

MINUTES
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
TUESDAY, January 9, 2006 @ 3:30 P.M.
Library Conference Room – Room 212

✓Mr. Robert Arndt
Dr. Susan Cannata
✓Dr. Elinor Foster
Dr. William Gash
✓Dr. Anita Guynn
✓Dr. Charles Lillie
✓Dr. Dandan Liu

✓Dr. Emily Long
Mr. Warren Love
Dr. Maurice Mitchell
✓Ms. Mary Helen Walker
(Dorothy Wells)

Minutes of the Tuesday, November 28, 2006. Meeting were approved with the correction of heading of the Minutes to read Minutes instead of Agenda

The agenda for the meeting was approved.

Reports

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

Library Report

Library hours of operation have increased from 91 to 101 per week since 2004. Earlier opening weekdays and later closings weekends added the hours. These changes were made in response to student surveys conducted in 2005 and 2006, when students requested additional hours of operation during these time periods. The exit (in-house) surveys conducted in 2005 and 2006 and the on-line survey conducted in 2006 will be repeated in the spring of 2007. It is unlikely that additional hours will be offered that will completely satisfy students who want 24-hour availability to the library building. Online access will have to suffice in lieu of adding a third shift to library personnel.

There has been a new public services position added to aid in daytime coverage of the four public services desks. Coverage has been needed in Serials for some time on Fridays, as the one staff person assigned to that area on Fridays has been reassigned to Acquisitions, to assist in handling the increased budget for purchase of materials. Both the additional staff person and the increased budget for materials were made possible through enrollment growth funds provided to the Library. Another reason the new public services Library Technical Assistant is needed is to aid in the inspection of laptops issued to students, which are increasingly popular. The machines are checked for functionality before and after each checkout.

The Government Documents/Development Librarian position has remained unfilled since it was first advertised in July 2006. Mrs. Lillian Brewington, now in phased retirement and working half time, is Special Collections Librarian. She has graciously continued to oversee the Government Documents area as the search for a replacement in that former area of responsibility for Mrs. Brewington continues.

b) University Writing Center (Dr. Anita Guynn)

Dr Guynn reported that end of semester recognition of frequent users of the Writer Center went well. The search for a new director of the Writer Center continues. There have been several phone interviews, and applications have continued to come in. Training of new tutors has begun.

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

Report to the Faculty Senate Academic Support Committee

January 9, 2007

IS Audit

A team of 5 information system auditors from the North Carolina Auditors Office began an audit of UCIS on November 6, 2006. The onsite phase of the audit was concluded on December 6, 2006. At that time, we received a preliminary list of issues to be resolved. We expect to receive the draft of the audit report in the near future. At that time, we will have 90 days to resolve the issues.

PACE

UCIS is working with a variety of internal and external organizations to realize IT efficiencies in the following areas:

- Use thin PC clients where appropriate
- Shared Professional Staff
- Consolidate Disaster Recovery across System
- Centrally Provided Course Management System
- Centrally Provided Banner System
- Computer Equipment Requirements & Purchases
- Consolidation & Elimination of Computer Labs

Digital Content Consortium & Podcasting Festival

The UNCP Digital Academy will hold its annual Digital Content Consortium conference on Friday and Saturday, March 16 and 17, on campus. This year's conference will feature a podcasting festival in conjunction. Watch for more information or visit the conference website at http://www.uncp.edu/digital_academy/dcc_2007/conf_index07_text.htm.

Teaching and Learning with Technology Collaborative - Annual conference

The 2007 Conference will again be held at the North Raleigh Hilton. Dates for the 2007 conference are March 21-23, 2007. 151 proposals were received from 29 institutions in 5 states (Yes, this has grown bigger than just the UNC). Of the 151, 11 came from UNCP.

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

e) Disability Support Services (Ms Mary Helen Walker)
Dorothy Wells reported the new semester has been busy.

Old Business

Dr. Lillie and Dr. Foster reported they had spoke to Alona Smolova about past Sophomore and Senior surveys that had been conducted.

Dr. Gash, Dr. Mitchell, Dr. Foster and Cindy Saylor had met and discussed an online survey for UCIS. Dr. Mitchell and Cindy Saylor have developed a Survey which is now being fine-tuned.

Anita Guynn presented a draft of a Writing Center survey. The Professional Writing Class is going to examine the survey and suggest changes.

The subcommittee looked at criteria for closing some of the labs. Some of the possible criteria mentioned included: Does the lab have special software; Is the lab staffed; How is the lab funded; How much use does the lab have; What are the students' perception of the lab; How are labs distributed on campus; What are the number of evening labs available. The discussion of criteria is to be continued via e-mail so that a full set of criteria can be discussed at the next meeting.

The next meeting will be held 13 February 2007 at 3:30 p.m. in the Library Conference Room.

The meeting was adjourned at 4:39 p.m.