

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT:** Academic Affairs    **SUBUNIT:** Library    **DEPARTMENT:** Educational Media Center    **TIME PERIOD:** February 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.	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. 4 tapes converted for the month. Archive tapes completed. Overall total since Feb.2010 is 725.	To determine if the pace of conversion is adequate