**Minutes**

**Subcommittee on Academic Support Services**

**3:30 PM, February 12, 2019**

**UC 233**

***Members Present:***

Robert Arndt, ARTS (Chair)

Nicolette Campos, Accessibility Resource Center

Debbie Hummer, NS&M

Derek Oxendine, Center for Student Success

Marisa Scott EDUC

Mark Thompson, LETT

Erik Tracy, At-Large

***Members Absent***:

Brandy Brown, Director Writing Center

Alice Kay Locklear, At-Large

Cindy Locklear, S&BS

Bradley Parish, SGA Senator

Dennis Swanson, Dean Library Services

1. Meeting convened: 3:38 PM
2. Minutes unanimously approved
3. Agenda approved
4. Reports
	1. Accessibility Resource Center
		1. Report (appended below)
	2. Center for Student Success
		1. No report submitted.
		2. Tutoring program has expanded to accommodate growing enrollment numbers.
		3. Online tutoring has significantly taken off since implementation.
	3. Mary Livermore Library
		1. Report (appended below)
		2. Adding a new systems person to help with new systems.
		3. Hosting “walk throughs” for the community.
	4. Writing Center
		1. Report (appended below)
		2. No representative
5. Old Business
	1. No new business
6. New Business
	1. No new business
7. Announcements
	1. Next meeting: March 12, 2019
8. Meeting adjourned: 3:55 PM

Respectfully submitted by Mark Thompson, Secretary

**Appendix — Reports**

**Accessibility Resource Center**

**Academic Support Services Subcommittee**

**January 9, 2018**

**January statistics from Titanium database:**

• Active in database: approximately 600. These are students who are qualified for accommodations and could implement them at any time

• 87 students (75, 79, 80, 58) have implemented accommodations for the spring semester

• 17 (16, 13, 19, 18) Intake appointments

• Proctored 15 (13, 23, 15, 11) exams for 9 (17, 11, 7) SWD’s

• 184 (99, 5,12, 13) consultations with professors

• Coordinated hours 2 (34, 34, 81, 113.75 hours) of interpreting services (American Sign Language)

• 1460 (1230, 1335, 2594, 2526) pages converted to alternate format

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

 158 (129, 170, 216, 228) phone calls

 75 (69, 109, 69, 27) note taker walk-ins (not unique note-takers)

296 (321, 346, 510, 268) miscellaneous walk-ins

**Activities**

Nicolette presented to new employees in the Onboarding program

Nicolette assisted with an appeal for an MSW student

Nicolette participated in two free webinars: one about audio description for video and one on Universal Design for Learning

Debbie participated in a free webinar about JAWS (Job Access With Speech)

Nicolette presented for academic advisors: teaching and advising students with disabilities. This presentation counted toward the Advisor series for the Center for Student Success and the Accessibility Certification for the Teaching and Learning Center.

**ADA Coordinator Activities**

Nicolette is working with Kelvin Jacobs on updating the UNCP ADA Grievance Policy

Nicolette and Debbie continue to review software programs for accessibility

Outreach to the public schools

Updated ADA Coordinator webpage

Nicolette met with Tribal Chairman, Harvey Godwin and his team, and April Oxendine of Innovative Approaches in the Robeson County Department of Health Services, regarding building an inclusive playground.

**Ongoing Committee Work:**

* Academic Support Services Subcommittee
* AITC
* Braves Book subcommittees
* 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

**Center for Student Success
Subcommittee on Academic Support Services
February 12, 2018**

**No report**

**Livermore Library Report for**

**Board of Trustees Meeting Feb 2019**

**By Dr. Dennis M. Swanson, Dean**

Since the last report the Livermore Library has been quite active. We recently implemented a new organizational structure with four directors reporting to the dean and a reorganization of the existing staff. This will give us a modern and much more efficient operational structure.

We significant additions to our electronic academic resources in the last few months. We added Academic Search Ultimate which added over 3500 full-text journals and an additional 10,000 e-Book titles. We also added Business Source Ultimate which gives our students and faculty access another 1500 full-text journals, as well as all 52 Standard and Poors Industry Survey reports and an additional 60,000 video reports including Harvard Business Faculty Seminars. We also added the Hein American Indian Law Collection, 1.2 million articles related to local, state, federal, and tribal law issues as they relate to American Indians.

We are in the final process of adding the streaming video service *Kanopy*. This will give access to the students and faculty of over 30,000 movies, documentaries, and other video resources. *Kanopy* is the leading service in the academic world, serving over 4000 libraries.

We have begun the process of converting to a new Integrated Library System, *Alma* from Ex Libris Corporation. This is the leading product of its kind in the world, used by many state systems and is the system used by the Library of Congress. It’s *Leganto* module will integrate the library into our classroom learning system, Canvas. We will also add Primo, a feature that allows for simultaneous search of all of the library resources for comprehensive researching ability.

Finally, last fall the library added a three-unit general elective course in research and we filled six sections in the fall and another six sections this spring. Next fall we are adding a graduate level research course which several programs will be requiring for graduation.

**University Writing Center Report**

**Academic Support Services Subcommittee**

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

February 7, 2019

**Upcoming Events**:

* I will present at Southeastern Writing Center Association conference February 21 – 23.
Jordan Williams will also attend the conference and report back to the rest of the staff.

**Usage Information: Spring 2019 January 14 – February 6th**

* + - 113 sessions | 2018: 165 sessions
		- 78 unique writers | 2018: 108 unique writers
		- 31 online sessions | 2018: 23 online sessions
		- 17% of writers visited the center more than once| 2018: 35% writers visited the center more than once
		- 53 new writers registered | 2018: 54 new writers registered

Student Satisfaction Survey (19 responses)

Assessment Question Tracking: “I left the writing center with ideas for revision.”

**Survey comments:**

Always helpful and considerate **(1)**

[The Consultant] was a great resource to helping me write my paper! I will totally be coming back for help with more of my papers. **(1)**

If only I could work with [Consultant] every time, I would be happier. **(1)**

[Consultant], is by far, my favorite person to work with! **(1)**

[Consultant] was amazing and very knowledgable, I appreciate her assistance. **(1)**

[Consultant] was really wonderful and I felt great about the visit! Thank you, JSE **(1)**

**Spring 2019 Staff**

Brandy Brown, Director

*Graduate Student Assistant Director:*

* Steffany-Rae Lynch

*Undergraduate Tutors:*

* Heather Boggess (Psychology)
* Jordan Williams (English)
* Liz Allen (English)
* Kenneth Hyman (English)
* Megan Munroe (English)
* Ariana Farrington (Philosophy)
* Alexia McDougal (English)
* Sydney Blake (English)
* X-Staizha Benjamin (Psychology)