**Minutes**

**Subcommittee on Academic Support Services**

**3:30 PM, Jan 8, 201p**

**UC 233**

Members Present:

Robert Arndt, ARTS (Chair)

Debbie Hummer, NS&M

Cindy Locklear, S&BS

Alice Kay Locklear, At-Large

Erik Tracy, At-Large

Derek Oxendine, Center for Student Success

Nicolette Campos, Accessibility Resource Center

Brandy Brown, Director Writing Center

Members Absent:

Mark Thompson, LETT

Bradley Parish, SGA Senator

Marisa Scott EDUC

Mark Thompson, LETT

Dennis Swanson, Dean Library Services

I. Meeting convened: 3:35 PM

II. Minutes unanimously approved

III. Agenda approved

IV. Reports

A. Accessibility Resource Center

 1. Report (appended below)

B. Center for Student Success

1. No report due to late end of the semester and time needed to run reports

 C. Mary Livermore Library

1. No report submitted.

2. Robert Arndt noted that renovations continue.

3. Faculty are encouraged to contact Laura Hess about library instruction for courses.

4. The Library is moving forward with a new integrated Library system which include an enhancement of Summon, the federated search is also ready in place.

5. The Library is working to implement Stacks Map which will tag library record so that you will be able to see a graphic map telling you what shelf in the library an item is located.

D. Writing Center

1. Report (appended below)

2. New student assistants are in the process of being hired

V. Old Business

A. No new business

VI. New Business

A. No new business

VII. Announcements

1. Next meeting: February 12, 2019

Meeting adjourned at 4:03 p.m.

**Accessibility Resource Center**

**Academic Support Services Subcommittee Meeting**

**January 8, 2019**

**November statistics from Titanium database:**

* Active in database: approximately 500. These are students who are qualified for accommodations and could implement them at any time
* 133 (128, 128, 136, 117) have implemented accommodations for this semester
* 8 (20, 8, 10, 12, 5) Intake appointments
* 16 (16, 6, 8, 13, 13) accommodations appointments
* Proctored 81 (55, 69, 71, 109, 88) exams for 41 (34, 32, 43, 55, 38) SWD’s
* 114 (63, 19, 24, 11, 26) consultations with professors
* Coordinated 18 hours (50.25, 23, 105.75, 102.75, 126 hours) of interpreting services (American Sign Language)
* 20 (37, 81, 77, 95, 2,322) pages converted to alternate format

From our **hash mark sheet** (numbers are not in Titanium, because they did not require a case note)

 154 (105, 115, 133, 177, 204) phone calls

71 (98, 67, 67, 135, 119) Note takers

288 (278, 253, 224, 413, 111) Walk-ins

**Other Activities**

Nicolette concluded the WRP process. Six students were successfully interviewed and will be uploaded into the official WRP database

Vanessa attended the scholarship dinner on behalf of the Braves Disabled Student Scholarship

Nicolette presented at UNCP HR’s Onboarding for new employees

The UNCP ATLAS mentor program concluded

Nicolette and ARC Graduate Assistant participated in Open House

Nicolette participated on two search committees

Vanessa is re-activating UNCP’s Zeta Chapter of Delta Sigma Omicron

**ADA Coordinator Activities**

Commencement preparation

VPAT review

3Play Media webinar: 2018 Legal Update on Digital Access Cases with Lainey Feingold

**Ongoing Committee Work:**

* Academic Support Services Subcommittee
* Braves Book subcommittees
* CAIT
* CARE/EHS team
* Chancellor’s ADA Advisory Committee
* Commencement
* Coordinated Community Response Team (CCRT)
* Documentation Review Committee (DRC)
* Military Advisory Group (MAG)
* New Student Orientation
* Sexual Misconduct Advocacy and Resource Team (SMART)
* Special Olympics
* Sports Empowerment
* Student Services Committee
* Tuition Surcharge
* University Center Advisory Board
* VSA

**University Writing Center Report**

**Academic Support Services Subcommittee Meeting**

8 January 2019

Submitted by Dr. Brandy Lyn Brown Director of the University Writing Center

Time period: 9 November 2017 – 8 January 2018

**Activities and Projects**

* Wrapped up fall semester 2018
* Center does not open until 14 January 2019

**Usage Information** Fall 2018

* + - 757 appointments (DF Lowry 651, Library 106)
		- 391 writers
		- Average visits per writer 1.94
		- Appointments booked
			* D. F. Lowry 79.36% of the time, F17 comparison 26.35 %
			* Library 54.17% of the time, F17 comparison 45.86%
		- Appointments attended
			* D. F. Lowry 63.83% of the time, F17 comparison 22.20%
			* Library 46.73% of the time, F17 comparison 34.81%

\*\*F17 two graduate assistants were on staff greatly increasing the amount of available hours. I am currently trying to recruit graduate assistants for the center

**Spring 2019 Staff**

 Brandy Lyn Brown, Director

 Undergraduate Tutors

* Heather Boggess (Psychology)
* Alexia McDougald (English)
* Sydney Blake (English)
* Megan Munroe (English)
* Jordan Williams (English)
* Liz Allen (English)
* Kenneth Hyman (English)

**Upcoming:**

* Center opens at D. F. Lowry 308 14 January 2018
	+ Hours: M&W 9:00am – 6:00pm, T/TH 4:00pm – 6:00pm, F 9:00am – 2:00pm
* Center opens at Mary Livemore Library 22 January 2018
	+ Hours: Sunday – Tuesday 7:00pm – 10:00pm
* Continued training project – Developing community, revising our mission & vision.