

MINUTES

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

TUESDAY, JANUARY 11, 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
✓ Dr. Tony Curtis
✓ Dr. Judith Curtis

1. Call to Order
2. Approval of the Minutes of the Tuesday, November 9, 2004 Meeting – approved
3. Approval of the Agenda – approved
4. Reports

a) Sampson-Livermore Library (Dr. Elinor Foster)

Faculty support for Interlibrary Loan now includes payment of most fees assessed by the lending library, formerly assumed by the Faculty member. Complete details are available from June Power, Access Services/Reference Librarian.

June Power will be sending out information to faculty, staff, and students about our new management system for course reserves which uses the ERes software. It will check for copyright compliance and can be used for both electronic and print materials.

The annual report for FY 04 has been completed and distributed to administrators and library liaisons in the academic departments. Contact Dr. Elinor Foster if you would like a copy of the report.

- b) University Writing Center (Ms. Amanda Calvin)
Beginning Tuesday, January 18, the University Writing Center, located in Dial 131, will operate on the following schedule: Monday – Thursday, 9 a.m. until 7 p.m. and Friday, 9 a.m. until 3 p.m. During the first week of the semester, the Writing Center will be open from 9 a.m. until 5 p.m., Monday – Thursday, and Friday from 9 a.m. until 3 p.m.

Resources Available:

In addition to tutors, the Writing Center has computers and printers, a scanner, handbooks, citation style guides, writing samples and examples, and worksheets and workbooks. We are also actively involved with Writing Across the Curriculum and always emphasize the importance of written communication, regardless of the discipline.

Instructor Information:

Any instructor who wishes to leave copies of assignments on file in the Writing Center is invited to do so.

Instructors will receive notification via email when a student from their class visits the Writing Center.

A representative from the Writing Center is available to speak with classes in all disciplines. Students benefit from these visits since they are able to both learn about services that will help them during the semester and place a face with the Center. Depending on the individual needs of the class, these sessions can last anywhere from five minutes to an entire class period.

Student Information:

All students are required to sign an acknowledgement stating the rules and purpose of the Writing Center. Additionally, tutors keep a record of each session.

Workshops:

The Writing Center will continue to offer weekly Writing Workshops and monthly Praxis workshops; all students are welcome. A schedule of these workshops will be sent via email and posted around campus and in the Writing Center.

Fall 2004:

For the Fall 2004 semester, the Writing Center saw 297 students for a total of 610 sessions.

Classification:

FR	346
SO	116
JR	74
SR	58
GR	13
SPU	3

Discipline:

AIS	4		NUR	1		personal	4
ART	1		PED	1		Praxis	7
BUS	10		PHI	10			
CHM	6		PHS	53			
CRJ	19		PLS	2			
EED	8		PSPA	13			
ENG	413		PSY	11			
FRS	2		REL	11			
HST	14		SOC	16			
MUS	1		SWK	1			

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

Lab computers recycled

According to Maureen Windmeyer, "Client Services installed 181 new machines and redeployed 149 others and installed 200 new monitors over the so-called "Holiday Break" in student labs around campus."

eLearning Policy Council

The eLearning Policy Council, made up of senior representatives of 15 on the UNC campuses, is conducting research on policies for online and heavily blended courses. Most of the policies that will be considered will directly impact distance education. Currently, the Council is considering policy shifts that would move the cap for fulltime SCH load and standardize the fee structure for off campus students.

Official Student E-mail - Update

Recall that 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. Students could keep their own personal accounts but it would be their responsibility to transfer the mail. Student Affairs and the Academic Council has already endorsed the decision. The SGA Current Issues forum has reviewed the proposed draft and will be submitting a report to the steering committee.

UNCP acquires DARS

UNCP, through the leadership of Registrar Sara Brackin, has acquired a license to deploy the DARS degree audit and advising information system. DARS will be implemented in parallel with the student information module of Banner.

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!

Also, 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.

WordPerfect Support

UCIS is investigating the possibility of no longer supporting WordPerfect. They will provide more information on this at the next meeting.

d) Media Center (Mr. Warren Love)

No report.

5. Old Business: Media Center Survey

Continue discussion of role of the subcommittee

No discussion, Media Center representative not at meeting.

6. New Business:

a) UCIS Draft Survey

Dr. Mitchell distributed a draft survey. The committee reviewed the survey and suggested that he break the survey into sections based on service provided and that he target the users that used a particular service.

b) Library Exit Survey (Dr. Elinor Foster)

Dr. Foster distributed three draft surveys that are based on previous surveys. One sample was a detailed survey consisting of six pages and 30 questions. The second was a one-page survey containing 23 questions. The third was a one-page exit survey. The exit survey will be given to library users as they exit the library during national library week. The 23-question survey was used in Spring 2003. Dr. Lillie will meet with Institutional Research to determine what is required to repeat the survey this semester. He will also discuss the use of electronic tools to conduct surveys.

7. Announcements

Next meetings: February 8, 2005 and March 15, 2005.

8. Adjournment