

## MINUTES

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

TUESDAY, September 12, 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

1. The meeting was called to order by Susan Cannata.
2. Dr. Charles Lillie agreed to continue as Chair. Robert Arndt agreed to continue as Secretary.
3. The Minutes of the Tuesday, April 11, 2006 Meeting were approved with the changes of the date.
4. The agenda for the meeting was approved
5. Reports

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

#### **Library Report September 12, 2006**

The Library received an additional \$441,650 over the FY 06 allocations due to enrollment growth and distance education formulas. A large part of the new money will be placed in the acquisitions budget, or \$229,000 above last year's total of \$1,083,138 available for acquisitions. This year the total acquisitions budget is \$1,312,138 and from those funds an additional \$79,000 will be made available for faculty selections (\$548,638 as compared to \$469,638 in FY 06). These matters and other library updates will be discussed at the luncheon meeting of September 14 which will be attended by librarians, department chairs, and library liaisons.

A study is now in progress about how to accommodate additional new books and media. All possible locations on the first and second floors are being scrutinized.

New services including instant messaging and the availability of portable MP3 and DVD players are now available.

Open positions include the Government Documents/Development Librarian and Library Assistant for Media Cataloging ones.

Several programs sponsored by the Friends of the Library have been scheduled. Scott Hagwood, a memory specialist, will speak October 3 at 7:00 p.m. and Drs. Fran Fuller and Liliana Wendorff will discuss their new books October 18 at 10:00 a.m.

b) University Writing Center (Dr. Anita Guynn)  
Academic Support Services Subcommittee – 9/12/06

The UWC has worked with 25 different students in the three weeks we've been open. Although most of these were first-year students working on assignments in the composition sequence, this number also includes two graduate students and students working in five departments other than ETL.

Five new writing center consultants are now in training and are beginning to conduct sessions along with our two returning consultants. In addition to conducting tutoring sessions, these students have helped with the distribution of Longman's Little, Brown handbook to full-time faculty members and with Writing Center "orientation" sessions for Freshman Seminar classes.

Two student consultants will be working with me as facilitators for a Praxis writing workshop for an online cohort of students later this month, and we are exploring the possibility of offering small-group tutoring sessions for athletes in composition courses because of their extensive practice schedules.

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

**Report to the Faculty Senate Academic Support Committee**  
September 12, 2006

**Spam filtering**

UNCP has contracted with Tangent, Inc. to provide a more aggressive email filtering service. Prior to engaging Tangent, we were filtering roughly 8,000 spam messages per hour. This was obviously not effective enough. Tangent's service is expected to filter ~98% of the spam, viruses and spyware from email messages coming from outside UNCP.

## **Email Policy**

From Maureen Windmeyer: "The University of North Carolina at Pembroke has adopted a policy that all students will have an official e-mail account at the point of admission. It is the student's responsibility to check his or her university supplied e-mail account in order to stay current with university communications.

And, the University has signed an agreement with GoalQuest to create a communication plan for new freshman. This plan uses email to contact freshman and their parents. Therefore the mailbox for a student account will now be created whenever the account is created. Mail can then be delivered to it at any time. The student will still need to use the account setup page, [www.uncp.edu/ucis/accounts](http://www.uncp.edu/ucis/accounts), to get their username and password. But one will be able to send them mail even if they never log into WebMail the first time."

## **UNCP team participates in Orlando conference**

Chancellor Meadors led a team consisting of VC Jones, VC Clark, Dean Locklear, and AVC Mitchell which participated in an AASCU/Educause Conference on teaching and learning with technology. The activities focused on how the various generations of our students view and use technology and how that can impact teaching and learning. The UNCP team returned from the conference with an action plan which included, 1) surveying our freshman students to see how they compare in their use of IT to the national statistics, and 2) where we could implement new learning spaces ideas on campus.

## **Robyn Render Visit**

UNC Vice President for Information Resources, Robyn Render, visited UNCP in mid-July to review the status of information technology. She met with Chancellor Meadors, Provost Harrington, a focus group of faculty and a focus group of staff members working on the Banner project. She also met with AVC/IR Mitchell and the leadership of UCIS. Her purpose was to identify strengths and weaknesses in IT deployment and services and make recommendation to the Chancellor and Provost.

## **iTunes University**

UNCP now officially has an Apple iTunes University site. The URL will be itunes.uncp.edu but the site is not yet available as the technical security details have not been completely worked out. When the site is available for use, we will inform the campus community. For those who wander what an iTunes University site might look like, check out itunes.stanford.edu.

