3.00 ACADEMIC SUPPORT SERVICES

3.01 DIVISION OF LIBRARY AND INFORMATION TECHNOLOGIES
(Revised 8/2012)

The Division of Library and Information Technologies is located in the Bryan Wildenthal Memorial Library and consists of Public Services (including Reference Services, Interlibrary Loan, and Circulation Services), Technical Services and Collection Development, and the Archives of the Big Bend. The purpose of the Division is to provide the learning resources, facilities, services, and technologies necessary to support the research and informational needs of the University, the Alpine community, and the Big Bend area.

A. Bryan Wildenthal Memorial Library

The primary purpose of the Bryan Wildenthal Memorial Library is to contribute to the instructional and research programs of the University by collecting, organizing, making readily available, and assisting in the use of books, periodicals, electronic services, and other information resources needed by the students, faculty, and staff of the University (including those at Rio Grande College or taking Distance Education courses). The library also participates in the cooperative sharing of information resources through Interlibrary Loan.

Secondarily, the library seeks to provide resources, services, and information relevant to the general informational and recreational needs of the University, the Alpine community, and the Big Bend Area.

1. Public Services librarians and staff members manage and maintain print and electronic reference resources, the circulating book collection, audiovisual materials, publications from the agencies of the State of Texas, periodicals, electronic resources, the Juvenile collection, and maps. Reference librarians assist patrons with locating information, planning research strategies, and using the online catalog and electronic resources. They also teach library research skills, conduct tours of the facilities, write research aids, and assist faculty in making library resources available in Blackboard. Circulation Services staff manage and circulate reserve materials, circulating books, and audio-visual materials. Interlibrary Loan staff obtain materials that the library does not own for Sul Ross students, faculty, and staff and provide delivery services for documents as needed.

2. Technical Services and Collection Development are responsible for identifying, acquiring, cataloging, and processing materials for the collections of the library and the Archives of the Big Bend. Other functions include creating and maintaining records in the library’s electronic catalog, repairing or withdrawing torn or damaged materials,
binding journals, receiving and acknowledging gifts and donations, and assisting faculty with the selection and purchase of appropriate materials.

3. Specific objectives of the library are to provide the following resources and services:

a. A strong, well-balanced core collection of materials in a variety of formats to support the teaching function of the University.

b. In-depth collections in disciplines offering Master’s degrees.

c. Up-to-date reference and general information sources to support the informational and recreational needs of the University, the Alpine community, and the Big Bend area.

d. Such special collections as are deemed essential to fulfill the purpose of the library.

e. Service as a repository for state documents under the Texas State Publications Depository Program.

f. Convenient bibliographic and, where feasible, full-text access to all collections for both on-campus and distance users (including Rio Grande College students, faculty, and staff) through effective utilization of the campus network and adequate library hours.

g. Professional assistance in locating and using library materials and other information resources during all hours the library is open.

h. An active program of bibliographic instruction for both individuals and classes.

i. Services for locating and obtaining materials from other libraries through a strong Interlibrary Loan department.

j. Facilities to allow the appropriate duplication of materials.

k. A professionally trained staff to develop and administer the resources and services of the library.

4. Other Services Provided by the Library

a. Copying, faxing, and lamination services are provided for a fee. Flash drives, CDs and DVDs are also available for a fee.
b. Viewing rooms are available for viewing audiovisual materials.

c. An accessible workstation featuring text-to-speech facilities, poor-vision enhancement, and other services is provided.

d. Microfilm readers and printers and a typewriter are available.

B. Archives of the Big Bend, located on the second floor of the Library

The Archives of the Big Bend collects, preserves, arranges, describes, and makes available for use research materials, including manuscript collections, photographs, oral histories, maps, and the University Archives. The primary area of scope is the Big Bend region of Texas; secondary areas include the area west of the Pecos River and east of El Paso County in Texas and related areas of northern Mexico. The Archives holdings document the unique history and diversity of cultures in the region.

Collections are available for use in the reading room under supervision by Archives staff. Patrons include Sul Ross students, faculty, and staff; the general public; and visiting scholars and students. Services include reference assistance, instruction to patrons on the proper handling and use of archival materials, and general or course-specific presentations on Archives holdings. Arrangements for class activities may be made by contacting the Archivist.

Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, and by appointment.
3.02  AUDIOVISUAL MEDIA SERVICES (APM 3.02)—Under Revision
Sul Ross State University maintains a centralized PC replacement program based upon a 3+2 life cycle. Acquisition of new systems is coordinated by the Director of Purchasing and the Chief Information Officer (or their designees). Systems are standardized to the greatest extent possible and generally purchased under contracts coordinated through the Department of Information Resources (DIR).

Full-time faculty, staff and lab systems are refreshed on a three-year cycle. After three years, the pool of replaced computers is used to support less critical functions such as workstations for student assistants, adjunct faculty, and regular part-time employees. Under this plan, most purchased systems have a 5 year life cycle. The University is able to mitigate high maintenance costs and avoid extended warranties on older systems by removing problematic systems from use after the initial three-year warranty has expired and using some older systems for parts. Due to the high volume of use and extensive wear and tear, open lab systems are maintained on a three-year equipment lease.

Final disposition of computers is coordinated by the Inventory Manager in the Office of the Controller according to Texas Administrative Code and/or DIR guidelines.

This policy was last updated March 2003 and complies with the 2003 DIR equipment lifecycle guidelines.
Sul Ross State University offers a variety of services to faculty for online course development and support. Through multiple Title V grants on campus and OIT services faculty have access to hardware, software and instructional design services.

I. Hardware

The Title V grants have purchased hardware to aid in the development of online courses. Interested faculty or any faculty member assigned an online course should check with his or her department chair to see if any of this equipment is available to him or to her. Examples of the types of equipment that might be available include the following:

- webcams
- camcorders
- digital voice recorders
- headsets with microphones
- laptops for checkout

II. Software

Sul Ross State University started making the transition to Blackboard 9 as the course management system in spring 2013. Each faculty member automatically gains access to Blackboard shells created for all courses they are teaching once he or she is assigned as the instructor for those assigned courses in the Banner System.

In addition, Sul Ross has purchased site licenses for software to aid in the development of online courses. Faculty members should check with their department chairs or the Lobo Technology Assistance Center (LTAC) helpdesk (432-837-8888; Toll Free 1-888-837-2882) to see which of the following software programs are available to them:

Adobe Master Collection includes Photoshop, Dreamweaver, InDesign, Fireworks, Flash, Acrobat Professional and a few others. Faculty members may call the helpdesk to have this installed on their work computers.
Panopto lecture-capture software allows an instructor to record himself or herself on video and his or her computer screen and to save the lecture to be streamed later to the students.

Respondus is a program that facilitates adding exams and quizzes to a Blackboard course.

StudyMate helps students "master the basics" of course material through learning activities, self-assessments, and games and includes a dozen activities, such as flash cards, crosswords and quizzes.

III. Instructional Design Services

Several of the Title V grants have instructional-design staff that assists the Sul Ross Office of Information Technology in supporting online courses. Instructional designers consult with faculty on the best practices for online courses and also respond to technical questions. Faculty workshops are held every semester, and online course-development resources are also available. Topics vary, but specific, one-on-one help is available by calling the Lobo Technology Assistance Center (LTAC) helpdesk (432-837-8888; Toll Free 1-888-837-2882) or the Graduate Student Center (432-837-8247).
A. Description

The Web Page Publishing Guidelines describe who can create web pages, what the pages shall look like and how the information shall be organized. They describe the acceptable locations for web pages and the links between them. They describe acceptable content and disclaimers used in the pages. The use in electronic publications of the university’s name or of trademarks and logos must follow the guidelines provided by the Office of News and Information.

Sul Ross wishes to ensure that web pages on the sulross.edu domain are well-designed, accurate and in compliance with Texas Administrative Code. The Office of Information Technology is responsible for creating, reviewing and updating the Sul Ross State University Web Page Publishing Guidelines.

B. Access to www.sulross.edu, rgc.sulross.edu and teams.sulross.edu

1. Each department or program is responsible for maintaining the content of its own pages. The department chair or program head shall designate one or more individuals who will be responsible for maintaining the web pages.

2. These designees shall obtain passwords and training for the web content management system through the CIO or his/her designee. Passwords may not be shared. Sul Ross State University reserves the right to remove a user’s access to the system if a user is found to be sharing a password.

3. Undergraduate students will receive passwords to the web page maintenance system only with the approval of an SRSU faculty or staff member who will supervise and assume responsibility for the student’s work.

4. Access to specific web pages is assigned through the CIO or his/her designee. In some cases, more than one department may share access to a given page. Access to the home pages for www.sulross.edu, rgc.sulross.edu and teams.sulross.edu is restricted to the (CIO and his/her designee(s).

