

APPROVED MINUTES
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

Tuesday, March 14, 2023, @ 3:30 P.M.

WebEx <https://uncp.webex.com/meet/robert.arndt>

PRESENT:

Robert Arndt, ARTS (Chair)
Abby Nance, S&BS (Secretary)
Melissa Buice, S&BS
Marian Wooten, CHS
Silvia Smith
Karen Granger
Elise Dixon, Director Writing Center
Mark Hunt, Center for Student Success
Macy Freedman, SGA Senator

NOT PRESENT:

Jessica Collogan, Dean Library Services
Vanessa Hawes, Accessibility Resource
Center
Kristine Costelo Graduate Student Rep
Melinda Rosenberg (LETT)

1. Call to Order 3:32 p.m.
 2. Approval of the Minutes of the February 2023 Meeting—approved as submitted
 3. Approval of the Agenda approved—approved as submitted
 4. Reports
 - a) Center for Student Success—no addition to the monthly report.
 - b) Accessibility Resource Center—no addition to the monthly report.
 - c) Mary Livermore Library—no addition to the monthly report.
 - d) Writing Center—no addition to the monthly report.
 5. Old Business
 6. New Business
 7. Announcements—Misty Harper has been added to the committee.
 - a) Next Meeting—April 11, 2023
 8. Adjournment at 3:43 p.m.
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Accessibility Resource Center
Academic Support Services Subcommittee Meeting
Report for February 2023

February 2023 statistics from Titanium database:

- Active in database: approximately 700. May not have finished the process or may have finished the process but may not have implemented approved accommodations.
- 96 students have currently implemented accommodations for the semester
- 12 intake appointments
- 14 accommodations appointments

- 0 academic advising appointments
- Proctored 49 exams
- 73 consultations with professors/UNCP employees regarding 30 students
- 23.75 coordinated hours of interpreting services (updated 3/15 with hours)
- 22 pages converted to alternate format for exams and books
- 10 note taker meetings (hiring, paperwork, troubleshooting, etc.)
- 0 concussions
- 1 temporary disability
- 2 WX requests

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

85 Phone calls

3 Note taker visits

91 walk-ins

ADA Coordinator

4 Software assessments: requesting and reviewing Voluntary Product Accessibility Templates (VPAT's)

Assistive Technology Coordinator

1 Assistive Technology Tour (Kurzweil, E-Text, AT lab tours) with 1 student

Other Activities:

- 2-06-23 – New Employee Onboarding
- 2-08-23 – AIHC Presentation on ARC Services
- 2-10-23 – Training for Writing Center Tutors on Working with Students with Disabilities
- 2-16-23 – Resource Fair in Library
- 2-20-23 – New Employee Onboarding
- 2-25-23 – Resource Fair at Open House

Committees:

- Academic Support Services Subcommittee
- AITC
- Autism Awareness Softball Series Planning Committee
- Bias Education and Response Team (BERT)
- CARE/EHS Team
- Chancellor's ADA Advisory Committee
- Commencement Committee
- Conduct Hearing Board
- Disability Awareness/Neurodiversity Committee
- Documentation Review Committee (DRC)
- Health and Safety Committee

- New Student Orientation
- Online Learning Excellence Taskforce
- SASS Committee
- Search Committee – Career Center, NASNTI
- Staff Council
- VSA
- WX

CSS Monthly Report
Mark Hunt, Director of Advising
14 March 2023

Advising

- Advising is currently underway and will continue beyond Registration with a primary focus on Freshmen

Tutoring Programs Statistics

February 2023		February 2022	
Online appointments	195	Online Appointments	92
In Person Appointments	618	In Person Appointments	318
TOTAL	813	TOTAL	410

SOAR Program Statistics

February 2023		February 2022	
In Person Appointments	202	In Person Appointments	106
TOTAL	202	TOTAL	106

- *February 2023 includes individual and group sessions.*
- *February 2022 includes individual sessions only.*

Hawk Alert Program Statistics

January - February 2023		January - February 2022	
TOTAL	1135	TOTAL	539

Top HA Referral Cases

- 2023- Attendance, Completion of assignments, Test performance
- 2022 - Current Grade F, Completion of Assignments and Attendance

Probation/Appeals

- Underway for Spring 2023

Study Hall

- Sessions are live and will run through Thursday April 27th.

