

MINUTES

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

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

Library Conference Room – Room 212

✓Mr. Robert Arndt
✓Ms. Debbie Branch
Ms. Amanda Calvin
Dr. Susan Cannata
✓Dr. Elinor Foster
Dr. William Gash

Dr. Robert Kreger
✓Dr. Charles Lillie
Mr. Warren Love
Dr. Maurice Mitchell
✓Ms. Mary Helen Walker
Dr. Liliana Wendorff

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

Library Report November, 2005

There are now three vacant positions on the library staff, two of them new positions, Collection Development/Electronic Resources Librarian and Library Technical Assistant I for document Delivery/Borrowing. The librarian position is needed due to the doubling of the Acquisitions budget in the last five years, plus the advent of a number of new resources in electronic format. In effect, the Acquisitions Librarian position is now a stand-alone position, whereas formerly it was combined with Collection Development. The new position in Interlibrary Loan reflects the increase in requests for those services; lending and borrowing will be performed by two staff persons instead of combined into one position, as is now the case. The Library Technical Assistant I for Systems has accepted another position.

Joining the staff November 1 as Serials Librarian was **Robert Wolf**. That position was vacated August 12 by **Barbara Gushrowski**.

The McNaughton leased books have started coming in and DVDs are expected to arrive soon also. These are new materials which will supplement the best sellers and new media now purchased from the library budget. The leased materials will be financed by the Friends of the Library.

The Friends of the Library are honoring four Art Department members whose work has been published recently, **Ann Horton-Lopez**, **Tula Lightfoot**, **Blake Tyner**, and **Ralph Steeds**. They

will comment on their books and have them available for purchase and signing during the activity period November 16. The program and reception are open to the public.

Elinor Foster
November 8, 2005

b) University Writing Center (Ms. Amanda Calvin)

Writing Center Report
 8 November 2005

1. For the month of October, the Writing Center had a total of 180 visits.

Rank	September 2005 (171 total)	October 2005 (180 total)	October 2004 (180 total)
FR	93	108	89
SO	25	29	35
JR	27	27	28
SR	10	10	22
GR	15	2	1
SPU	1	3	1

AIS	1	HST	6	REL	7
EDU	1	JRN	1	SWK	2
ENG	140	NUR	1	Praxis	6
FRS 100	2	Personal	4		
GLY	2	PSPA	8		
HPER	1	PSY	1		

2. A representative of the Writing Center met with 5 classes across campus during the month of September. The orientation session typically lasts 35-45 minutes and offers students information about the Writing Center.
3. A Praxis I workshop was held on Tuesday, October 25 at 2 p.m. in the Education Curriculum Lab, with three students in attendance. An additional workshop is scheduled for Tuesday, November 29. 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.

After the initial workshop, students are encouraged to meet with the director on focuses essays individually, which has helped these students focus on specific needs within a specific time frame. To date, each student who has attended and met with the director and taken the Praxis I Writing portion of the test has passed.

4. On Thursday, November 17 at 4 p.m. and Wednesday, November 23 at 10 a.m., the Writing Center will host a Portfolio Workshop for ENG 104, 105, and 106 students. The purpose of this workshop is to assist students with the final preparation for their portfolios and answer questions they may have regarding the portfolio process.

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

Report to the Faculty Senate Academic Support Committee

November 1, 2005

Teaching and Learning with Technology Collaborative - Annual conference

The 2006 TLTC Conference will again be held at the North Raleigh Hilton. Dates are March 15 - 17. The deadline for proposals was October 17. A total of 5 proposals were submitted from UNCP. Proposal review and selection is underway. Notification of successful proposals is expected before the winter break. This year, as in years past, the Distance Education unit under Dr. Charles Tita plans to sponsor a limited number of attendees.

Computer Replacement

194 lab computers will be replaced with new equipment during the Winter break. This will cause a "ripple" of replacements as we use the replaced equipment to advantage (expected net moves are 194 x 3). We will also replace outdated faculty computers beginning after we complete the lab refreshes (51 computers).