5. Should a user leave SRSU, the user’s login to the web content system shall be deactivated promptly by the CIO or his/her designee.

C. Design Elements of www.sulross.edu, rgc.sulross.edu and teams.sulross.edu

1. The OIT CIO or his/her designee is responsible for the maintenance of the overall look-and-feel of the web sites, including site architecture, navigation schemes, design and coding of templates and content of style sheets.
2. The code of templates and style sheets shall be compliant with World Wide Web Consortium standards for XHTML 1.0 Transitional and CSS Level 2.

3. The preferred shades of red for the school colors range between the web color #CC0000 and #990000. The dominant shade of gray is #C0C0C0, also known as silver.

4. Departmental-level users shall not override the templates or style sheets by altering or overwriting page layout, navigation schemes, colors, font faces, font sizes and other styles without prior approval from the CIO or his/her designee.

5. The body of each page, referred to as “Main Content” in the web content management system, shall be white with black text. Colored body text shall be avoided. The use of a background color in data tables other than white shall be limited to the table header and to differentiate alternating rows in large tables.

6. Marquees (moving or scrolling text) shall not be used on web pages.

7. Images shall be used in actual size (no “forcing down” of image sizes), and border, width, height and alternative (alt) text attributes shall be included for each image.

8. Consistent color usage shall be maintained throughout a department or program’s section.

9. Header tags (<h1> through <h6>) shall be used to identify page headings and subheadings.

10. The use of italics shall be avoided where possible.

D. Content of www.sulross.edu, rgc.sulross.edu and teams.sulross.edu

1. The department- and program-level users of the web content management system are responsible for the maintenance of relevant, timely and accurate information on the web.

2. The main page for each department or program shall contain primary contact information (mailing address, physical address, principal phone numbers and e-mail) as well as office hours and emergency numbers where applicable. It should also contain information on who maintains the section and when it was last updated.

3. Each page shall adhere to Sul Ross State University editorial and graphic standards as described in the "Publication Guidelines and Printing
4. Each page shall be subject to the same general content standards as other departmental or organizational publications such as departmental brochures, etc.

5. The approved writing style is third person (avoiding the use of “you,” “I” and “we”) in the inverted pyramid content structure, with capitalization, spelling and word usage based on the Associated Press Stylebook and Libel Manual.

6. The total file size of all images on any given page should not exceed 60 KB. The CIO or his/her designee reserves the right to remove images or web pages that do not comply with these standards.

7. If images are borrowed from a resource outside of SRSU, the department or program must secure written permission for use of those images and ensure that any necessary photo credits appear with the image.

8. Web page counters shall not be used on any pages.

9. Where e-mail addresses or links for SRSU employees are used, they shall be the individual’s official Sul Ross e-mail address. Personal e-mail addresses shall not be used.

10. Each page shall adhere to SRSU’s web accessibility guidelines, links policy and privacy and security policy.

E. Academic Program Content of www.sulross.edu and rgc.sulross.edu

Web pages on www.sulross.edu and rgc.sulross.edu fall into two general categories: academic program pages and administrative or organizational pages. In addition to meeting the guidelines above, academic departments must also observe the following guidelines:

1. The program home page shall contain a summary of what the program offers.

2. The section shall include, in XHTML format, the current degree plans offered.

3. The section shall include, in XHTML format, listings and descriptions of the courses currently offered.

4. The section shall include a page listing faculty members for the program. These listings should be limited to member’s name, office location, office phone, e-mail and a link to the member’s personal web site where applicable. A brief summary may include the faculty member’s education, courses taught
or area of advising, and a picture may be included. Any other information should be reserved for a personal web site at faculty.sulross.edu.

5. The section may include such additional material as SRSU facilities information related to the program, such as lab or physical education facilities; a survey of career options in the discipline; information on certifications, licenses or similar requirements related to the professional field; professional links and resources; and projects, research, events or activities sponsored by the program.

F. Web Forms on www.sulross.edu, rgc.sulross.edu and teams.sulross.edu

1. Because SSL is unavailable on rgc.sulross.edu and teams.sulross.edu, web forms are prohibited from being placed within these domains. Departments requiring web forms may consult with the CIO or his/her designee to explore suitable alternatives.

2. Departments may design web forms but may not implement them without review and approval by the CIO or his/her designee to ensure that all security and coding requirements are met.

