

MINUTES
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
TUESDAY, April 10, 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
✓Ms. Dorothy Wells

1. The meeting was called to order.
2. The minutes of the Tuesday, March 13, 2007 meeting were approved
3. The agenda for today's meeting were approved.
4. Reports

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

**Library Report
April 10, 2007**

The Friends of the Library benefit event of April 13 has required preparation time of a number of library staff members, as has preparation for National Library Week, April 15-21. Faculty authors with publications in the time period of April 2006 to date who have let library staff know of their work will be honored at a reception following the reading of winning works in the eighth annual Poetry/Short Prose Contest, scheduled for 3:30 p.m. April 18. Anne Coleman is preparing a bibliography of reported publications.

Cindy Saylor helped coordinate the UNCP Podcasting Festival and Anthony Holderied was a presenter at the Digital Content consortium, events of March 16-17. Michael Alewine and Cindy Saylor were presenters at the Teaching and Learning with Technology Collaborative Conference in Raleigh March 21-23. Robert Wolf presented at the 16th Annual North Carolina Serials Conference in Chapel Hill March 29-30.

Effective May 1 there will be a full staff at the Sampson-Livermore Library. Karen Orr Fritts will join the staff on that date as Government Documents/Development Librarian.

Elinor Foster

- b) University Writing Center (Dr. Anita Guynn)
- c) University Computing and Information Services (Dr. Maurice Mitchell)

Report to the Faculty Senate Academic Support Committee
April 10, 2007

Blackboard hosting

UNCP is one of a number of UNC institutions that is actively investigating centralized hosting of its Blackboard CMS. The system wide initiative is underway. Our campus will be represented by Alan Prevatte, Blackboard administrator.

Banner

The remainder of the modules that make up the student information system of Banner "went live" this month. The Darwin (degree audit) system will be implemented late this summer to be in place for Spring 2008 registration in the fall.

Students are registering for Summer in the legacy SIS and for Fall in the new Banner. So far the reports I am receiving are favorable with little congestion or confusion.

IS Audit

The onsite phase of the audit was concluded on December 6, 2006. We received a revised draft of the audit report on March 30 at an Exit Conference attended by Chancellor Meadors and others from UNCP and UNC GA. We are in the process of filing our formal responses. After that period, the Office of the State Auditor will issue its report. General Administration will then give us 90 days to remediate any remaining issues.

Budget Requests

I filed a 6-part budget request for additional funds for next year with the Provost. Provost Harrington has instituted a formal process for requesting new budget funding for each fiscal year. These requests are in addition to the established budgets. My requests for this year, in priority order, were:

	<u>Personnel</u>	<u>Operational</u>	<u>Capital</u>
1 - Banner		\$205,478	
2 - Wireless		\$5,000	\$639,248
3 - Active Directory		\$34,360	\$18,960
4 - Groupware	\$92,894	\$10,000	\$163,149
5 - Help desk	\$176,821		

6 - Infrastructure Refresh

\$81,000

\$1,242,276

d) Media Center (Mr. Warren Love)

MEDIA CENTER MONTHLY REPORT

March 2007

SERVICE REQUESTED NUMBER REQUESTED

LAMINATIONS IN FT.	124
VIDEO TAPES	16
VIDEO TAPE COPIES	24
VIDEO COPYING HOURS	31
LCD PROJECTOR	27
O/H PROJECTOR	4
O/H PROJECTOR LAMPS	11
VIDEO CAMERA	21
EQUIPMENT REPAIRS	11
TRIPOD	26
SOUND SYSTEM	15
CASSETTE PLAYER	6
LAPTOP COMPUTER	25
CD PLAYER	4
PRINTING (NEGATIVES)	0
RECORDINGS	13
HRS. OF RECORDINGS	19
WORKSHOPS	26
HRS. OF WORKSHOPS	29
DIGITAL CAMERA	9
VCR	5
TV	16
SIGNS	26
CASSETTE COPIED	6
CD'S COPIED	37
SCREEN	16
CARTS	34
DROP CORDS/SURGE PROTECTORS	31
SLIDE PROJECTOR	2
DVD'S MADE	31
DVD'S COPYING HOURS	8
DVD PLAYER	24
MICROPHONES	19

The demands for LCD projectors and Laptop computers for various workshops on campus are still high as well as the demand for digital camcorders and cameras. Waiting lists have been developed as a result and these items are being distributed to the next individual upon return to the Media Center. Various forms of this type of Audio-Visual Equipment are currently available to be checked out on a 48 to 72 hour need basis for faculty, staff, and students. The increase in demand of these items has placed the Media Center in the situation to purchase additional items to help alleviate some of these problems.

e) Disability Support Services (Ms Mary Helen Walker)

Dorothy Wells reported that Disability Support Services will be moving to Mimosa for the summer while the old bookstore in DH Lowery is being renovated. She also reported Disability Support Services is receiving calls about accommodations for upcoming freshman placement tests.

5. Old Business:

a) Surveys

i. Sampson-Livermore Library

The Library will conduct an exit survey during National Library Week (April 15-20).

ii. University Computing and Information Services

The faculty survey has had approximately 50 respondents. Another appeal will be made to encourage faculty to respond.

iii. Disability Support Services

Disability Support Services will conduct an exit survey as during finals. A faculty survey is also in the planning stages.

iv. University Writing Center

v. Media Center

b) Computer Labs on Campus

See attached sheet for recommended lab closings.

6. New Business

There was no new business.

7. Announcements

This is the final meeting for the semester.

8. The meeting was adjourned at 5:10 p.m.