

10-25-2012

## ASSC minutes 10/25/2012

Academic Support Services Committee

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Academic Support Services Meeting  
October 25, 2012  
McGinnis Room / Briggs Library

Present: Jim Hall, Roger Boleman, Joe Beaver, Sylke Boyd, Lisa Harris, Rose Murphy, LeAnn Dean  
Absent: Zak Forde, Alex Kies, Joel Eisinger, Matt Johnson  
Guest: Nancy Cheeseman

The meeting was called to order at 9:00 am by Chair Sylke Boyd. Past minutes were discussed, but were not approved due to the lack of quorum. There was a brief discussion of a temperature issue in the Humanities building at the beginning of the academic year when the weather was still warm. LeAnn reported that complaints that the temperature (and noise of air conditioners) had been brought to the attention of the Consultative Committee, but classroom concerns like this one are part of the assignment/charge of the ASSC committee. Lisa noted the concern and will check on possible solutions.

Nancy Cheeseman, Director of the Office of Academic Success gave an overview of the components of her office, which include Disability Services, Academic Assistance, and tutoring, testing and assistive and adaptive technologies. Carrie Barnstable is responsible for academic assistance activities such as peer tutoring and learning to learn courses. Since she came in August of 2011, she has been developing policies, procedures and recording information about the services available and the students who have utilized this assistance. A new web site for the OAS is now available. The need for OAS services continues to grow. In FY2012, 150 students utilized the Disability Services portion of the office. Carrie Barnstable has tracked over 700 tutoring sessions in FY12. In addition to Nancy and Carrie, Danielle Green manages the office and two student assistants work in OAS. Their office also works with faculty in sharing strategies for helping specific students. Nancy also gives presentations to campus groups on the work of OAS. Over the course of the year, their office interacts with most, if not all, UMM units.

Nancy has tried to locate records of previous Disability Services and Academic Assistance activities as well as develop current records of such things as classroom details that impact learning and testing locations. It will take time to survey all the classrooms. There was a discussion between the committee members and Nancy on the topic of testing and appropriate or possible locations in addition to the OAS office. Nancy explained that not all testing needs to take place in their office. Members of the committee commented that testing space is an issue across campus and it is a challenge to find distraction free accommodations. One strategy Nancy mentioned was the use of noise cancelling headphones. She also pointed out that it is the student's responsibility to make alternate testing arrangements and then OAS and faculty work together to coordinate the effort. They use Google calendar to schedule the tests. When asked about the distribution of disabilities and accommodations, Nancy replied that the number of mental illness instances exceed physical illness.

There was a brief discussion if an effort should be made to make the Director of the Office of Academic Success an ex-officio member of ASSC, similar to IMT, Computing Services, the Library and classroom facilities. Nancy will consider this action and the committee will revisit it. It would require a change in the UMM Constitution.

The next item on the agenda was the report of the Learning Commons Task force and a possible recommendation sent through the campus governance system to move towards realization of this facility and coordination of services. Partners would include Instructional and Media Technologies (Help desk portion), the Office of Academic Success, the Writing Room and Briggs Library. Once again,

the lack of a quorum prevented official action. It was decided to use e-mail to vote whether the Academic Support Services Committee supports the Task Force report and is in favor of referring it to the Planning Committee for their endorsement. The e-mail vote will close on November 2, 2012.

Entry 11-5-2012: The motion carried with 5 yes votes, and 2 abstentions.

The next meeting will be held on November 15.

Respectfully submitted,  
LeAnn Dean