



ALABAMA STATE UNIVERSITY

UNIT GOALS, OBJECTIVES AND ACTIVITIES

ACCT#:	214700	MAJOR UNIT:	Academic Affairs
RESPONSIBLE OFFICIAL:	Walter Davis	TITLE:	Media Technician
SUBUNIT:	Library	DEPARTMENT:	Educational Media Center
PLANNING PERIOD:			
INSTITUTIONAL GOAL#:	I	INSTITUTIONAL OBJECTIVE #:	A
COLL. DIV. GOAL:	To provide learning opportunities, resources, facilities, and services necessary to support teaching, research, and scholarly activities.		
UNIT OBJECTIVE:	To Upload all University events covered to the Media Server Add Meta Data to video that has been converted to a digital format		
STUDENT LEARNING OUTCOME:			
ASSESSMENT:			
<i>Internal:</i>			
<i>External:</i>			
USE OF ASSESSMENT:			
	ACTIVITIES:	COMPLETION DATE:	
1.	Identify which format would best for the video to be converted to	February 2013	
2.	Identify which or if additional software is needed	February 2013	
3.	Formulate procedures to upload video to the Media Server	February 2013	
4.	Identify which media will receive priority to be converted into digital format	February 2013	
5.			
6.			



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7.		
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9.		
10.		
11.		
COORDINATION WITH OTHER UNIT(S):	Consultation and needs assessment	
UNIT:		
INDIVIDUAL(S):	Consultation and needs evaluation with Mr. Cedric Davis, Computer Systems Network Coordinator. University Archivist Dr. Howard Robinson, Cortney Williams and Frederick Brown	
DATE:	February 2013	
RESOURCES:		
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RESULTS:		
USE OF RESULTS:		