

MINUTES
MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
Tuesday, February 11, 2020 @ 3:30 P.M.
University Center – Room 251

Present:

Robert Arndt, ARTS (Chair)
Debbie Hummer, NS&M
Kathy Locklear
Erik Tracy
Dennis Swanson, Dean Library Services
Nicolette Campos, Accessibility Resource Center
Melinda Rosenberg
Cotrayia Hardison, SGA Vice-President
Chris Ziemnowicz, School of Business
Jennifer McNeill, CSS
Dez Woods, SGA

Absent:

Mark Hunt, Center for Student Success
Mike Bernstein, Director Writing Center
Graduate Student Rep
Marissa Scott

1. Call to Order 3:30pm
2. Approval of the Minutes from the January 2020 Meeting-Unanimous approval; no deletions or corrections
3. Approval of the Agenda- Approved without changes
4. Chris Ziemnowicz, School of Business appointed to take Cindy Locklear's place on the committee.
5. Reports
 - a) Accessibility Resource Center- See report

**Accessibility Resource Center
Meeting February 11, 2020**

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 (87, 75, 79, 80, 58) have implemented accommodations for the spring semester
- 33 (17, 16, 13, 19, 18) Intake appointments
- Proctored 14 (15 13, 23, 15, 11) exams for 10 (9 17, 11, 7) SWD's
- 190 (184, 99, 5,12, 13) consultations with professors
- Coordinated hours 18 (2, 34, 34, 81, 113.75 hours) of interpreting services (American Sign Language)
- 1732 (1460, 1230, 1335, 2594, 2526) pages converted to alternate format
- 2 (1) unique students with concussions
- 4 (4, 2,) unique students with temporary disabilities
- 1 unique request for support of WX

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

114 (158, 129, 170, 216, 228) phone calls

102 (75, 69, 109, 69, 27) note taker walk-ins (not unique note-takers)

267 (296, 321, 346, 510, 268) miscellaneous walk-ins

Activities

Nicolette/Vanessa presented to new employees in the Onboarding program

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.

Vanessa helped coordinate DSO's participation in the Student Organization and Leadership Fair.

ADA Coordinator Activities

Nicolette and Debbie continue to review software programs for accessibility

Nicolette, Debbie, and Videographer, Michael Litty met virtually with other institutions regarding a contract for captioning vendors. Michael Litty is UNCP's representative.

Outreach to the public schools.

Nicolette consulted on accessibility issues in Hickory Hall North.

Nicolette participated in multiple IT Project Kickoff meetings.

Ongoing Committee Work:

- Academic Support Services Subcommittee
- AITC
- Braves Book subcommittees
- CARE/EHS team
- Chancellor's ADA Advisory Committee
- Chancellor's Title IX Advisory Committee
- Commencement
- Documentation Review Committee (DRC)
- Health and Safety Committee
- 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

b) Center for Student Success- See report

Verbal report

303 advising appointments in EAB.

1200 swipe ins at Center for Student Success.

252 HAWK Alerts so far.

Staff is looking at different academic recovery models.

873 on probation. 550 contracts have been collected. (Students on probation sign contracts that detail what CSS programs the students will attend to aid in removing the probation status.

c) Mary Livermore Library-

The library has been engaged in several initiatives recently. Some have been completed and some are in progress.

1. We recently enabled the campus (students and faculty) to gain free access to the Wall Street Journal and its related products (e-Books, faculty resources, instructional aids, student publishing and conference opportunities). Students and faculty now have access to the Wall Street Journal, The New York Times, and The Chronicle of Higher Education.
2. We recently completed a grant request to the Steelcase Corporation for the creation of a new learning space in the library. If awarded the grant would be for \$130k. The announcement date is in March.
3. We are in the process of hiring a Education Librarian. This is a new position and the person will be responsible for working with the SOE in the Education Research Library and manage its operations (as well as teaching). The committee has narrowed the search from about 30 applicants to eight. The goal is to have someone in place by June 1.
4. The library is now open until 2am Sunday thru Thursday. Our staffing remains very tight. We are by far the lowest staffed library in the system and now have about .7 librarians per 1000 students FTE. Between librarians and staff we have 23 employees. As a comparison, UNC Wilmington has slightly less than double our enrollment, but has a library staff of over 100.
5. The front door card access for the late hours which facilities installed has had the effect of demonstrating issues across campus with card access devices. We are now engaged as part of a campus-wide committee to determine solutions.
6. We have recently, in cooperation with IT, established a help desk in the library for IT. Located at the Research Services desk.
7. The planning for moving the Honors College to the library building and remodeling/enlarging our classroom is on hold until the budget is finalized.

Please feel free to contact me with any questions or comments.

d)

Writing Center- See report **University Writing Center Report**

Academic Support Services Subcommittee

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

February 11, 2020

Activities and Projects – January-February

- Hired 2 new tutors to replace the hours lost by the grad. student departure
- Tutors conducted class visits to promote the Writing Center
- Planning to extend nighttime hours based on need.

Usage Information: January 21-Feb. 8, 2020

- 123 total tutorial sessions

Spring 2020 Staff

Michael J. Berntsen, Interim Director

Undergraduate Tutors:

- Lily Monaghan
- Alexia McDougald
- Ariana Farrington
- Kalyn Brown
- Heather Boggess
- Brianna Thompson
- Nicole Lawrence
- Megan Munroe
- Meagan Allen (new hire)
- Elijah Johnson (new hire)

e)

6. Old Business-None

7. New Business

- a) A discussion about university wide mandate that all faculty use Canvas to synchronize all grading in Canvas so that students can know their academic standing. The university cannot force faculty to use the Canvas LMS in a face-to-face class.
- b) Issues with publishers: McGraw Hill is contacting faculty and students subverting the campus and UNC system to solicit business to include entering in to contractual agreements. If anyone, faculty or students, is approached they are to contact university governance via email. Under no circumstances are either faculty or students to have conversations of this nature with publishers.

8. Announcements

- a) Next Meeting—March 17, 2020 in Edu 201(Please note change)

9. Adjournment @ 3:53pm