3. The following disclaimer shall be included at the bottom of all forms collecting personal data:

   “State law requires that you be informed of the following: (1) you are entitled on request to be informed about the information about yourself collected by the use of any web-based form (with a few exceptions as provided by law); (2) you are entitled to receive and review the information; and (3) you are entitled to have the information corrected. See the SRSU Privacy & Security Policy.”

4. If a form is collecting personal data from a user, code shall be included in the form to check the URL and reload the page in https if it is not already in secure mode.

5. Validation of content shall be included wherever possible in order to ensure that departments processing the content receive complete information, minimizing the amount of follow-up time required by SRSU staff.

6. Web forms shall include keyword and description meta tags for better indexing in the search engine, as well as the pragma (no-cache) meta tag.

7. Each web form shall include some form of response to the user to indicate that the form has been submitted.
G. Guidelines for Personal Web Sites on faculty.sulross.edu

1. The faculty.sulross.edu home page shall include the following disclaimer:

   “Sul Ross State University recognizes the value and potential gain to the state of personal publishing on the Internet, and so allows and encourages staff and faculty to experiment with producing web pages. The views and opinions expressed in personal web pages are strictly those of the page authors and do not necessarily reflect the views or opinions of the Sul Ross State University administration, of the Texas State University System, or of the State of Texas.”

2. Any employee or of the university may request web space at faculty.sulross.edu through the CIO or his/her designee. This courtesy may also be extended to a professor emeritus or distinguished retiree of SRSU. Students are not allotted web space on faculty.sulross.edu.

3. The CIO or his/her designee shall provide the employee with a login, password and basic instructions to access server space for the site.

4. An employee may delegate maintenance of a personal web site to another employee or student assistant, or departments may elect to maintain personal web pages as part of the departmental page maintenance. However, it is ultimately the responsibility of the person whose name is on the site to ensure that page content and files in the personal web space are appropriate and in compliance with all guidelines. OIT does not maintain individuals’ web sites but will provide general technical support and troubleshooting as needed.

5. The personal web sites may have any design the individual wishes. For the convenience of employees, several different standard designs are available through the CIO or his/her designee, and files to implement the designs will be provided upon request.

6. The home page of each personal web site must contain the individual’s contact information, including that person’s SRSU e-mail address, as well as the date of the last update of the web pages.

7. Appropriate content for personal web sites includes, but is not limited to, the individual’s vita; research, publications and other professional work; supplemental materials for courses; and extended personal information such as hobbies or interests. Inappropriate content includes any material or activity that is illegal or otherwise prohibited by university or state policy; or any e-commerce or other commercial activities.

8. Personal web sites may provide information that is supplemental to the person’s department or program, but the personal site and its content must not exist in lieu of a departmental or program site and/or information. Official functions and information for SRSU should be housed at www.sulross.edu.
Degree plans, class schedules, forms for conducting university business and other such content may only appear on personal webs as a secondary source of information.

9. There are no limitations on the numbers or sizes of files that may be posted. However, if the sizes of files become so large that students are unable to access them to complete required coursework, Sul Ross State University reserves the right to adjust file sizes or require the employee to provide alternative access.

10. Because SSL is unavailable on faculty.sulross.edu, web forms are prohibited from being placed on any personal web site. Employees with special needs or projects may consult with the CIO or his/her designee to explore suitable alternatives.

11. If an employee retiring or transferring from SRSU has a personal site on faculty.sulross.edu, the employee may arrange with the CIO or his/her designee to keep the site active for a time in order to transfer the files to a new host. If, after four months of leaving the university, other arrangements have not been made or the CIO or his/her designee has not been contacted, the personal site may be deactivated. Backups of these files will not be maintained.

12. If an employee has requested a personal web site, and that site has not been developed after a year since the setup date, the CIO or his/her designee may elect to deactivate the site. Reactivation of the personal site will be granted at the employee’s request.

13. Sul Ross State University reserves the right to eliminate access to a web page while under investigation by the Internet/Intranet administrators. Sul Ross further reserves the right to remove personal web pages from the web servers if, in the university’s judgment, they fail to be in compliance with this policy. Since the university’s computer network is not a public forum, such removal shall not entitle the user to notice, opportunity to be heard, or to any other due process right.

H. Web Page Review

The CIO or his/her designee is responsible for overseeing compliance with university policy and publishing guidelines regarding web pages. The CIO or his/her designee may verify compliance of any official, departmental, organizational or personal web page residing on sulross.edu.

