7. Adjournment: 4:00 PM
8. Next Meeting: "See You in September, When the Summer's Through!" ???