

Media Services Departmental Meeting
August 16, 2000

In attendance: Rosemarie Axton; William Gray; Robert Shannon; Stephanie Cobb; Ralph Herndon,
Troy Lyle

Rose Axton:

- Distributed negative satisfaction survey which was completed Spring Semester. Student was upset because she wanted to check out a video camera and was angry when she learned that the policy states video cameras must be scheduled five days in advance. She was told to contact her professor as he could checkout a camera without waiting five days.
- Student Assistant Training. Ralph will provide student assistant orientation on August 18th 1:00pm until 3:00pm. He will provide all students with packets of training materials which will include Departmental Policy Manual.
- Rose and Bill will be attending Media Scheduling conference August 24th, and 25th in Atlanta. Media Scheduling module will hopefully go on line after the training session.
- Distributed the Floor plans for the New Media Services Center which is described in Classroom Phase Two.
- Open House Will be August 18th. Brochures will be available to pass out to students.
- Discussion regarding the location of 13 vcrs needed for classroom installations.

Ralph Herndon:

- Ralph Discusses Augusta State A Day Campaign