Upon finding a web page out of compliance, the CIO or his/her designee may enforce compliance by contacting the web page author to make the necessary modifications, by removing access to the page or the page itself, and/or by referring the page's author to the appropriate administrative unit for possible
disciplinary action. For students, referrals will be made to the Dean of Student Life, and for all others, referrals will be made to the appropriate Vice President.

I. References

The SRSU Web Publishing Guidelines have been developed based on a number of regulations, guidelines, standards and other documentation, including:

- World Wide Web Consortium standards for XHTML 1.0 Transitional
- World Wide Web Consortium standards for Cascading Style Sheets
- World Wide Web Consortium Priority 1 and 2 accessibility guidelines
- Section 508 accessibility guidelines
- Texas Administrative Code, Title 1, Part 10, Chapter 206: State Web Sites
- Texas Department of Information Resources SRRPUB11: World Wide Web Design Standards and Coding Guidelines
- The Associated Press Stylebook and Libel Manual
- Web usability and GUI design publications of Jakob Nielsen, Ph.D. (www.useit.com)
3.06 WRITING CENTER (Added to FH 6/2013 regarding existing SRSU services)

The Writing Center is located in room 102 of the Morelock Academic Building and is staffed by graduate students in English during the fall and spring semesters. Students from all departments are welcome in the Center where they can obtain the following types of assistance from the tutors:

- using prewriting strategies
- developing and organizing essays, reports, and research papers
- documenting research correctly (MLA, APA, Chicago, or Turabian)
- learning proofreading and editing skills

However, tutors do not provide editing services. They will work with students to show them how to recognize and correct grammatical, mechanical, and punctuation errors, but tutors do not accept dropped off papers for editing and corrections. Students can make appointments with tutors (837-8270) or simply come by during the Center’s hours of operation. Interested persons should contact the Department of Languages and Literature (837-8151) for information on those hours as they may vary somewhat from semester to semester.
3.07 GRADUATE STUDENT CENTER
(Added to FH 6/2013 regarding existing SRSU services)

The mission of the Graduate Student Center at Sul Ross State University is to increase access to post-baccalaureate programs and to foster graduate-student success by developing and providing pro-active support services in a centralized location.

I. Facilities and Equipment

The Center is equipped with desktop and laptop PCs, wireless internet, a conference room for group study or meetings, satellite phone and personal locator beacon for check-out to graduate students doing field work in remote locations, and a projector and screen for student presentation rehearsals and workshops. The Center is also equipped with a networked printer/copier/scanner for student use.

II. Graduate Student Services and Resources

In addition to providing a location for graduate students to study and work, the Center also provides pro-active graduate student services as they are developed, including orientation and mentoring, and workshops and direct assistance in financial literacy, academic research, writing, thesis preparation, preparing external funding requests, and career or educational planning.

The Graduate Student Center offers information and assistance to graduate students both face-to-face in workshops and individual help and through the Center web site, the latter a service which is particularly helpful for students at a distance.

A. Online Services

Through the Graduate Center web site students can get access to the following services:

- a link to an online orientation for new students
- a link to current and future course offerings
- financial literacy training and financial aid information
- writing and thesis preparation guidance
- information about graduate-student fellowships and scholarships
- links to graduate programs at Sul Ross
- a list of graduate-program advisors, with contact information
- information about Graduate Academic Regulations
- a list of field and lab research resources, and
- workshops designed to help students succeed in graduate studies

The Graduate Student Center also maintains a Facebook page for the convenience of students.
B. In-house Services

Students may get help in person by going to the Graduate Student Center, housed in the Briscoe Administration Building, room 104.

The Center is equipped with desktop and laptop PCs, wireless internet, a conference room for group study or meetings, satellite phone and personal locator beacon for check-out to graduate students doing field work in remote locations, and a projector and screen for student-presentation rehearsals and workshops. The Center is also equipped with a networked printer/copier/scanner for student use.

In the Center students may receive help in the same areas listed as online services and may also participate in face-to-face training workshops (many of which are also available through WebEx). Workshop topics include such areas as financing graduate school, creating a résumé or ePortfolio, searching for a job, and writing a thesis. Center staff refer students to other resources and offices and create new services and workshops as the need arises.
The Academic Center for Excellence (ACE) offers numerous academic support programs. The Center's committed faculty members teach developmental education courses in reading, writing, and mathematics. Tutoring is available in the Academic Learning Center. Academic Enhancement Seminars offer study skills workshops to students. Students up for an academic challenge should check out the SRSU Honors Program.