IT Career banding

IT positions in state agencies and state supported educational institutions in North Carolina are transitioning from the old style personnel classification system to a career banded classification system. UNCP has completed the definition of competencies and "slotting" of positions (the conversion table from old to new classifications). Recasting of position descriptions remains. In a sense, IT employees (both within UCIS and in other units) are in personnel system limbo for the time being.

Generators

UNCP is installing generator-based alternative electrical power sources for BA/Education and Lumbee Hall. When these units come online, UCIS facilities in the BA building and Lumbee Hall will be able to operate through a campus electrical outage. At this point, the project has been slowed by availability of generators from Caterpillar. The generators are expected to arrive in the February time frame.

Minutia

UCIS is wrestling with PCI and CALEA requirements that hold the specter of substantial re-architecting and renovation of our campus network. Meanwhile, work on the 5 year plan is on-going. And, this is a heavy Banner/Cognos training period.

d) Media Center (Mr. Warren Love)
 MEDIA CENTER MONTHLY REPORT
 October 2005

<u>SERVICE REQUESTED</u>	<u>NUMBER REQUESTED</u>
LAMINATIONS IN FT.	67
VIDEO TAPES	17
VIDEO TAPE COPIES	26
VIDEO COPYING HOURS	93
LCD PROJECTOR	23
O/H PROJECTOR	4
O/H PROJECTOR LAMPS	13
VIDEO CAMERA	21
EQUIPMENT REPAIRS	11
TRIPOD	21
SOUND SYSTEM	6
CASSETTE PLAYER	16
LAPTOP COMPUTER	26
CD PLAYER	2
PRINTING (NEGATIVES)	0
RECORDINGS	7
HRS. OF RECORDINGS	12
WORKSHOPS	9
HRS. OF WORKSHOPS	21
DIGITAL CAMERA	6
VCR	7
TV	6
SIGNS	31
CASSETTE COPIED	2
CD'S COPIED	29
SCREEN	3
CARTS	11
DROP CORDS/SURGE PROTECTORS	35
SLIDE PROJECTOR	1
DVD'S MADE	29
DVD'S COPYING HOURS	41
DVD PLAYER	12
MICROPHONES	7

The Media Center is fulfilling requests as needed on campus. The demands for LCD projectors and DVD Players have and are continuing to increase on almost a daily basis. We had several work requests last month for various workshops that included sound systems and LCD projectors as a combination unit.

e) Disability Support Services (Ms Mary Helen Walker)
Disability Support Services
November 8, 2005

1. Statistics:

A. Currently serving 537 students

129 LD	24%
120 ADD/HD	22%
86 Chronic Health	16%
71 Mobility	13%
64 Psychiatric	12%
19 Visual Impairment	3.5%
16 Hearing Impairment	3.0%
12 Temporary Impairment	2.0%
10 TBI	1.8%
7 Speech Impairment	1.3%
3 Autism	0.5%

B. Accommodations received:

Extended time	178 students
Separate Room	104 students
Note taker	103 students
Assistive Technology	92 students
Tape recorder	62 students

2. Projects:

- A. Technical standards with various departments.
- B. Closed captioning guidelines.
- C. Transitioning of Students with Disabilities to Higher Ed
- D. CART training for interpreters
- E. Leadership among NCAHEAD
- F. Web-based training opportunity for faculty
- G. Satisfaction student survey for December
- H. October 2006 daily Disability Awareness Activities
- I. In-service: Academic advising for students with disabilities

5. Old Business:

- a) Discuss timetable for development and implementation of surveys for other services. Dr. Howard Ling met the subcommittee and looked at several past surveys used (Disabilities Support Services and the Library surveys).

Dr. Foster presented information on Survey Monkey, an online survey site that will host surveys. Dr. Foster also discussed developing two surveys, one for students and another for faculty.

6. New Business

None

7. Announcements

The next meeting will be January 8, 2006 in Room 212 in the Library.

8. Adjournment