

MINUTES

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

TUESDAY, FEBRUARY 8, 2005 @ 3:30 P.M.

Library Conference Room – Room 212

✓ Mr. Robert Arndt
Ms. Debbie Branch
✓ Ms. Amanda Calvin
✓ Dr. Elinor Foster
Dr. William Gash
✓ Dr. Charles Lillie
Dr. Judith Losh

Mr. Warren Love
✓ Dr. Maurice Mitchell
✓ Dr. Liliana Wendorff
✓ Dr. Elizabeth Normandy
✓ Ms Mary Helen Walker
✓ Ms Jennifer Lowry

1. Call to Order
2. Approval of the Minutes of the Tuesday, January 11, 2005 Meeting – Approved
3. Approval of the Agenda – Approved as amended
4. Reports
 - a) Sampson-Livermore Library (Dr. Elinor Foster)

As was recently reported in *The Pine Needle* and discussed by Cindy Saylor at the January 19 “Digital Soup and Sandwich” program, now made available for checkout in the Library are 15 wireless Compaq laptop computers and five wireless Apple iBooks. The Multimedia Room has been upgraded with three Power Macs, printers, scanners, and an iBook docking station. Cindy worked with Dr. John Labadie to ascertain equipment needs in the multimedia room, which is room number 204.

The Friends of the Library benefit event for 2005 is planned for April 8. Author Clyde Edgerton will be featured, as well as a silent auction for autographed items donated by celebrities. The theme is “A Night of Stars @ the Library.” The funds realized from the event will be used to sponsor scholarships, a book and DVD lease program, and other projects not permissible with state revenues.

- b) University Writing Center (Ms. Amanda Calvin)

1. Staff/Tutors
The Writing Center is currently employing five undergraduate assistants (Crystal Sommers, Jamie Griffin, Margerie Falk, Tasha Mehne, Vanessa Galloway) and one graduate assistant (Loreen Bassire). The graduate assistant works 15 hours

per week in the Writing Center; her additional five hours are devoted to working with the ETL graduate faculty.

2. Visits

1. The director of the Writing Center has met with all freshmen seminar classes (five) for spring semester, 2005.
2. Individual English and nursing classes have visited the Writing Center to introduce students to the Writing Center and its staff and resources.
3. For the month of January, there were a total of 90 visits.

| | |
|----|----|
| FR | 56 |
| SO | 18 |
| JR | 11 |
| SR | 4 |
| GR | 1 |

| | |
|--------|----|
| CHM | 30 |
| EDN | 2 |
| ENG | 49 |
| HST | 1 |
| Praxis | 5 |
| PSY | 1 |
| SWK | 2 |

3. Workshops

1. Praxis: Two Praxis workshops are planned for February, March, and April. The workshop centers on the essay required for Praxis I, as well as writing exercises and tips and hints for preparing for the Praxis. Students learn to focus on writing essays with an introduction, thesis, body support, and conclusion within the allotted amount of time.

Four students attended the January Praxis workshops, held on January 26 and 27.

2. Daily/Semester:

The Writing Center offers daily workshops throughout the semester:

Monday: The Thesis is Connected to the . . . Body

A workshop designed to help students formulate theses statements and, as a result, understand the importance of the thesis in the writing process.

Tuesday: Organization, Organization, Organization

From the entire writing process to paragraph structure, this workshop centers on organizing information and essays.

Wednesday: Our Writing, Ourselves: Evaluating, Revising, and Editing

Editing a completed writing project, from thesis to organization to punctuation, grammar, and spelling, takes time, patience and practice. This workshop offers guidelines, tips and tricks to help students learn the value of revising and editing.

Students who have general grammatical and punctuation questions as well as those with specific assignments are welcome to attend this workshop.

Thursday: Citing Sources or: How to Stop Worrying and Avoid Plagiarism

Citing sources properly and avoiding plagiarism by using the proper citation format is an important skill any academic writer should know. APA and MLA citations are the main focus for these workshops, but other styles may be added as needed.

4. Planned Events

More upcoming workshops will be added, to include a portfolio workshop for ENG students.

A meeting is scheduled with the director of Disability Support Services to plan/create practical study guides for writing for students with learning disabilities.

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

UNCP battles a nasty virus

UCI S has been working with numerous faculty and staff offices to eradicate a nasty computer virus. While McAfee has supplied us with an inoculant for the primary virus, an apparently hidden parasite virus has made the recovery very difficult, necessitating that the infected machines must be totally wiped clean and rebuilt. We want to thank everyone for their patience and understanding as we deal with this episode. We are currently looking at some very expensive technology solutions that hold promise to save us from this sort of problem in the future.