Organizationally, ACE is based in the School of Arts and Sciences.

I. Developmental Education

At Sul Ross State University, the Developmental Education program is housed in the Academic Center for Excellence (ACE). The Center aids students in gaining the academic knowledge, study skills, and critical thinking capabilities needed for success in college-level courses.

ACE offers developmental education courses in reading, writing, and mathematics.

A student's placement into any of these courses is determined by the student's placement scores on one of the State-identified placement tests (ACCUPLACER, ASSET, COMPASS, or THEA). As of August 28, 2013, the Texas Success Initiative Assessment (TSIA) will be the only State-authorized placement test.

II. Honors Program

The Sul Ross State University Honors Program, administered through the Academic Center for Excellence, is a challenging and exciting integrative program of academic experiences designed to stimulate the more motivated student. This program offers the outstanding student an opportunity to take intellectually motivating academic classes and seminars. It is not an accelerated program but an in-depth approach to the understanding of ideas and relationships. It offers students a chance to go beyond the norms of traditional classroom experience and explore more challenging concepts and issues while applying critical thinking to the learning experience.

Students in the SRSU Honors Program have the opportunity to take courses designed with a low student-to-teacher ratio. The courses offered carry an HONS (Honors) designation and apply toward the student’s core curriculum requirements. Program members also have the opportunity to participate in honors sections of courses offered by individual departments. A third option is for students to enter into an Honors Contract with the faculty member of a regular course in which the student is already registered.
In order to earn the distinction *Graduate in Honors Studies*, with the designation imprinted on his or her transcript, a student must meet the following requirements:

- complete a minimum of 24 semester credit hours in honors classes with a GPA of 3.50 or higher,
- have a cumulative GPA of 3.30 or higher,
- complete an Honors Activities Form each semester, AND
- meet twice a semester with the SRSU Honors Program Director for advising.

A. Eligibility Requirements

Entering Freshmen: To qualify for the Honors Program, entering freshmen must meet one of the following criteria:

- be in the top 10% of their High School graduation class, **OR**
- have a composite score of 23 or better on the ACT, **OR**
- have a combined score of 1130 or higher on the Critical Reading and Mathematics sections of the SAT.

Continuing Students or Transfer Students should have a minimum of 3.30 or higher cumulative GPA.

All Applicants must

- complete the Honors Program application,
- write an essay,
- provide at least one reference, and
- be TSI clear.

B. Scholarships

Honors Scholarships are awarded on an annual basis by the Sul Ross Honors Council. Students wishing to compete for scholarships should submit an application and essay to the University Honors Council of the Faculty Assembly (via the online Scholarship Application). **Students awarded an Honors Scholarship are required to join the SRSU Honors Program.**

III. Academic Support and Services

A. Academic Learning Center

The Academic Learning Center (ALC) is housed in the Academic Center for Excellence, located in Ferguson Hall, Room 213, and staffed by
student tutors. These tutors help students improve their academic skills as well as other life and study skills that are needed for success in higher education. The ALC's tutor training program has been certified by the College Reading and Learning Associations' International Tutor Training Certification Program (CRLA/ITTCP) at Level One. All tutors are either certified at the CRLA/ITTCP Level One or are in the process of being certified. Tutors are available to help their fellow students in a variety of courses. The ALC attempts to have tutors in reading, writing, and math available during all Center hours. Dependent upon the discipline specialties of the tutors, they are often able to help in other academic areas such as the sciences and humanities.

B. Academic Enhancement Seminars

Periodically throughout the fall and spring semesters ACE faculty offer Academic Enhancement Seminars. In these seminars students are offered the opportunity to learn a variety of study skills needed to succeed in higher education. The seminars cover various topics, including, but not limited to, time management, study habits, note taking, sentence structure, comma usage, memory skills, and finals preparation. These workshops are offered free of charge to all SRSU students and last approximately one hour.

C. Lobo Literati League

Sul Ross State University's book club is the Lobo Literati League. The Lobo Literati League is open to the SRSU community, including students, faculty, and staff. The League is sponsored by the SRSU Honors Program as well as the Office of Residential Living, and its purpose is to share the joy of reading.

