**Academic information Services Advisory Committee**

**Meeting Minutes**

**March 11, 2015**

Present: Robert Belton, Mike Burgmeier, Leslie Warren, Nancy Maas, Rebecca Ulland, Brandon Canfield, Jennifer Ulrich (Student rep, AIS).

Absent: Matt Frank, Victor Holliday, Karin Stulz, Bao Truong.

Call to Order: R. Belton called the meeting to order at 5:03pm.

Action Items

1. Approval of Minutes from 11/29/14: Approved unanimously with minor changes.

2. Posting of meeting minutes: The committee discussed methods to best post the committee meeting minutes online, NMU Share site vs. the academic senate AISAC committee site. R. Belton will post the final minutes on the NMU Senate Committee site.

3. Formal establishment of AISAC meeting day and time: Members concurred that having a set day/time when most members can attend would be preferable to scheduling meetings individually throughout the school year. The general agreement was that Wednesdays at 5pm worked well for those who were present. R. Belton will elicit feedback from all committee members to determine a standardized meeting day/time. The next meeting will tentatively be scheduled in the beginning of April.

4. Report on AIS meeting, December 4, 2014: R. Belton attended the AIS Deans Advisory meeting and distributed an information sheet describing each AIS dean’s job priorities. Specific points from the meeting were:

a. Chris Wagner: All faculty are encouraged to re-image their laptops with the latest version of Windows as computers are working much better after the update, especially for those who have been issued the Lenovo Twist. A touch pad sign in system was trialed for the Helpdesk. The system is currently on hold while some glitches in the system are worked out. Chris reported that he would like to obtain a 3-D printer for the LRC.

b. Matt Smock: Professor Terry Delpier has been selected as the next Center for Teaching and Learning (CTL) Scholar in Residence. Jill Leonard will step down in May 2015 with Terry starting her position at that time.

c. Dan Truckey: The Beaumier Heritage Center may move to a new location, possibly in Gries Hall. L. Warren stated that NMU has received monetary support for the move and it will likely occur this coming year. The proposal for changes to the Center may be viewed online in the Capital Outlay requests within the Master Plan. L. Warren reported that no capital outlays have been approved at the State level as of yet. Dan Truckey would also like to increase NMU and community involvement with the Beaumier Center. Ideas include initiating the scheduling of classes at the Center and also increasing outreach to the Marquette History Society in the form of paid internships in which students would assist with archiving at the Museum.

5. Review of AIS Mission: R. Belton distributed a copy of the AIS mission statement. The copy was determined to be an older version. L. Warren will share with AISAC the current AIS Mission statement and summary of the College. R. Belton asked that the AIS mission statement be placed on the AISAC site. A potential goal for AISAC is to revise the AISAC mission statement to align with the mission of AIS. This would provide clearer direction for the committee in terms of how it can be of service to the College.

6. AISAC Bylaws: The committee discussed both the Mission statement and Bylaws for AISAC. N. Maas reported that the Bylaws were revised approximately 5 years ago. The committee agreed to review and revise the bylaws in fall 2015.

7. Maintenance of the AISAC Share site: The committee concurred that the AISAC Senate website may be more appropriate for adding committee minutes and information. The information on the site is outdated. R. Belton will ask Senate President Rachel Nye for permission to access the AISAC Senate site in order to revise information. M. Burgmeier stated that access requires a training session and then is granted via Eric Johnson.

Announcements/Good of the Order:

1. M. Burgmeier reminded the committee that an Annual Report from AISAC is to be presented to the Academic Senate at their last meeting of the year in April.

2. The committee discussed electing a new chair of AISAC for the 2015-2016 year at the last meeting for AISAC in April 2015.

3. L. Warren agreed to work with R. Belton to identify areas of the AISAC Senate website that require updating.

4. L. Warren reported that the LibQUal Plus Survey will be released soon to NMU faculty and students. The survey is a standardized national tool that asks participants to comment on library services and space. Mollie Freier is leading the committee responsible for the survey. They are trying to increase participation in the survey through increased marketing. All AISAC members were asked to notify faculty of the upcoming survey and encourage its completion. J. Ulrich stated she would contact RAs in the dorms to promote the survey to students. N. Maas asked if we could contact the president of ASNMU to send out a message to students asking them to complete the survey.

5. M. Burgmeier asked that the AISAC email list be reviewed and revised to include all current members and Dean Warren. He will check to make sure the list serve is correct.

6. L. Warren reported that the Library has been working on the goal of revision and weeding out of library collections. Now that this is a routine process, the Library needs to move into a strategic planning stage. The College is considering hiring an external consultant to facilitate the strategic planning process and the development of AIS priorities for the future.

7. The Annual Academic Software survey is now being distributed to faculty. L Warren is working with Matt Smock to increase participation as results are used for determination of software upgrades and license renewals. The survey will be available for 2 weeks until March 27, 2015.

8. CTL: The next CTL program is March 27, 2015. Cheelan Bo-Linn from the University of Illinois will present on effective student teams, and using student feedback to enhance teaching and learning.

9. NAS is sponsoring a presentation by Cheryl Minnema on March 17, 2015. She will discuss the role of libraries in diversity, and is the author of the children’s book “Hungry Johnny”. Tammie LaJoie, an NMU BOT member is planning on attending the presentation.

10. L. Warren reported that she is working with Amy McKenna from the NMU Foundation to find more support for the Library. She is also attending a conference on fundraising for libraries in April. R. Belton asked about funding resources for AIS. L. Warren stated that there are several small foundation accounts, and a strategic plan for obtaining Foundation funding would be beneficial for the College of AIS.

11. J. Ulrich requested access to the AISAC information online, possibly the Share site.

12. N. Maas reported that each academic department is having a CTL liaison assigned to assist with teaching and learning needs as they arise.

Meeting adjourned: 6:10pm

Respectfully submitted,

Nancy Maas AISAC secretary.