**Academic Information Services Advisory Committee**

**Meeting Minutes**

**December 2, 2015**

Present: Robert Belton, Mike Burgmeier, Leslie Warren, Nancy Maas, Vic Holliday, Brandon Canfield, Steve Hughes, Glenn Wrate, Mary Stunkard.

Excused: Karin Stulz

Meeting called to order: 12:02pm, Robert Belton

1. Minutes: The AISAC meeting minutes from October 7, 2015 were reviewed and approved with minor revisions (Motion: Bergmeier/Hughes). N. Maas will load the approved minutes on the Senate, AISAC website.

2. Report from L. Warren

a. Consultant for AIS Strategic Planning: The planning committee has received bids for the consultant work, and the Facilitation Center from Eastern Kentucky University was chosen as our consultant. The facilitators will come to campus and work with AIS starting in December and continue throughout next term with the goal of having a solid plan developed by the end of Winter term. Their first visit is scheduled for December 7, 2015. Monday’s meeting will be held with the Strategic Planning Steering Committee which currently is comprised of Leslie Warren, Mollie Freier, Marcus Robbins and Krista Clumpner. The consultants would ideally like to have 6-8 members exclusively from AIS on the Steering Committee. The first meeting will focus on designing the process of strategic planning.

b. The Facilitation Center team will be conducting focus groups for faculty, staff and students throughout Winter term. AISAC committee members suggested optimal times for faculty to attend based on specific departmental considerations. Suggestions for planning discussions were elicited. Ideas included AIS services and possibly Collections. Committee members also discussed how best to involve faculty in focus groups and obtain their ideas and suggestions. Both AISAC members and librarians could encourage attendance at focus groups during departmental faculty meetings.

c. Student involvement in Strategic Planning: The committee discussed how the facilitators could best reach out to students for their input on AIS strategic planning. Several ideas were presented and include facilitators presenting to the following: selected on-campus student organizations, first year experience classes, senior design courses and DNP students.

d. Other discussion regarding Strategic Planning: planning may also include an examination of data usage at NMU, specifically online repositories. Suggested topics for educational forums presented by AIS included how to negotiate Intellectual Property rights.

Good of the Order:

1. The next AISAC meeting will be held Wednesday January 13, 2016 at 12:00pm in LRC 202.

Meeting adjourned, 12:56pm

Respectfully submitted, Nancy Maas, AISAC recording secretary.