Each academic year participants read six books, three fiction and three non-fiction, selected each year by vote by the entire SRSU community. The League meets for one hour three times during long semesters to discuss the current selection. Students are encouraged to volunteer to act as moderators.
3.09 COUNSELING SERVICES
(Added to FH 6/2013 regarding existing SRSU services)

The counseling services at Sul Ross State University provide a supportive environment that helps facilitate positive change and promote mental health and emotional well-being on campus. The primary goals are to promote student success and for Sul Ross State University to be a safe, healthy learning environment for all involved—students, staff and faculty. These services help students to resolve personal difficulties and to acquire the skills, attitudes, abilities, and knowledge that will enable them to take full advantage of their college experience.

Counseling Services

- Brief, short-term individual and group counseling
- Workshops, presentations, and activities promoting mental health on campus
- “Don’t Cancel That Class” program-topics including
  * Mental Health Awareness
  * Test Anxiety
  * Communication Skills
  * Test taking/Study Skills
  * Healthy Relationships
  * Stress Management
  * Time Management
  * Conflict Resolution
- On-campus and on-line mental health screenings
- Staff/faculty training regarding mental health issues and referral process
- Consultation services for staff and faculty
- Comprehensive referral network to off-campus providers
- Crisis intervention
- Semester withdrawals from the university

Counseling and Accessibility Services
Ferguson Hall Rm. 112
Open Monday-Friday 8am-12pm and 1pm-5pm
Contact Us:
  Phone 432-837-8203
  Fax 432-837-8363

This office is staffed with Licensed Professional Counselors. Services are confidential and free of charge to students, staff, and faculty of Sul Ross State University.

Confidentiality

Professional ethical codes and state and federal laws consider the personal information discussed in counseling to be confidential. All information gathered in counseling,
including the fact that someone has come to counseling, is held in strict confidence. Exceptions to this will be discussed by the counselor.
The Museum of the Big Bend contains approximately 125,000 historical objects, artifacts, photographs and documents that relate to life and culture in the Big Bend region from the prehistoric to the modern era. Archaeological holdings include collections in stone, ceramic, bone, fiber, and wood that detail Big Bend prehistory from 7,000 B.P. to 1500 A.D. Historical collections consist of Native American, Spanish, Colonial, Mexican, and Anglo American materials from the sixteenth century to the twenty-first century. Housed in a special map study room is one of the largest and most historically diverse map collections, The Yana and Marty Davis Map Collection. Natural history collections consist of rare mineral and fossil specimens from the Big Bend region, including a wing reproduction of the Big Bend Pterodactyl, the world’s largest flying reptile, discovered in 1971. Art and ethnology collections reveal the strong, creative character of regional paintings and artifacts.

Academic interest is directed toward the study of Big Bend cultures from prehistory to the present. Broad research interests in collections support publications from an international to a local level. A professional reference library of over 2,000 volumes is available for use by students for study in Big Bend history, American material culture, and museum science. Also, primary historical documents, archaeological field notes, maps, and photographs are available for research.

Activities include guided tours, special lectures, educational programs for public school, undergraduate, and graduate students, and a program of changing exhibits.
3.11 HERBARIUM (Revised 6/2013)  
(Previously FH 3.04)

The Herbarium is located in the Barton H. Warnock Science building. It occupies one wing of the building and houses 119 cases holding approximately 100,000 specimens. The major collections include plants of Trans-Pecos Texas in the northern Chihuahuan Desert Region. The Herbarium is a prominent regional research collection available to botanists around the world, and is also a valuable teaching facility for both undergraduate and graduate students interested in various botanical disciplines or in wildlife biology.
3.12 ANALYTICAL LABORATORY (Revised 6/2013)
(Previously FH 3.05)

The Sul Ross State University Analytical Laboratory is located in room 115 of the Warnock Science Building on the SRSU-Alpine campus. This lab houses an array of equipment accessible to students and faculty for a number of analytical purposes. A list of equipment in the lab includes a JOEL JSM-6010LA Scanning Electron Microscope (SEM), which is used to obtain microscopic images of samples and to collect information regarding the chemistry of the samples using the attached Energy Dispersive X-Ray spectrometer, and a DIONEX ion chromatograph, which is used to analyze anions in water samples. The lab also includes a Denton Vacuum sputter coater (Au, Au-Pd, and C) for SEM sample preparation and a Branson ultrasonic cleaner.

