

## ACADEMIC SERVICES AND FACILITIES

### Summer School

Through the Office of Academic Affairs in Lumbee Hall, the University offers a three-week MayMester, two five-week terms, and two three-week intra-sessions. Special workshops and institutes enrich the regular summer program, and visiting specialists augment the regular faculty when the need arises.

Through many curricular and extra-curricular activities, the summer session provides opportunities for teachers and others who are free for summer study. Many courses and workshops are open to individuals not seeking a degree but interested in gaining personal or professional knowledge.

A student entering The University of North Carolina at Pembroke for the first time as a beginning freshman, a transfer student, or a student who is returning to the University after an absence of one semester or more must meet all requirements for admission.

Transient students—students who are regularly enrolled at another institution of higher education and who wish to take courses at UNC Pembroke during the Summer Session for transfer to their home institution—must submit a form available from the Registrar's Office. This form must show that they are in good standing at their home institution and have their Dean's or Registrar's permission to enroll at UNCP. Admission to the Summer Session does not constitute admission to the University.

In-service teachers who wish to attend the Summer Session for license renewal or other purposes must submit an application. The application form and Summer Session Catalog may be obtained from the Academic Affairs Office.

### Distance Education

With funding from the North Carolina Legislature, The University of North Carolina implemented distance education in 1999 as a method of providing statewide educational access through alternative program delivery methods to place-bound, non-traditional students. Consistent with The University of North Carolina at Pembroke's credo to encourage and promote "the pursuit of education as a lifelong experience so that its graduates will be equipped to meet the challenges of the twenty-first century," the Office of Distance Education functions primarily as a portal that provides the administrative support framework for various academic departments participating in exporting their courses and degree programs across the state and beyond. Programs designed for distance education delivery are offered through face-to-face, interactive video, online, and hybrid formats. Distance Education at UNCP is a dynamic program that seeks to meet the workforce needs of North Carolinians.

**Off-Campus Sites:** Through the Office of Distance Education, UNC Pembroke provides opportunities for place-bound, non-traditional students to participate in several degree programs (undergraduate and graduate) at a variety of off-campus sites across the Southeast region of North Carolina, including Sandhills Community College in Pinehurst, Richmond Community College in Hamlet, Fayetteville Technical Community College in Fayetteville, Cape Fear Community College in Wilmington, and Fort Bragg Military Installation in Fayetteville. At these remote locations, students can take courses and complete their degree programs without having to come to the main campus.

**Online Programs:** The Office of Distance Education coordinates and supports the development, authorization, and implementation of online degree programs. Internet-based programs include the B. S. in Business Administration with a concentration in Management and the B.A. in Criminal Justice. At the graduate level, the Master of Public Administration (MPA) is available in an online format. Several stand-alone courses in the School of Education, the School of Business, and the College of Arts and Sciences are also delivered fully or partially online to fulfill varying student needs. Specific information about online courses and programs may be obtained by contacting the Office of Distance Education or the appropriate academic department. The Office of Distance Education collaborates with the Southern Regional Education Board (SREB) Electronic Campus by posting UNC Pembroke's online courses and programs on the Electronic Campus dashboard each semester for participation by e-learners from SREB states.

**Quality Assurance in Distance Education Courses:** The academic integrity of UNC Pembroke's distance education programs is assured, in part, by insisting that regular faculty teach a significant number of the courses. Further, the full-time faculty who teach distance education courses are supplemented by a cadre of well-qualified and properly credentialed adjunct faculty. With the launch of UNC Online in 2008, the Online Quality Council was formed with the mandate of making ongoing recommendations for quality assurance in online programs at all 17 constituent campuses of The University of North Carolina. UNC Pembroke is represented on the council. The Office of Distance Education works with the Teaching and Learning Center, DoIT, and the Library to provide the requisite training for faculty who teach online or in the interactive video classroom. Additionally, one-on-one support is also provided for instructors who develop courses for online delivery.

