

MINUTES

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

TUESDAY, SEPTEMBER 13, 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. Charles Lillie

Dr. Judith Losh
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, April 12, 2005 Meeting – Approved
3. Approval of the Agenda – Approved
4. Reports

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

Library Report September 13, 2005

The library budget will be increased due to enrollment growth funds. A substantial portion will be allocated for collections. Information about the budget will be finalized and presented to department chairs, deans, and library liaisons at an informational luncheon set for October 12. **[Note: the date was changed to October 11 due to advice from the committee.]**

The fines for overdue materials that have been held in escrow for several years have been restored to the library budget and collection of the fines for overdue materials will continue. A court case before the North Carolina Supreme Court recently settled the matter of where funds collected as penalties would be placed. It was decided that library fines are not actually intended as punitive.

Serials Librarian Barbara Gushrowski resigned effective August 12 to accept a position as Access Services Librarian at Indiana University's School of Dentistry library. The position is now being advertised and an interview is set for September 27. There are no other staff vacancies at this time.

There has been a substantial increase in requests by faculty for making reserve items available electronically. This fall there was a rush to try to process materials by the dates faculty requested that the materials be accessible and items were processed in the order received. Some items required additional copyright clearance procedures and some article copies were not of the best quality for scanning. These problems have been worked through with the assistance of Access Services staff in cooperation with faculty.

b) University Writing Center (Ms. Amanda Calvin)

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

5 Year Technology Plan

Work is just commencing on a needs assessment and plan (with costs) to upgrade our technology assets (people and infrastructure) and funding.

Clean Access

Implementation is underway for Clean Access. Clean Access is a network based technology that insures that computers attached to our ResNet (residence halls network) have current anti-virus protection and the latest security updates to their operating systems (i.e., Windows XP).

Ruckus Network

UCIS had initial discussions with Ruckus Network. Ruckus is an entertainment service for networked personal computers. The most visible of the services are the download services for music and movies. We are investigating the value for students on ResNet. Ruckus was one of four services tested in a pilot project at NCSU and UNC Chapel Hill. It received the best reviews.

Teaching and Learning with Technology Collaborative - Annual conference

Planning is already underway for the next annual conference. The 2006 TLTC Conference will again be held at the North Raleigh Hilton. Dates are March 15 - 17. The call for proposals can be found at <http://conference.unctlt.org/proposals/overview.htm>. This year, as in years past, the Distance Education unit under Dr. Charles Tita plans to sponsor a limited number of attendees.

Instructional designer

Jason Atkinson has joined as our instructional designer. Jason is located in the Teaching and Learning Center.

Banner

UNCP went "live", on a limited basis, with the Finance module of Banner back in April. The Human Resources module will "go live" in phases. The final phase is schedule to be completed in early 2006. The migration activities are underway on the Student module, with an anticipated "go live" date in early 2007.

d) Media Center (Mr. Warren Love)
No report.

e) Disability Support Services (Mary Helen Walker)

DISABILITY SUPPORT SERVICES

Service Provided To

From 01/01/2005 to 09/09/2005 and Counselor Group = All Active and All Appointments Ordered by Appointment Description

Date	Length	People
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Service Provided To;

Totals 7,674.88 1,529 4,766 appointments

Grand Totals 7,674.88 1,529 4,766 appointments

Appointments with two counselors will only be counted once.
Any filter based on the counselor will only be compared to the first counselor.

Average from 1/1/05-9/8/05:

Based on 33 weeks of service:

Served 93 students per day

Proctored 1034 exams

Spent 744 hours consulting with UNCP employees

Spent 105 hours conducting outreach to outside sources

Spent 599 hours doing programming research and development

Spent 244 hours in UNCP committee work

Spent 145 hours in weekly staff meetings

Disability Support Services

Service Provided To From 08/15/2005 to 09/09/2005 and Counselor Group
All Active and All Appointments Ordered by Appointment Description

Date	Length	People	
Service Provided To:			
Totals	988.13	274	811 appointments
Grand Totals	988.13	274	811 appointments

Appointments with two counselors will only be counted once.
Any filter based on the counselor will only be compared to the first counselor.

*274 does not include the new freshmen; not keyed into the database yet.

65 hours per day direct services to students

30 minute increments for most, mean of 45 minutes = 114 students per day

Teaching 4 FRS 100 classes for professional development money

Teaching 2 sign language classes

Interpreting 18 hours of classes; 18 hours of prep time plus tutoring

Scanned over 12000 pages of text and still working on 6 students' books

Hired 67 note takers and still processing paperwork = \$4020.00

Arranged 1380 accommodation packets

5. Old Business: Contracting faculty to develop survey instruments

Dr. Lillie reported he contacted Dr. Howard Ling about developing survey instruments and conducting surveys. Dr. Ling proposed to have one of his spring class focused on surveys to have students assigned to each department to assist in the development of survey instruments. The subcommittee will welcome this participation in order to prepare for the SACS (Southern Association of Colleges and Schools) visit in 2010. Since surveys may not be ready to distribute until Fall 2006, it is hoped that Dr. Ling proceeds this semester in developing surveys to be distributed in Spring 2005. Dr. Foster mentioned the Library may conduct a more intensive survey than the one conducted in Spring 2005.

6. Announcements:

The next meeting will be October 11, 2005 in Room in the Oxendine Science Building at 3:30.

7. Adjournment