Future equipment will include an X-Ray Fluorescence Spectrometer (XRF; scheduled to be purchased summer 2013) and an X-Ray Diffractometer (XRD; scheduled to be purchased in 2014).

The lab is located in the vicinity of the geology sample-preparation lab, which includes sampling equipment such as rock thin-sectioning equipment, a Spex tungsten carbide and steel shatter box grinder, ceramic jaw crushers, low- and high-temperature ovens, a Spex pellet press, a Frantz isodynamic magnetic separator, various sieves and a Rotap sieve shaker, and non-toxic heavy liquids for mineral and microfossil separation.

GIS Lab

The Sul Ross State University GIS (Geographical Information Systems) Lab is located in room 310 of the Warnock Science Building on the SRSU-Alpine campus. The purpose of the lab is to provide access to industry standard GIS software for faculty and students. The lab is used for teaching and research. The lab maintains 12 Dell computers with the following software (as of 6/19/2013): ESRI GIS ArcInfo v. 10.1 software, ERDAS Imagine 2011 (5 seats), Sigmaplot v. 12.5 scientific graphing software, Rockworks 15, Golden software products Strater and Surfer 9, ESRI ArcPad 10, GPS Pathfinder Office and TerraSync 5.30 WM, Connex, ET Geowizards 101, Geochemist’s Workbench Standard 7.0, IBM SPSS Statistics 19, Phreeqc Interactive 2.18.5570, and Python 2.5.

The lab inventory also includes the following Trimble GPS receivers: one GeoXH (sub meter), two Geo XM, and 20 Junos with cameras; and three consumer-grade Garmin 60csx GPS units.

A list of physical and chemical hydrology equipment affiliated with the GIS lab, the Geology program and the Rio Grande Research Center includes the following: Topcon and Focus 4 brand Total Stations with tripods and Connex Software, a Trimble R6 RTK GPS unit, a Sontek Flowtracker current meter, a Marsh McInerney flow meter, a Teledyne RiverRay Acoustic Doppler Current Profiler, a Sequoia LISST-Portable Laser Diffraction Particle Size Analyzer and a YSI 556 multiprobe for the field analysis of water. To complement this field equipment, the collection includes four rafts (2 each of the 13’
Riken Miwoks and 14’Momentums with 3 frames, oars and paddles), five 17’6” Wenonah Cascade canoes with paddles, two trailers, and an extensive set of camping equipment that is also used by the Geology Field Camp.

Soils Lab

The Sul Ross State University Soils Lab is located in room 119 of the Agriculture and Natural Resource Sciences (ANRS) Building. This lab is equipped with a LECO AC-350 Bomb Calorimeter, which is used in carbon, hydrogen, and nitrogen analysis of soil samples. It also contains a Varion AA240FS Fast Sequential Atomic Absorbing Spectrometer, which is used for determining chemical elements in atomized samples through radiolysis, and two Mettler Toledo AL54 micro balances used in the precise measurement of samples. The lab also houses a WP4C Dewpoint Potentiometer, used to measure saturation levels in soil samples.

Microbiology Lab

The Sul Ross State University Microbiology Lab is located in room 208 of the Warnock Science Building on the SRSU-Alpine campus. The main purpose of this lab is to facilitate the study of microorganisms. This lab contains many pieces of equipment used for various processes and various purposes. It houses the SmartSpec Plus Spectrophotometer, DR 3800 Benchtop Spectrophotometer, NanoVue Spectrophotometer, and the BioRad SmartSPE Spectrophotometer, which are all used, in different ways, to measure the amount and wavelengths of light that pass through a sample. Another item used in the Microbiology lab is the HPLC (High Performance Liquid Chromatography) Analyzer. This device is used to break down compounds in a sample in order to study or quantify them. Also housed in this lab are several different types of centrifuges, such as a 26 KM FS Centrifuge, a Mistral 3000 E Centrifuge, a Micro HERMLE Z180M Centrifuge, and several Clinical Microfuges, and a REVCO 85 17.2 cu.ft. freezer for sample storage. In addition, the Microbiology Lab includes different forms of incubators, ranging from water jacketed to CO2 jacketed, coliform bathed, and convection incubators, all of which are used to provide a proper environment for the growth of samples and cultures used in the lab. Several microscopes can also be found in this lab, including the Moticom 2500 Camera Microscope, the Inverted Research Microscope, and the Carl Zeiss Photo IIIP Microscope, all of which are used in the study and analysis of samples.