**Support Services:** Working in conjunction with various student support services, the Office of Distance Education assures that online and off-campus students are seamlessly linked to critical learning resources and services. A full-time distance education staff is available at each of the major Distance Education sites to respond to student inquiries, assist with registration for classes, schedule instructional space, proctor exams for off-campus and online classes, and arrange instructional resources for faculty. Additionally, the Office of Distance Education provides orientation for new online students as well as maintaining equipment at off-site interactive video classrooms.

**Library Services:** The Mary Livermore Library employs a full-time Distance Education Librarian who provides students with individualized reference and instructional services and expedites document delivery services where research materials (books, reports, articles, etc.) are sent directly to the students. Some materials are digitized and mailed to students. The Mary Livermore Library houses over 377,000 cataloged volumes and 33,000 subscriptions to print and electronic serials and provides access to more than 165 electronic databases.

**Lateral Entry Teacher Certification Support:** UNC Pembroke's School of Education supports lateral entry teacher education candidates who take courses to complete state licensure requirements. As mandated by the UNC Tomorrow Commission in 2007, "UNC should increase access to its educational programs—including academic courses, degree programs at all levels, and certificate programs—for traditional students, non-traditional students, and lifelong learners" (UNC Tomorrow Recommendation 4.2.1). The Lateral Entry Teacher Education Certification program is certainly one of the creative ways in which UNC Pembroke is contributing to workforce development.

## **Mary Livermore and Other Library Services**

Named for a former UNCP Dean of Women and Professor of Religious Education, the Mary Livermore Library serves as the chief information resource center for the Pembroke campus and also as a link with other libraries within The University of North Carolina and the world.

Providing approximately 377,000 volumes and 33,000 periodical subscriptions (print and electronic), the Livermore Library serves as a depository for selected state and federal documents and houses local history materials, including the Charlie Rose Archival Collection. Library patrons are offered services which include reference and information consultation and assistance, assistance with computerized database searching, interlibrary loan, orientation tours, and library use instruction.

Resources available to patrons include print materials for research and recreational reading; print and on-line databases; a computerized catalog; Internet access; microform and photo copiers; typing and study facilities; a computer laboratory; and multimedia equipment and materials.

The resources are available to patrons 105.5 hours a week during academic sessions, with extended hours during fall and spring exam periods, and on a reduced schedule during summer, holiday, and between-session time periods. For information concerning services and hours, please phone the circulation desk at (910) 521-6516.

**Specialized libraries**, featuring resources appropriate to particular programs and departments, are found in several locations. In the Educational Center, the School of Education maintains a Curriculum Laboratory and a Test Review Resource Center. Moore Hall houses a Music Resource Center featuring recordings, scores, and listening facilities.

## Division of Information Technology (DoIT)

The Division of Information Technology maintains the cyber-infrastructure necessary for the University to fulfill its mission of teaching, research, and service. By providing and managing campus networks—both wired and wireless—as well as Internet connectivity, telephone services, and technology infrastructure, DoIT provides the resources that UNCP's faculty, staff, and students rely on to do their work. Applications, servers, electronic file storage, teaching technologies, extensive wired and wireless networking, and Internet access are available throughout campus for the benefit of the University community.

High speed connectivity to the Internet and access to broadband research networks is possible through DoIT's agreement with the North Carolina Research and Education Network. This network access is provided in all academic buildings, and most residence halls have wireless access capability. In addition to information technology and computer services, DoIT manages the campus telephone services by using digital network telephony technologies (VoIP) with multiple connections to telephone service providers.

DoIT has designed and manages the campus's administrative computing infrastructure with dual data centers to ensure reliability of services. With this set-up, even if one data center fails, UNCP faculty, staff, and students continue to have access to vital applications. Advanced and energy-efficient technologies, including virtual server technologies, are used extensively; in addition, DoIT maintains a state-of-the-art Metrocluster Storage Area Network (one of few in North Carolina) that provides high speed, secure, and reliable digital storage to the University community.