Ft. Bragg

In support of the new initiative at Fort Bragg, UCI S will be installing necessary instructional and support technology at the Bragg facility. Included are a computer lab, classroom technology, office technology (phones and computers) as well as a network link back to the main campus in Pembroke.

This brings to 3 the number of remote facilities to be serviced by UCI S. In addition to Ft. Bragg, we support facilities at SRMC and the Regional Center.

Official Student E-mail - Update

UCIS has been working with Student Affairs on the idea of making student e-mail addresses the official communication to students. This step will make the students responsible for checking their student e-mail and take advantage of the system that is set up. Student Affairs and the Academic Council have already endorsed the decision. The committee comprised of representatives from Student Affairs and UCIS is crafting a response to the questions raised by the SGA Current Issues Forum.

Blackboard Usage Stats

| | Fall 2003 | Spring 2004 | Fall 2004 | Spring 2005 |
|----------------------------------|-----------|-------------|-----------|-------------|
| Blackboard | | | | |
| Total Blackboard Courses | 223 | 276 | 320 | 382 |
| Total Online Courses | 54 | 67 | 81 | 78 |
| Ave Page Views Per Day | ~34,500 | ~35,000 | ~75,000 | 56,035 |
| Total Instructors (unduplicated) | 152 | 173 | 197 | 159 |
| Total Students (unduplicated) | n/a | n/a | 3710 | 4017 |
| | | | | |
| UNCP | | | | |
| Total Enrollment | 4,722 | 4,669 | 5,027 | 5132 |
| Total Courses | 1100 | 1124 | 1185 | 819 |
| Total Sections | 1631 | 1762 | 1621 | 1319 |
| | | | | |

- From Spring 2004 to Spring 2005 there has been a 38.4% increase in the number of courses that use Blackboard in some fashion. From Fall 2004 to Spring 2005 there has been a 19.4% increase in the number of courses that use Blackboard. It is important to point out that one Blackboard course may incorporate several sections of a course.
- In the same time span, there has been a 16.4% increase in the number of completely online courses using Blackboard.
- 78.3% of the enrolled student this term are in at least one course section that is using Blackboard.

Banner

Technical training has begun on the student information system modules of the Banner system. The first module is the admissions module, to be followed by the financial aid module and student records. Please be kind to the folks in those offices as they weather the next year and a half!

The Finance module is expected to begin processing live, operational information in the next month or so with a permanent cutover at the beginning of FY06. Installation of the Human Resources module is on track for a January, 2006 "go live."

Personnel changes

After a two year deployment with her Army Reserve unit, Sue Gaston is back at UCIS where she will turn her skills to work on the Banner project. Terry Oxendine will devote his entire energy to enterprise systems administration and database administration for Banner. Kevin Pait will take over as Director of Networks and Server Administration on an interim basis.

d) Media Center (Mr. Warren Love)

No Report

5. New Business:

a) Contracting faculty to develop survey instruments

Dr. Foster indicated that Dr Gash suggested that he is willing to contract with a faculty member to develop survey instruments. Dr. Lillie will meet with Dr. Gash to discuss this suggestion.

b) Request adding Disability Support Services to this subcommittee

Disability Support Services asked the subcommittee to add them to the services that report to the Academic Support Services Subcommittee. After a brief discussion the subcommittee agreed. Dr Wendorff will recommend adding Disability Support Services to the subcommittee oversight at the next Academic Affairs Committee meeting.

c) Phasing-out the support of WordPerfect

University Computer and Information Services is considering discontinuing support for WordPerfect. Dr. Mitchell will determine the impact of this decision and prepare a recommendation.

d) Availability of Personnel from UCIS during off hours

University Computer and Information Services provides help desk support from 8am to 5pm Monday through Friday. There are times outside the current hours when help desk services are required. Dr. Mitchell recognizes the problem and is considering potential solutions. He will present a report at the next meeting.

e) Institutional Research Report

Dr. Lillie talked to Dr. Suellen Cabe to determine what is required to do a survey. Dr. Cabe sent Dr. Lillie a paper describing planning and conducting surveys. This item will be combined with item 5.a in this report for discussions at future meetings.

6. Announcements: Next meeting March 15, 2005
Other announcements

7. Adjournment