An important note: itunes.uncp.edu will have both public and private sites. Access to content posted on the private site will require login using your UNCP network login and password. Any one posting content on the public side of itunes.uncp.edu must understand the Apple may, by contract, use the content for their marketing and demonstration purposes.

### **New UNCP web server**

UCIS installed a replacement server that provides services for [www.uncp.edu](http://www.uncp.edu). The new server has increased storage space for web pages. Those members of our University who are authorized upload access to the new server can now do so using the same login and password information that is used to access email and other network services.

### **Webcams**

In conjunction with University and Community Relations, Physical Plant and the vendor, UCIS has installed two webcams that will give visitors to [www.uncp.edu](http://www.uncp.edu) a live view of some of our campus life.

### **Surveillance cameras**

In conjunction with Public Safety, Physical Plant and the vendor, UCIS has installed 60 surveillance cameras at strategic locations around the campus. The cameras will allow Public Safety to monitor activities in parking lots and other areas and respond with services as needed.

### **PACE**

President Bowles has initiated his President's Advisory Committee on Efficiency and effectiveness (PACE). The committee made up of executives from within the UNC and from the outside business community, is charged

with making recommendations on how UNC can become more efficient and effective. The goal is to focus more of our resources on the core functions of teaching, research and service. Under the PACE leadership, the campuses and the General Administration have been engaged since June in the gathering of quantitative and qualitative data to help make business decisions that will lead to a more efficient and effective UNC. The goal is to present these decisions to the next General Assembly as evidence of our commitment to be good stewards of the resources we get from our public. To date, General Administration has cut its budget by 10%, including the elimination of a significant number of senior administrators and projects.

In the words of the PACE committee: "This [IT] is likely to be the biggest system wide opportunity examined by the working groups. Moreover, all the sub-functions do lend themselves to system-wide versus local scrutiny."

#### **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. Incidentally, Maurice Mitchell is serving as chair of this year's program committee.

#### **UNC Shared Services Alliance**

Tom Jackson has been elected chair of the Board of Directors for this system wide initiative.

#### **Director of Network and System Administration**

Kevin Pait has been named Director of Network and System Administration for UCIS. Kevin previously held the position on an interim basis.

#### **Banner HR**

The Banner human resources module went live on September 4<sup>th</sup>. HR self service, the web-based service that lets you see (and edit in some cases) you personal info, is expected to be launched in late fall.

#### **Banner newsletter**



DIGITAL CAMERA	21
VCR	6
TV	29
SIGNS	39
CASSETTE COPIED	14
CD'S COPIED	57
SCREEN	16
CARTS	93
DROP CORDS/SURGE PROTECTORS	79
SLIDE PROJECTOR	2
DVD'S MADE	182
DVD'S COPYING HOURS	76
DVD PLAYER	56
MICROPHONES	57

During the past month at the Media Center, we have been extremely busy trying to get the Education Building back online. When the Contractor released the building back to operational status, we had three days to return the building to a working status. All the TV's, VCR's, DVD Players, and carts had to be returned to their original classrooms as well as the Overhead and LCD projectors. Through this process we also added three electric screens and LCD Projectors over in the building. Rooms 222, 223, and the Curriculum Lab received the above mentioned equipment. We also have purchased the equipment for room 302 in the same building, but due to schedule conflicts within the classroom, the equipment has yet to be installed. The contractors have been contacted and they are going to resolve this issue as soon as possible. We have collaborated with UCIS on the placement of LCD Projectors in all of the classrooms over in the Education Building and hope to have this done within the next few months.

e) Disability Support Services (Ms Mary Helen Walker)

6. Old Business:

a) Surveys

The various support services were reminded of the need to gather information for the approaching SACS accreditation process.

7. New Business

a) Dr. Mitchell brought to the attention of this committee the proliferation of computer labs on campus—approximately 79, some of which consist of only 2, 3, or 4 computers. He stated that these labs are labor intensive with service and maintenance needs. He would like this committee to study this issue and establish guidelines so he can make a recommendation.

b) Dr. Foster stated there is no checkout policy for faculty who leave/retire who may have library materials.

8. Announcements

This subcommittee will meet the following dates in 2006/2007 academic year:

10 October  
14 November  
9 January  
13 February  
13 March  
10 April.

6. The meeting was adjourned at 5:05.