A large part of DoIT's own mission is its commitment to clients. The Client Services area of DoIT provides user support for anyone on campus struggling with campus technologies by answering questions about both hardware and software. In addition to this targeted support, Client Services provides traditional and computer-based technology training resources, as well as individual tutoring sessions. Training topics include various software packages and, most importantly, computer security and appropriate use of digital resources. DoIT's Helpdesk is available for extended hours Monday through Thursday and limited hours Friday through Sunday by contacting the DoIT Helpdesk in person or calling (910) 521-6260 or e-mailing [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu).

## Academic Computing Resources

UNC Pembroke recognizes the importance of and promotes computer literacy among students, faculty, and staff. Although no specific computer courses are required, UNCP students have many opportunities to gain computer proficiency. Freshman Seminar classes include sections on computing, and in freshman composition classes, students use word processing software for writing papers. All teacher education programs require that future teachers have basic computer skills, and students majoring in business administration are required to take BUS 1090, Business Uses of the Computer. Additionally, many departments expect students to use computer software in some courses. To improve computer literacy and proficiency among the entire University community, DoIT offers free training to students, faculty, and staff throughout the year. Helpful information concerning appropriate use of digital resources including copyright issues related to peer-to-peer file sharing is available on the DoIT Website at <http://www.uncp.edu/doiit>.

Students' proficiency with technology requires easy access to computer resources. Each classroom building houses one or more computer facilities that are available during normal business hours. In addition, the Chavis University Center computer lab is available for extended hours; the Mary Livermore Library computer cluster is open daily as well as during the evening hours and on weekends, and computer labs in Cypress, Pine, and Oak Residence Halls are available to their residents at any time; other UNCP students may use those labs during the hours that personnel are staffing the facility.

DoIT promotes computer proficiency at UNCP by providing the entire University community with a choice of hardware, operating systems, and applications in classrooms, computer labs, offices, and living quarters. PCs can be found across campus; labs with Macintosh computers are located in Mary Livermore Library, Moore Hall, and Locklear Hall. Workstations (both PCs and Macs) in computer labs run either Windows or Macintosh operating systems and provide a variety of software

including the Microsoft Office suite of applications, discipline-specific software, and a choice of Internet browsers. Specialized labs throughout campus support various disciplines including computer science, digital media creation, and geographic information systems. Furthermore, students, faculty, and staff can access discipline-specific software from any network connection by using a Web browser. The Virtual Computer Lab (VCL) provides access to software such as Web publishing, statistical packages, Mathematica, and other software packages specific to the sciences and other disciplines. Most classrooms have network connections, computer teaching stations, digital projectors, and various other teaching technologies. Blackboard, UNCP's course management system, provides fully online, hybrid, and traditional classroom courses. DoIT ensures computer proficiency and access to all students, staff, and faculty, including those who are challenged. Students with disabilities have Assistive Technology available to them, once the office of Disability Support Services has determined their eligibility under the Americans with Disabilities Act Amendment Act of 2009.

Once a person becomes part of the UNCP community—whether as an employee or a student—DoIT's support begins. All permanent faculty members have their choice of a Windows or Macintosh computer—either desktop or laptop—with access to the campus network. Faculty are provided an email account and can access Web hosting, network file storage, and course Web sites via Blackboard. Further, faculty and staff are free to attend computer training and to use DoIT's Helpdesk as needed. Student accounts are created upon admission, and, once established, they can access e-mail, class registration, course schedules, grades, and more through BraveWeb, the campus services Website at <http://braveweb.uncp.edu>. Student email is provided through the Microsoft-hosted BraveMail system, and students have access to Sky Drive file storage and network file storage. Students can access the campus network from any computer lab or their residence hall room.

DoIT is committed to supporting UNCP's mission of teaching, research, and service by providing a current, reliable, secure, and easily accessible computer infrastructure and resources. As UNCP grows in size, student population, and reach, DoIT intends to keep pace by increasing the resources necessary to ensure UNCP's continued success.

