

Media Services Meeting Minutes

Date: September 27, 2005

Present: Axton, Britt, Herndon, Jennings, LaMotte, Logan, Shannon, Spivey, White

Leader: Axton

Recorder: Logan

Rose discussed the professional appearance that comes across in dealing with the student assistants. She said that it is the supervisors' responsibility to talk to the student assistants in a professional manner and act professionally. She said that Ralph will give each supervisor an evaluation that is to be done on each of the student assistant that they supervise. Ralph said that he has been doing evaluations. The evaluations will be submitted to Financial Aid.

Rose informed everyone that we have received funding for the Classroom Services part-time temporary. The hours will be Monday through Thursday.

Edgar said that since Gordon's hours have been temporarily changed to evening, Edgar has to cover the desk longer hours. Rose told Steve to cover those hours.

Rose asked that anytime we are talking to anyone calling in with a problem for classroom services that we should be as professional as possible. If we are not able to help them over the phone, and then suggest that they transfer their class to one of the viewing rooms and operate the equipment there.

Shirley suggested that every faculty that is going to operate the equipment should take a class on how to use that equipment. Ralph was told to call Carolyn Ingraham in

Continuing Education to make sure that the faculty she brings on campus to teach a class has the training to work the equipment.

Edgar brought it to Rose's attention that rooms 157 and 160 are being booked as classrooms and that is causing a problem. Rose is going to ask Fran to leave one of the rooms open.

A request form is floating around from Student Activities requesting our work. Ralph was told to call Eddie and request that he not sign a contract for AV without discussing it with us first.

The meeting was adjourned.