

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT:** Academic Affairs    **SUBUNIT:** Library    **DEPARTMENT:** Educational Media Center    **TIME PERIOD:** January 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"> <li>1. Collect tapes to be converted</li> <li>2. Finalize naming convention/met adata</li> <li>3. Begin conversion</li> </ol>	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. 7 tape converted for the month. Archive tapes completed. Overall total since Feb.2010 is 721.	To determine if the pace of conversion is adequate