### **Division of Information Technology Media Services**

DoIT's Media Services aids teaching, learning, and research for the campus by providing digital and media technology tools and services. Projects for classroom learning, research, seminars, marketing, and outreach are some of the applications routinely supported. Media Services maintains a pool of audio, video, and presentation equipment in the Mary Livermore Library for instructional and institutional use. Equipment is checked out to faculty and students on a first-come/first-served basis, with classroom use as a driving priority.

All general-purpose classrooms at UNCP are equipped with a computer-equipped teaching station featuring a standard wall-mounted remote control for the LCD projector and audio. Many classrooms have DVD/VCR combination players, and some rooms are also equipped with video presenters, presentation whiteboards, and other technologies. In addition, the Center provides media equipment set-up and operation services for special events on campus. For more information concerning Media Services, contact the DoIT Helpdesk at the 521-6260, or email [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu). Equipment requests may be submitted on-line using the request form available at [http://www.uncp.edu/doit/media\\_services](http://www.uncp.edu/doit/media_services).

### **University Writing Center**

The University Writing Center, Dial Humanities Building 128, assists UNCP students at any stage in the writing process, from conception and organization to revision and publication. The Writing Center staff works with students on any writing task, helping students focus, select, organize, and develop ideas in early drafts of writing and helping them review, improve, and strengthen later drafts before submission. Writing Center users have access to networked computers and printers and an extensive collection of writing reference materials. The Writing Center also provides assistance in computer-assisted writing and research, in cooperation with faculty and other campus support areas.

The University Writing Center staff includes a full-time director and a group of upperclassmen

and graduate students from across the disciplines, chosen by the director, who have extensive training in the writing process, tutoring, and their Writing Center responsibilities. The director of the Writing Center communicates frequently with faculty to determine both the general needs of classes and the particular needs of individual students who use the center's services.

The University Writing Center opened at UNCP in May 1994 as a Title III-funded student support program and was granted permanent institutional support by the Office of Academic Affairs and the Department of English and Theatre in August 1998.

### **Center for Academic Excellence**

The Center for Academic Excellence, located in Jacobs Hall, Suite H, is designed to provide a support system for students through numerous programs and activities: academic advisement, career/major counseling, major declaration, and Early Alert consultation. Through the Early Alert Program, a professor or staff member may recommend that a student seek help for a problem that threatens the student's academic success. Continued absence from class is usually the first and most significant indication that a student should be referred. Academic advisors from the office work with the student to determine appropriate help and draws on existing programs and offices to find a workable solution. In addition, FRS 1000 (Freshman Seminar) is coordinated through this office.

### **Office of International Programs**

In today's global economy, the need for college graduates equipped with the skills to succeed in that economy, and for faculty prepared to teach them, has never been greater. Citizens of all types—whether parents of students, or local or other residents or interested parties—also need to understand the current world, the challenges that it presents, and the benefits to be accrued through informed participation. Businesses, likewise, must be prepared to compete in—and understand—the complexities of the contemporary world and marketplace.

The International Programs office advises the university and others on international matters, directs and carries out the university's international education activities, and serves as its main representation abroad. Consistent with its mandate to internationalize the university community and to serve as a dynamic resource for the local community and beyond, the office promotes UNCP abroad; recruits and supports high-quality international degree-seeking and exchange students from all over the world; offers, creates, and manages Study Abroad opportunities for UNCP students while offering students and parents alike outstanding support from pre-departure onwards; serves as an internationalization support office for UNCP faculty and for in-bound and resident foreign scholars; and works with industry and community leaders to promote international understanding and skill sets. International Programs also directs the English Language Institute, which is described in more detail below.

Working with the University Counsel, International Programs is responsible for managing international contracts, has concluded—and continues to seek—contracts with a large number of high-profile institutions throughout the world, and offers (in concert with various UNCP offices and academic departments) cooperative degree and non-degree programs with partner institutions abroad. International Programs, in cooperation with the Center for Sponsored Research and Programs, also coordinates international grant and funding activities and works closely with the Office for Advancement.

