

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Educational Media Center TIME PERIOD: April 2013

RESPONSIBLE PERSON: Frederick Brown TITLE: Media Technician

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – EDUCATIONAL MEDIA CENTER						
NO.	UNIT OBJECTIVES/ ACTIVITIES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
1	To convert current VHS and ¾" videotapes to DVD to include the LWLC naming convention and metadata.	<ol style="list-style-type: none"> 1. Collect tapes to be converted 2. Finalize naming convention/met adata 3. Begin conversion 	Compare number of converted tapes to remaining tapes to be converted.	Consist of count of DVDs ready for patron use.	Prioritize tapes to be converted. 12 tapes converted for the month. Archive tapes completed. Overall total since Feb.2010 is 742.	To determine if the pace of conversion is adequate