

MINUTES
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
TUESDAY, November 28, 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, October 10, 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)
November, 2006

Study rooms, carrels, tables, and leisure seating areas have all been in fairly heavy use these last few weeks. The attendance (gate count) for October was 19,564. There were 775 uses of laptop computers. There were 36 library use instructional sessions attended by 497 persons. Also, there were 3,651 books and 2,102 media items circulated outside the Library and 1,150 print reserve uses were recorded, along with 899 electronic reserve uses.

The search continues for a Government Documents/Development Librarian, a new position that has been advertised since July. Lillian Brewington, now on phased retirement, is overseeing Special Collections and assisting with Government Documents until the new position is filled.

Another new position, a support staff one, is now being advertised, a Public Services Library Technical Assistant. This person will help with activities at all four public services desks and also release one half-time position to work with acquisitions. The acquisitions budget has doubled in the past five years due to enrollment growth funds, the same source of funding for the two new positions just mentioned.

Elinor Foster

b) University Writing Center (Dr. Anita Guynn)

Late in the semester the UWC has been quite busy; we have conducted approximately 90 sessions in the last four weeks. Many of these were first-year students polishing final assignments for composition courses, but we also worked with a number of seniors and graduate students, as well as students working on assignments in other disciplines (education, sociology, nursing and art).

During our end-of-term celebration on Wednesday 11/29, we are awarding “frequent flyer” gifts to the two students who visited us most often during the term.

Four different faculty members visited Writing Center staff meetings this term to talk with us about what they value in student writing. They shared with us handouts and grading rubrics so that we may be better prepared to work with students about those assignments.

Two experienced tutors will be student teaching in spring and unable to continue working in the Center. We will be recruiting and training new tutors in spring term (including, we hope, students majoring in subjects other than English), as well as hosting an open house in late January.

Students in the spring 400-level Professional Writing course will be composing documents for the Writing Center, including forms, flyers and (if appropriate) usage surveys.

Dr Guynn reported at the Academic Support Services subcommittee meeting that the search for new Writing Center Director is progressing and phone interviews have been scheduled.

c) University Computing and Information Services (Dr. Maurice Mitchell)
Report to the Faculty Senate Academic Support Committee
November 14, 2006

SPARC

One of the driving forces for the forthcoming strategic plan is: “RAPIDLY EVOLVING INFORMATION TECHNOLOGY WILL MANDATE TECH SUPPORT AND EDUCATION TO OFFER ON-LINE COURSES AND REMAIN COMPETITIVE.”

The Strategic Planning and Resources Council has conducted two university-wide forums to collect input on IT. The minutes of the two forums are available on the SPARC site on Blackboard (use your email login to access).

IS Audit

TRIPOD	20
SOUND SYSTEM	42
CASSETTE PLAYER	11
LAPTOP COMPUTER	46
CD PLAYER	11
PRINTING (NEGATIVES)	11
RECORDINGS	8
HRS. OF RECORDINGS	16
WORKSHOPS	23
HRS. OF WORKSHOPS	46
DIGITAL CAMERA	9
VCR	11
TV	4
SIGNS	36
CASSETTE COPIED	9
CD'S COPIED	115
SCREEN	11
CARTS	23
DROP CORDS/SURGE PROTECTORS	23
SLIDE PROJECTOR	0
DVD'S MADE	105
DVD'S COPYING HOURS	21
DVD PLAYER	17
MICROPHONES	19

The classrooms in the Education Building have not been hard wired for use as of yet – A contract has been awarded to a contractor to finish this operation through UCIS and Facilities Planning and Construction. The demands for LCD projectors and Laptop computers for various workshops on campus have doubled, if not tripled in the past few months and we have recently purchased two additional set ups to be used at various locations as requested on campus.

e) Disability Support Services (Ms Mary Helen Walker)

Dorothy Wells presented the results of a survey conducted when student picked up their accommodations packet.

The Library and UCIS are looking surveying students in the spring. The Writing Center is examining the possibility of conducting an exit survey also.

Subcommittee member are suppose provide criteria for closing/consolidating some of the Computer Labs on Campus at the next meeting.

Dr Lillie informed Dr Foster that there is an exit criteria for departing faculty and staff as part of the normal exit policy. Dr Foster will contact Donna Strickland about who the departing faculty/staff need to see in the Library and whose signatures will be accepted on the exit form.

The next meeting will be held 9 January 2007 at 3:30 p.m. in the Library Conference Room.

The meeting was adjourned at 4:54 p.m.