### **English Language Institute**

The English Language Institute (ELI) offers innovative programs in English as a Second Language (ESL) to UNCP's growing population of international students. Overseen by the International Programs office, ELI offers high-quality English instruction to non-native speakers. ELI's ESL instruction prepares international students to succeed, both academically and culturally, at UNCP and to perform at very high levels, whether in the classroom or off-campus in social, cultural, or professional settings. In addition to the achievement of linguistic competency, the program also aims at making international students more comfortable with, and better-informed of, life in the United States. A significant amount of content and opportunity is leveraged through current and cultural events and by means of local and regional excursions.

## Center for Adult Learners

The Center for Adult Learners' goal is to help meet the needs of the adult learner who attends UNCP by providing resource and referral information about campus and community resources. The center is designed to be a comprehensive resource and referral area for nontraditional students. It offers extended evening hours, a special freshman seminar class, readiness workshops, academic advising, orientation programs, and a Peer Mentoring Program. The Center for Adult Learners is located in Jacobs Hall, Suite H.

## TRIO Programs

TRIO Programs at UNCP, located in Jacobs Hall, Suites I, J, and N, are designed to help meet the academic, cultural, and financial needs of participants in order that they may achieve a high success rate while in school. The two projects included are Upward Bound and Student Support Services.

**Upward Bound** is funded to serve seventy-five Robeson and Hoke County high school students who have the academic potential to become first-generation college students but lack certain skills or motivation to demonstrate that talent. The program consists of an academic and a summer phase. During the academic phase, students are encouraged to achieve their educational potential with the help of weekly tutoring sessions in their high school courses. Assistance is also provided for seniors in completing college and financial-aid applications. During the summer phase, participants live on campus for six weeks and attend a daily schedule of classes in the mornings and afternoons. This summer component familiarizes students with college life, motivating students and developing and enriching their basic skills. Recreational and human development activities are also incorporated into the schedule.

**Student Support Services** is funded to serve two hundred college students at UNCP. The program offers the following services:

- \* instruction in Freshman Seminar
- \* tutoring on a one-to-one or a small group basis in all majors offered at the University
- \* study skills assistance in developing techniques of note-taking and test-taking
- \* assistance in applying for financial aid and scholarship programs
- \* guidance in academic, vocational, and personal/social concerns
- \* opportunities to participate in cultural activities
- \* access to reference and resource materials, which include magazines, paperbacks, and a file on current events.

## Disability Support Services

The office of Disability Support Services, located in the D.F. Lowry Building, provides services to students who are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The mission of Disability Support Services is to create an accessible community where people are judged on their ability, not their disability. Disability Support Services strives to provide individuals with the tools by which they can better accomplish their educational goals.

Disability Support Services may be reached by calling (910) 521-6695 or by email at [dss@uncp.edu](mailto:dss@uncp.edu). Office hours are Monday through Friday from 8:00am - 5:00pm. Appointments are requested. Special arrangements may be made to meet after hours for those who need it.

Any student requesting services must register with the office, provide documentation of a disability, and agree to follow the policies and procedures of Disability Support Services. An opportunity to register as a student with a disability is provided in the acceptance package from UNCP's Admissions Office, through access statements on syllabi, or by walking in or calling DSS to request an intake packet. A student may register with Disability Support Services anytime by making an appointment and providing necessary information to the Director. Accommodations for students with disabilities are not retroactive.

## North Carolina Health Careers Access Program at UNCP (NC-HCAP)

The North Carolina Health Careers Access Program (NC-HCAP) at The University of North Carolina at Pembroke, located in Jacobs Hall, Suite K, is one of three centers of the North Carolina Health Careers Access Program (NC-HCAP). This interinstitutional program of the University of North Carolina was established in 1971 to address the serious shortage of health professionals in North Carolina, especially among underrepresented minorities and disadvantaged population groups. Interested students should contact the HCAP office at (910) 521-6673 or (910) 521-6493 or visit our webpage: [www.uncp.edu/hcap](http://www.uncp.edu/hcap).

**Mission:** To increase the number of underrepresented minorities or economically/educationally disadvantaged persons being trained for and employed in the health professions.