Advisor Development Series

- Online modules are open

Library Report

The Library Murder Mystery held Feb. 21 was all who participated enjoyed the event.

Former UNCP professor Sharon Scott presented a copy of her book, *Bruised but not Broken: Stories of Survival from Domestic and Intimate Partner Abuse*, to UNCP's Special Collection.

On March 16 from 6pm to 7 pm Maynor Honors College and Mary Livermore Library will be hosting a St. Patrick's themed bingo night.

On March 22 at 4 pm Mark Berntsen will present as part of faculty Research Colloquium series.

On April 4 from 11 am to 1 pm, the office of Student Diversity and Inclusion and the Mary Livermore Library will be hosting the Justice Con Poster session.

The PURC Undergraduate Research Symposium will be held in the Library on April 12 from 10 am to 2 pm. Faculty are reminded to submit information about publications and presentations for inclusion in the Faculty Authors bibliography. Items can be submitted to Robert Arndt or using the form available at

<https://libguides.uncp.edu/faculty/scholarship>.

University Writing Center Report
Academic Support Services Subcommittee
Submitted by Dr. Elise Dixon
Director of the University Writing Center
March 14, 2023

Activities and Projects – February

- Maintain service
- Attend outreach events
- Meet with Vanessa Hawes from ARC

Usage Information: February 2023 | Compared to February 2022

- **190 total consultations** | 2022: 218 total consultations
 - 75 face to face | 2022: 47 face to face
 - 62 live online | 2022: 72 live online
 - 53 written feedback | 2022: 99 written feedback
- **119 individual writers** | 2022: 140 writers
- **115 online consultations** | 2022: 171 online consultations
- **75% of clients visited one time** | 2022: 71% of clients visited one time
- **25% of clients visited more than one time** | 2022: 29% of clients visited more than one time.
- **79 new clients registered** | 2022: 82 new clients registered
- **Total number so far this semester: 277** | 2022: 267
- **Total number for AY: 1005** | 2022: 1042

Spring 2023 Staff

Elise Dixon, Director

Undergraduate Student Consultants:

- Lily Monaghan (Sociology/Political Science)
- Kai Anderson (Biology)
- Emma Cooke (Psychology)
- Diana Evans (Criminal Justice)
- Alyse Coggin (Elementary Ed/Sociology)
- Clavaria Jeffreys (English Ed)
- Christina Gendron (Professional Writing)
- Linn Brown (Political Science/Spanish)
- Alaira Hainer (Social Work/Psychology)
- Noah Britt (English Literature)
- Zaveyan Pearson (English)

February Survey Feedback

- Alyse was extremely kind, knowledgeable, and professional. She helped me develop the ideas I already had into stronger arguments. Her feedback was helpful and organized. I'm a first-time visitor of the writing center but I will definitely be back after this experience. Amazing tutor!
- Christina is a great help and was able to look at my previous papers to adapt and understand how to make the paper the way my professor wants it to be done. I would strongly suggest Christina to anyone that is in need of help with writing. Christina is also very friendly and out going and is easy to approach and talk to. 100/10 would recommend to anyone.
- Clo is the best ! She really helped get on my feet and keep moving !
- He was very nice would recommend
- I appreciate the quick response!
- I really love working with Alara she gives really good insights on my paper as well as giving me good ideas to help with papers. I have recommended her to my friends.
- I really love working with Alara! She is very very helpful!!
- I was helped by Alyse, and she was very helpful and gave good recommendations on my next steps.
- I've worked with Alyse for work in previous courses and she's amazing! Well-spoken, knowledgeable, and engaging. Her expertise has helped me get great scoring papers in the past.
- Lily is the best. (2)
- Lily was professional and her comments made the assignment to be perfect. Her kind words also served as an elixir to boost my confidence in writing as well as a motivation to contact the writing center more often.
- Linn was great she help me out with my paper, by given great advice on how to proceed with my essay. She gave me great feedback
- My assignment became much better after I made the suggested corrections. She attended to my assignment timeously. I will continue to make use of the services and recommend the writing center to my friends and colleagues.
- My assignment is now excellent with the professional touch from Emma.
- So awesome
- Thanks for the help 😊
- Thanks for the insight Lily, Im going to make some of the recommended changes and get this paper submitted. You're always a giant help and I appreciate you!
- They were very helpful and gave me good recommendations of what to work on.
- Very helpful and insightful

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center in the D. F. Lowry Building, 521-6695.

