

MINUTES  
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE  
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
Tuesday, January 14, 2020 @ 3:30 P.M.  
**University Center – Room 251**

Present:  
Robert Arndt, ARTS (Chair)  
Debbie Hummer, NS&M  
Kathy Locklear  
Erik Tracy  
Mike Bernstein, Director Writing Center  
Mark Hunt, Center for Student Success  
Melinda Rosenberg  
Cotrayia Hardison, SGA Vice-President

Absent:  
Dennis Swanson, Dean Library Services  
Cindy Locklear, S&BS  
Graduate Student Rep  
Nicolette Campos, Accessibility Resource  
Center  
Marisa Scott

1. Call to Order 3:30pm
2. Approval of the Minutes from the November 2019 Meeting-Unanimous approval; no deletions or corrections
3. Approval of the Agenda- Approved without changes
4. Reports
  - a) Accessibility Resource Center- See report
  - b) Center for Student Success- See report
    - i. Problem with EAB tracking of student usage of services/swipes. Mark Hunt expressed concern that the data reported may not accurately reflect all of the student usage of services across campus.
    - ii. Discussed a tracking/swipe system for Study Halls/Study Periods. EAB card swipes could be used for this purpose. Could be used to track for fraternities, sororities, Greek life. A swipe in Library for this purpose was discussed.
  - c) Mary Livermore Library- See report
    - i. New expanded Library hours have been implemented and include Sundays-Thursdays until 2am.
    - ii. The library is in need of Librarians
  - d) Writing Center- See report
    - i. Goal: More online tutoring offered as well as more drop off services. Would need to hire undergraduate students. Will utilize Camtasia; can upload document and provide approximately 15 minutes of verbal feedback for example correcting grammar, punctuation
5. Old Business-None
6. New Business-None
7. Announcements-None
  - a) Next Meeting—February 11, 2020
8. Adjournment @ 4:05pm

**Accessibility Resource Center  
Academic Support Services Subcommittee Meeting  
January 13, 2020**

**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
- 135 (133, 128, 128, 136, 117) have implemented accommodations for this semester
- 12 (8, 20, 8, 10, 12, 5) Intake appointments
- 12 (16, 16, 6, 8, 13, 13) accommodations appointments
- Proctored 79 (81, 55, 69, 71, 109, 88) exams for 42 (41, 34, 32, 43, 55, 38) students
- 119 (114, 63, 19, 24, 11, 26) consultations with professors
- Coordinated 7.5 hours (18, 50.25, 23, 105.75, 102.75, 126 hours) of interpreting services (American Sign Language)
- 50 (20, 37, 81, 77, 95, 2,322) pages converted to alternate format
- 1 (5) unique students with concussions
- 6 (1, 4) unique students with temporary disabilities
- 10 unique requests for support of WX

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

95 (154, 105, 115, 133, 177, 204) phone calls

110 (71, 98, 67, 67, 135, 119) Note takers

189 (288, 278, 253, 224, 413, 111) Walk-ins

**Other Activities**

Nicolette graduated from the UNC BRIDGES Leadership for Women program

Nicolette concluded the WRP process. One student was 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

ARC staff participated in Open House

Vanessa is the advisor to the Zeta Chapter of Delta Sigma Omicron

## **ADA Coordinator Activities**

Commencement preparation

VPAT reviews

## **Ongoing Committee Work:**

- Academic Support Services Subcommittee
- Brave Book Initiative
- Brave Book subcommittee
- 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

## **CSS Monthly Report Mark Hunt, Director of Advising 13 January 2020**

### **Advising**

- To date for Fall 2019 Semester (8/12/2019 – 1/7/2020) and under the title 'Advising', UNCP has hosted 2680 advising related visits recorded within EAB
- Check-Ins for Fall 2019 (which includes CSS (Tutoring, Advising, etc), Wellness Center and others that use EAB card swipes) across UNCP are 11,073 swipes
- The Advisors Development Series will resume its second half in the coming weeks

### **H.A.W.K. Alerts**

- To date for Fall 2019 Semester (8/12 – 12/22) we currently have 2072 referrals compared to 585 referrals at this time last year. The high count of referrals could be due to broader publication about the use of referrals and support from Deans and Department Chairs.

### **Academic Engagement Program Updates**

- In the spring 2020 semester STAR will become SOAR: Students Obtaining Academic Resiliency. SOAR is an academic coaching program opened to any student enrolled at UNCP and its primary focus will be on time management, stress management, motivation, study skills and etc.
- SOAR is working to establish a collaborative partnership with the Professional School counseling program at UNCP to provide student interns to assist with the development of program.
- Study Hall is currently providing 26 hours weekly monitored study hall time. Study hall is open to all students, but is heavily utilized and mandated by the athletic department
- CSS is currently offering academic success workshops to any enrolled student at UNCP. Topics for workshops vary in the area of academic readiness and preparedness. Probation students with a GPA of 1.5 or higher are mandated to attend at least 5 workshops as a provision on their academic success contract (this will be in-lieu STAR/SOAR)
- There are currently 7 sections of UNV 1100 (Strategies for Success). 6 in class sections and 1 online sections with enrollment numbers increasing. Students that are on probation with an overall GPA of 1.8 or higher will not be required to enroll in course as a condition on their academic success contract. A restructure of UNV 1100 will be explored for a fall 2020 relaunch.

#### **Tutoring / Supplemental Instruction /Online Tutoring**

- We will host ~20 Tutors with a focus on Math/BIO/CHM, etc.
- We will host Online tutoring allowing ~5 hours each semester
- Supplemental Instruction will cover BUS/ECN/GLY 1150

#### Writing Center

##### **University Writing Center Report**

Academic Support Services Subcommittee

Submitted by Dr. Michael J. Berntsen, Interim Director of the University Writing Center

January 14, 2020

#### **Activities and Projects – January-February**

- Michael Berntsen has agreed to act as Interim Director of the Writing Center after Brandy Brown's resignation.
- The job posting for the director has been posted, and the search committee will be finalized mid-January.
- Hiring new tutors for Spring 2020 and beyond:
  - a. The Grad. Assistant, Jordan Williams, will be leaving January 31, so I expect to hire one or two undergraduate tutors to cover the gaps in scheduling.
- Participated in the RN BSN Information Session, Jan. 6
- Speaking to classes about the Writing Center
- Scheduling MLA, ASA AP workshops
- Scheduling a Meet the Tutors day

**Usage Information: December 2019**

- 12 total tutorial sessions during Finals Week

**Spring 2020 Staff**

Michael J. Berntsen, Interim Director

Graduate Student Assistant Directors:

- Jordan Williams (English)

Undergraduate Tutors:

- Lily
- Alexia
- Ariana
- Kalyn
- Heather
- Brianna
- Nicole