**Purpose:** The purpose of NC-HCAP is to provide recruitment, counseling, and enrichment services and activities for all UNCP students who are interested in pursuing medicine, optometry, dentistry, veterinary medicine, osteopathic medicine, pharmacy, podiatry, public health, and allied health fields of study.

The NC-HCAP at The University of North Carolina at Pembroke serves the Southeast region of North Carolina and offers the following services and activities:

- \* provides information on over 200 different health careers and on a broad range of health professions programs available in North Carolina and elsewhere;
- \* provides counseling for individuals seeking careers in the health professions for which training is available in the constituent institutions of The University of North Carolina system and in the North Carolina technical institutes and community colleges;
- \* provides retention and enrichment services for students enrolled in pre-profession health programs;
- \* provides professional study guides and review materials to assist students in preparing for health professions schools admissions tests (i.e., MCAT, DAT, PCAT, etc.);
- \* provides assistance with AMCAS applications;
- \* provides assistance with individual student mock interviews;
- \* coordinates seminars on admission procedures, entrance exams, curriculum requirements, and financial aid for health professions schools and graduate biomedical science programs;
- \* provides educational field trips to medical centers and health professions schools in North Carolina, and interaction with health professions schools' faculties, administrators, and students and with practicing health professionals;
- \* assists minority and disadvantaged students interested in health professions programs in identifying adequate financial aid resources;
- \* conducts Health Careers Information & Enrichment (HCIE) workshops for high school students and health careers clubs;
- \* sponsors a Health Careers Club at UNCP for enrolled health science majors and others interested in pursuing careers in the health professions.

### Clinical Health Summer Program (CHSP)

NC-HCAP also sponsors a seven-week educational work/learning clinical health experience held each year during May through June. The 40-hour-a-week salaried positions consist of both clinical experiences in health care agencies and academic enrichment experiences for underrepresented minorities or economically/educationally disadvantaged health science majors interested in health-related careers. For additional program information, please visit our webpage: [www.uncp.edu/hcap/chsp](http://www.uncp.edu/hcap/chsp)

## Health Careers Opportunity Program at UNCP (HCOP)

**Mission:** The mission of the HCOP program is to increase the number of students applying to and completing health professions curricula, especially students who have aspirations of returning to rural Southeastern North Carolina to practice their profession. For information about the program contact the HCOP coordinator at (910) 521-6590.

**Purpose:** The purpose of HCOP is to increase student awareness of health careers and health

training programs in Medicine, Optometry, Dentistry, Veterinary Medicine, Osteopathic Medicine, Podiatry, Pharmacy, and Public Health.

### **UNCP Academic Year Activities:**

- \* Support and counseling provided daily by Health Careers office staff.
- \* Resources available with information and statistics on various health professions.
- \* A Health Professions Leadership Series designed to address pertinent concerns and issues for health career students.
- \* Assistance with AMCAS and financial aid packets.
- \* Special workshops for the development of communication skills, test-taking skills, science/mathematics problem-solving workshops.
- \* Health Profession Examination Review Courses to assist pre-health students with profession examinations, writing professional essays, and planning course curriculum.
- \* Interview techniques to enhance admission to health professions institutions.
- \* Monthly seminars pertaining to professional development and admissions advocacy with health profession schools.
- \* Field trips to recruitment fairs, health profession schools, hospitals, and clinics.
- \* Information on financial aid, research fellowships, summer programs, and grant opportunities for pre-health students.

### **Summer Science Enrichment Program:**

This six-week summer program, held on the campus at UNCP, is designed to expose graduating high school seniors to a university-level pre-health curriculum.

This program includes courses in mathematics, biology, chemistry, physics, computer science, master student/study skills, and oral/written communications.

The Summer Science Enrichment Program was made possible through a grant from the *U.S. Dept. of Health and Human Services, Public Health Service, Health Service and Resource Administration, Bureau of Health Professions, Division of Disadvantage Assistance, Rockville, MD 20857.*

### **Native American Resource Center**

The Native American Resource Center is a multi-faceted research institute and museum. The mission of the Native American Resource Center is to educate and serve the public about the prehistory, history, culture, art, and contemporary issues of American Indians, with special emphasis on the Robeson County Native American community; to conduct scholarly research; to collect and preserve the material culture of Native America; to encourage American Indian artists and craftspersons; and to cooperate on a wide range of projects with other agencies concerned with American Indians.

Located on the first floor of Old Main, the Center offers a rich collection of authentic American Indian artifacts, handicrafts, art, books, and audio and video recordings about Native Americans. An exciting variety of exhibits is on display, including prehistoric tools and weapons, 19th century Lumbee household and farm equipment, and contemporary Indian art. Indian cultures from various parts of the Americas are represented by characteristic artifacts.

### **WNCP Television Station**

WNCP-TV is the University's cable television station. The station is operated by the students, staff, and faculty of the Department of Mass Communication and supports the academic program in Broadcasting by providing its students with a strong practical working environment to gain needed production experience.

WNCP-TV also supports both the university and the surrounding communities by providing programming to regional broadcast and cable outlets and the web.

The shows produced for WNCP-TV cover a wide range of topics including news, sports, public affairs, entertainment, and special programs such as live events around the campus.

WNCP-TV facilities include a three-camera studio, control room, video editing suites, Macintosh Lab, and remote production van.

## The Teaching and Learning Center

The Teaching and Learning Center promotes teaching excellence by generating the ideas, activities, and enthusiasm that foster quality teaching and learning. The TLC seeks to foster an environment where teaching is rewarded and recognized as an opportunity and a privilege. It provides faculty with opportunities to attend weekly presentations and workshops on teaching, the annual Summer Institute on Online and Hybrid Course Development, and the annual Faculty Development Day. Faculty can also participate in teaching circles; have access to learning resources; and apply for grants for research and professional development, teaching enhancement, and travel to professional conferences.

The Teaching and Learning Center provides instructional design services to assist faculty with the incorporation of technology into teaching, assists faculty with the preparation of promotion and tenure materials, and facilitates the preparation of departmental plans for the assessment of student learning outcomes. The TLC also provides mentors for new faculty and participates in the annual New Faculty Orientation Program.

## Office of Sponsored Research and Programs

The Office of Sponsored Research and Programs serves as the clearinghouse for externally sponsored grant, contract, and cooperative agreement activities engaged in by faculty, staff, and administrators. The staff provides guidance and support in identifying funding sources, developing grant proposals, and ensuring compliance with University and federal regulations. The Office maintains University-wide grant records and reports all proposal and awards through the UNC system electronic research administration data base. Common types of funded activities include research grants, programmatic grants, research career programs, instructional and training projects, undergraduate research opportunities, minority programs in science and math, community outreach programs, and economic development projects and partnerships, and cooperative agreements. The Office sponsors grant writing workshops on various aspects of proposal development and grant management. More information may be found at [www.uncp.edu/osrp](http://www.uncp.edu/osrp).

## Institutional Effectiveness

The Office of Institutional Effectiveness collects and analyzes data regarding students, faculty and staff, facilities, and institutional programs, services and operations. Reports generated from this data are used internally to support institutional decision making and planning, and are also disseminated to the University of North Carolina's Office of the President and other external agencies. Selected information is compiled annually in the *Fact Book*, which is available at the Institutional Effectiveness website ([www.uncp.edu/ie](http://www.uncp.edu/ie)). In addition, the Office directs student assessment efforts and is a resource for survey and questionnaire research concerning the university.

## Regional Center for Economic, Community, and Professional Development

The Regional Center for Economic, Community, and Professional Development is located off campus at the Carolina Commerce and Technology Center (COMTech) on Livermore Drive. Established in 2000, the mission of the Regional Center fosters regional collaboration, enhances business development, and empowers communities for quality of life betterment in southeastern North Carolina. The Regional Center addresses the diverse needs of the region through initiatives to increase resources, establish networks, and provide training. The Regional Center provides outreach services to the citizens, businesses, governments and nonprofit organizations throughout the region. These outreach services are executed in cooperation with organizations to provide management development programs, health care initiatives, customized training, consulting, grants development, planning and technical assistance, conference designing and implementation, and economic and social research.

**Professional Development:** The center offers non-credit workshops leading to a certificate in areas such as management development and leadership development with concentrated study in group dynamics, communications, quality, change, and strategic planning. These programs are offered to the public but can also be tailored to meet an organization's specific needs, with instruction arranged

on-site and online, and courses may qualify for Continuing Education Units of credit (CEUs).

**Short Courses, Institutes, and Conferences:** In addition to helping students meet licensure requirements, the University meets special needs of students through this program and continues the tradition of providing education to all segments of the population for personal and professional enrichment. The University awards Continuing Education Units (CEUs) to participants in qualified programs. Continuing Education Units are a part of a nationwide recording system to provide a uniform measure of attainment in non-credit educational programs. One CEU at UNC Pembroke is defined as “ten contact hours of participation in an organized continuing education experience under responsible, capable direction, and qualified instruction.”

**Lifelong Learning Institute:** The Regional Center offers programming to provide the best personal enrichment education for the mature adult community by providing intellectually challenging lifelong learning opportunities. It is designed specifically for the adult population age 50+ who are looking to engage with others in the pursuit of knowledge, self-betterment, and enjoyment. Short-term, non-credit courses, workshops, study trips, and special events are provided so that individuals can “experience the Pembroke personal touch because learning has no age limit.”

**Youth Programs:** The Regional Center provides numerous opportunities for youth involvement to include summer programs such as Kids College, Teen College, EntreU, Summer Transportation Institute, Summer Science Symposiums, and other learning academies in areas such as biotechnology, science, health, computer science, and entrepreneurship.

**Small Business and Technology Development Center:** Operated as an inter-institutional program of The University of North Carolina, SBTDC provides information and individualized counseling services to citizens who are starting a business or existing businesses interested in expansion.

**Southeastern Entrepreneurial Alliance (SEA):** SEA is an alliance formed to establish a regional entrepreneurship development system in Bladen, Columbus, Hoke, Robeson, and Scotland Counties. The objectives of the Alliance are to create a pipeline of entrepreneurs by nurturing entrepreneurial aspirations in youth, identifying and supporting potential entrepreneurs, and fostering an entrepreneur-friendly environment that attracts entrepreneurs; implement a system of support for all entrepreneurs; and foster a supportive policy and cultural environment of entrepreneurship within the public, private, and non-profit sectors of the region.

**Community Services:** The center supports community agencies and the nonprofit sector through services such as grants assistance, community organizing, and leadership development. Healthy Start, a national infant mortality initiative, is administered by the Regional Center under Community Health Alliance, as is the Youth Start Program, with comprehensive services for in-school youth aged 14-18.

## Thomas Family Center for Entrepreneurship

The Thomas Family Center for Entrepreneurship (TFCE) is located off campus at the Carolina Commerce and Technology Center (COMTech). The TFCE management recognizes the correlation between economic development and entrepreneurship and therefore is committed to entrepreneurship education and to entrepreneurial development. Its ambition is to stimulate entrepreneurial thinking amongst the UNCP student body as well as assist and support entrepreneurs and new ventures in the Southeastern North Carolina region. As a consequence, the mission of the TFCE is focused on education, research, planning, and community engagement.

Established in 2006, the TFCE was enabled by a generous gift from The Thomas Family Foundation, founded by James and Sally Thomas.

TFCE consultants reach out and support the community by providing one-on-one consulting and evaluation services for local entrepreneurs while assisting students in developing entrepreneurial competencies and knowledge. The result is to extend entrepreneurship education outside the classroom by allowing students to work with local entrepreneurs on critical business challenges. Experiential learning is a great asset to the entrepreneurship students. At the same time, local businesses benefit from the knowledge and advice provided. The TFCE web site ([www.uncp.edu/tfce](http://www.uncp.edu/tfce)) provides details on the academic and entrepreneurial business consulting provided.